

**MINUTES OF THE  
LINCOLN SCHOOL COMMITTEE  
May 3, 2007**

**Present:** Julie Dobrow (Chair), Laurie Manos (Vice Chair), Sharon Antia, Al Schmertzler, Tom Sander, Deneen Trask (Hanscom Representative), Mary Goldstein (Hanscom Representative). Also present: Mickey Brandmeyer (Superintendent), Paul Naso (Assistant Superintendent), Buck Creel (Administrator for Business and Finance), Teresa Watts (Administrator for Student Services and Special Education).

**Absent:** Leta Allen (Boston Representative).

I. Greetings and Call to Order

Ms. Dobrow called the meeting to order at 7:07 P.M.

II. Chairperson's and Members Reports

Ms. Manos said she attended A Day on the Hill for Massachusetts School Committee members. She said the new governor's administration seems committed to public education.

Ms. Antia reported that she went to the Safety Review meeting at Lincoln Sudbury Regional High School. At this meeting parents shared their concerns about the need to follow safety procedures.

Ms. Dobrow said she, Mr. Brandmeyer, and Mr. Creel attended a meeting of the Finance Committee focusing on preliminary long range financial planning. The plan is to work collaboratively with the Selectmen and the Finance Committee in going forward with large expenditures.

III. Public Comments

None.

IV. Consent Agenda

None.

V. Time Scheduled Appointments

A. Preschool Proposals

Lynn Fagan, Preschool Coordinator, joined the Committee for this discussion.

a. Extended Day Program

***Document: Proposed Child Care Option for Members of Faculty and Staff of the Lincoln Public Schools***

Ms. Fagan said the proposal is for a pilot program to provide childcare from 12:15 to 4:15 P.M. for members of the faculty and staff who enroll their children in the Lincoln Preschool. There would be a flat fee of \$3500 per child regardless of days used or time of pick-up. Ms. Fagan said providing this service would be cost neutral. She described and presented expenses for two staffing models: one with seven or fewer students, and one with eight to twelve students. The proposal was for preference to be given to children of employees who attend the integrated preschool with any available seats allocated on a lottery basis to other parents who have children enrolled in the preschool.

Ms. Fagan said members of the faculty and staff have expressed interest. No faculty or staff children currently attend the preschool but five have registered for the morning program for next year. The afternoon program would be an extension of the day with more emphasis on play and rest and less emphasis on instruction.

Ms. Fagan said if this program is offered, notice will be provided to NAEYC. Mr. Brandmeyer said the District's liability coverage would encompass this program without increased coverage. Mr. Brandmeyer said the program could run with six or seven students but that it would not be offered if only two or three children are enrolled.

Ms. Manos, Ms. Dobrow, and Ms. Antia expressed concern about the proposal's focus on providing an extended day for children of the faculty and staff rather than on children with special needs who attend the preschool. Their concern was that students with special needs are now offered publicly funded preschool through the Lincoln Integrated Preschool rather than Magic Garden. The Lincoln Preschool under this proposal would offer spaces left after faculty demand by lottery to all preschool families without any guarantee that families of students with special needs can have an extended day at the Lincoln Preschool. Magic Garden offered extended days and apparently was able to meet the needs of working parents of children with special needs. Ms. Fagan said at this time there is not great demand for extended days from parents of students with special needs. She said the District provides a longer day for students on IEPs who need a longer day for the provision of educational services.

Mr. Sander expressed concern that this seemed like mission creep: an expansion of the Lincoln Preschool without a clear long-term vision. Ms. Watts said it might be possible to offer a larger program if there are strong feelings. Mr. Brandmeyer said he is concerned that scaling up the program would provide competition for the Lincoln preschools.

Ms. Dobrow asked whether the supervision of the extended day program would be an expansion of Ms. Fagan's role. Mr. Brandmeyer said that whether this program is offered or not Ms. Fagan's position is being expanded for next year to 60% of full time. He said there will also be a new position of team leader for the preschool. The team leader will handle preschool matters when Ms. Fagan is not present. The increase in Ms. Fagan's time is being funded from the revolving fund from preschool tuition. Mr. Brandmeyer noted that the cost of a team leader would be \$3,000.

Ms. Trask asked whether there will be extended time in the morning so that teachers have time to drop their child off prior to the start of school. Mr. Brandmeyer said this would be a good idea. Mr. Creel said it would cost approximately \$1100 to offer a 20-minute early drop off period in the morning.

Sabra Alden asked about the impact of offering an extended day on NAEYC accreditation and on insurance. She asked whether childcare would be available when students are not in school but teachers are required to be there. She said it is important to make sure that the needs for childcare of families with students with special needs are met.

Julie Lynch expressed concern about the process. She said that this proposal is being presented as cost neutral but that there are other costs such as the director's hours that are not there. Mr. Brandmeyer said the increase in Ms. Fagan's hours is happening regardless of whether the extended day option is offered. Ms. Lynch asked why the extended day option is being presented now rather than when the preschool reorganization was considered in the fall. Mr. Brandmeyer said if there hadn't been the reorganization there would not be a fourth classroom and it would not be possible to consider offering an extended day. Ms. Lynch asked why the District is adding extended day coverage when it was necessary to cut a bus this year and to eliminate a second grade section. Mr. Schmertzler said any costs of the extended day would not come close to the cost of a bus or a classroom.

Ms. Manos said she thought there would be a second reading on this proposal. Mr. Brandmeyer said that is only the case for policy. He said it is late in the year and the faculty will need to be making commitments for childcare. If the program is to be offered for next year a decision needs to be made.

Mr. Schmertzler moved that the School Committee vote to approve the extended day program for the preschool as proposed by the administration. Ms. Dobrow seconded the motion. Ms. Manos and Mr. Sander abstained from the vote. Ms. Dobrow, Ms. Antia and Mr. Schmertzler voted in favor, with Ms. Goldstein and Ms. Trask concurring.

b. Tuition rates for FY'08

***Document: Proposed Increased and Changes to the Sliding Scale Fee for the Lincoln Preschool***

Ms. Fagan said that there was a typo in her memorandum and that the last line of the first paragraph should read "we are proposing an increase in tuition for students without special needs." Ms. Fagan noted that tuition has not been increased in six years and that last year hours were added. The formula is adopted from recommendations by the Department of Education and is based on their eligibility table. Ms. Fagan said the memorandum provides information on the fees of other preschools. The proposal is for a tuition cap of \$3000 for the full integrated program, a \$500 increase over the current cap of \$2500. The proposal eliminated the sibling discount because size of families is already considered in the sliding scale.

Ms. Dobrow moved that the School Committee vote to set the full tuition rate for preschool students without special needs at \$3000 for the 2007-2008 school year and implement the sliding scales fee and prepayment discount as presented. Mr. Sander seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

B. Preliminary Discussion of Emergency Access Route to Campus

***Document: Emergency Access Route from Michael Brandmeyer to School Committee, April 25, 2007***

Ms. Dobrow said there is concern that there is only one means of entrance and exit from the campus. She said she and Mr. Brandmeyer have had preliminary discussion with the Conservation Commission and Public Safety about this critical need. She suggested that this work be considered part of the mandate of the Facilities Subcommittee and that she, as a member of the Facilities Subcommittee, continue to work on this need.

Mr. Brandmeyer said that he and Ms. Dobrow have walked the roughly one dozen theoretically possible new emergency exit routes and none are easy or without challenges. Mr. Brandmeyer said the campus is surrounded by wetlands, historic land, and private land. He proposed sending a letter to notify all abutters that the District intends to begin discussion and a planning process to seek an appropriate solution. Mr. Schmertzler suggested that it might be possible to narrow down the possible routes and notify fewer abutters. He said he is concerned that the process needs to proceed as quickly as possible because of safety issues. Mr. Brandmeyer and Ms. Dobrow said they want a transparent process because of the many issues in creating an emergency route and

believe that it is important that abutters know that all options have been seriously considered. Mr. Brandmeyer said since considerable resources are needed, work couldn't begin until the FY09 budget anyhow. Ms. Dobrow said some routes could require approval by the Conservation Commission, Town Meeting and the State. Mr. Sander commented that the letter should attempt to minimize concerns by making it clear that Ballfield Road would continue to be the major means of egress.

### C. Coordinated Program Review Briefing

**Document: *Coordinated Program Review from Mickey Brandmeyer to Lincoln School Committee, April 24, 2007***

Mr. Brandmeyer said the Coordinated Program review is conducted every six years by the Massachusetts Department of Education (DOE). It is a compliance review. For Lincoln, the review focuses on three areas: Special Education, English Learner Education, and Civil Rights Methods of Administration. The District is required to prepare documentation as to how they meet each requirement. In April these answers were delivered to DOE. Next an onsite coordinator conducts a records review. Then the onsite visit, scheduled for May 21, takes place. A letter is being prepared to give notice for anyone who wants to talk with the DOE. After the onsite visit the DOE will issue a report which indicates whether the District is compliant or whether corrective action is required. Corrective action is virtually always required in some areas. Mr. Brandmeyer said the regulations are open to individual interpretations of each Visiting Team.

Ms. Watts said the information required for special education was extensive. Focus areas for the upcoming review include: IEP team process, IEP development, transition, student discipline, and out of district and other placement.

Mr. Naso said the English Learner Education requirements are relatively new and that the review is becoming more stringent. Criteria include identification of students, students' existing program, students' and parents' awareness of rights, notification and record keeping, ensuring students' participation in required assessments, licensure and professional development, students' access to academic and extra-curricular programs.

Mr. Brandmeyer said the civil rights compliance focuses on publishing statements, policies, and equal pay for equal work. There is focus on making informational materials available to everyone including providing translated materials for families where English is not the first language.

Mr. Schertzler asked whether ADA compliance is part of this review and how it is handled. Mr. Brandmeyer said ADA is part of the review. He said Hanscom lacks a sufficient number of handicapped accessible bathrooms. This is an outstanding issue from the last review. The District has made this known to DDESS and has helped to develop plans for new facilities. These have not yet been funded. Ms. Trask asked whether the current base commander is aware that the facilities are not fully compliant for handicapped use. Mr. Brandmeyer said he would make sure that the commander is aware of the ADA issues. On the Lincoln campus certain outside doors need to be altered but since there has not been major construction the buildings are considered compliant.

### VI. Superintendent's Report

Mr. Brandmeyer will be sending a letter informing the community that the coordinated program review is happening, providing some information about the class size subcommittee survey, and providing information about the Tripod Project.

Mr. Brandmeyer reported he has received only nine applications for the Administrator for Student Services and Special Education and the strongest applicant has taken a job with another district. He has extended the search and will continue to recruit but might need to come back with an alternate plan of hiring an Interim Director.

### VII. Curriculum

Mr. Naso reported that the Health Advisory Council is up and running. It is setting the stage for needs assessment to pick areas for focus. The idea has come up to look at consistent practices across the district regarding dealing with life-threatening allergies.

Eighth grade social studies teacher Steve Cullen has been accepted to a summer program on the complexities of the American Revolution. Eighth grade students will receive the benefit from his learning.

### VIII. Policy

#### A. Policy Manual Review: Section A

##### 1. Policy AC on Non-Discrimination: Second Reading and Vote

**Document: *Proposed Policy AC on Non-Discrimination***

Ms. Manos said the Subcommittee has done some work on how to write up policies. She provided the School Committee members with an example of a very different approach to this type policy in order to ask the Committee for guidance on how to approach the write-ups. Ms. Dobrow suggested amending the proposed policy AC by adding "to all students, staff and members of the public" after accessible in the first sentence. Ms. Manos moved that the School Committee vote to approve policy AC on

Non-Discrimination as amended. Mr. Schmertzler seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

2. Policy ACH on Non-Discrimination on the Basis of Veteran Status: Second Reading and Vote  
**Document: Proposed Policy ACH on Non-Discrimination on the Basis of Veteran Status: Second Reading and Vote**

Ms. Manos moved that the School Committee vote the approve policy ACH on Non-Discrimination on the Basis of Veteran Status. Ms. Dobrow seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

3. Policy ADC on Smoking: Second Reading and Vote  
**Document: Proposed Policy ADC on Smoking**

Ms. Manos moved that the School Committee vote to approve policy ADC on Smoking. Mr. Sander seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

4. Policy ADDA on CORI Requirements Reaffirm  
**Document: Policy ADDA on CORI Requirements**

Ms. Manos moved that the School Committee vote to reaffirm Policy ADDA on CORI requirements. Ms. Dobrow seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

5. Policy ADF on Wellness: Reaffirm  
**Document: Policy ADF on Wellness**

Ms. Manos moved that the School Committee vote to reaffirm Policy ADF on Wellness. Mr. Schmertzler seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

IX. Budget and Financial  
A. Warrant Approval

Mr. Sander asked about the warrant process. Mr. Creel said that there are two types of warrants: warrants for the weekly payroll and warrants for purchase orders. He said Ms. Manos reviews the warrants thoroughly to ensure that the District is following the warrant process as laid out by the Town.

Ms. Manos said she has reviewed the warrants and they appear to be in order. She moved that the School committee vote to approve warrants in the amount of \$822,886.34. Mr. Sander seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

X. Old Business  
A. Update from Class Size Policy Subcommittee

**Documents: Class Size Policy Review Committee Minutes February 26, 2008 [sic], March 19, 2007, April 9, 2007 draft.**

Ms. Manos said the Subcommittee is reviewing educational research on class size. The Subcommittee is doing a teacher survey and a parent/guardian survey. There will be extensive publicity via various means around the parent/guardian survey to attempt to ensure a high response rate.

Ms. Trask asked how this work could impact Hanscom. Mr. Brandmeyer said right now Hanscom is held to lower class sizes under the contract to run the schools. For Hanscom, new policy could not bring about classes larger than the maximum specified in the contract but could result in classes smaller than the maximum in the contract.

Mr. Sander asked whether the survey would ask parents to weigh their desire for smaller class sizes against their costs. Ms. Manos said there are questions about class size and trade-offs. It also asks how important class size is related to twelve other areas.

XI. New Business  
A. Reschedule June 14<sup>th</sup> Meeting to June 21<sup>st</sup>

Ms. Dobrow said the Lincoln campus graduation is on June 14. She moved that the School Committee vote to reschedule its June 14<sup>th</sup> meeting to June 21<sup>st</sup>. Mr. Schmertzler seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

XII. Approval of Minutes

Ms. Dobrow moved that the School Committee vote to approve the minutes of April 12, 2007 as amended. Mr. Schmertzler seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

XIII. Information Enclosures

XIV. Adjournment

Ms. Dobrow moved that the School Committee adjourn to executive session not to return to open session for the purpose of discussing contract negotiations. Mr. Schmertzler seconded the motion. The motion was approved by the following roll call:

Ms. Dobrow – yes

Ms. Manos – yes

Ms. Antia – yes

Mr. Schmertzler – yes

Mr. Sander – yes

Ms. Goldstein – concur

Ms. Trask – concur

The meeting was adjourned at 9:35 P.M.

Respectfully submitted,

Sara Rolley, School Committee Recording Secretary