

**MINUTES OF THE  
LINCOLN SCHOOL COMMITTEE  
June 21, 2007**

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

I. Greetings and Call to Order

Ms. Dobrow called the meeting to order at 7:12 P.M.

II. Chairperson's and Members' Reports

Ms. Dobrow said she went to the first grade author's breakfast and the fifth grade breakfast and they were great. She said all the School Committee members attended the Lincoln School and Hanscom Middle School graduations and they were very moving events.

Ms. Manos reported that many whales were seen on the Lincoln School third grade whale watch. Ms. Antia reported that she attended the third grade whale luncheon and saw many whale projects. Ms. Antia also reported that she attended the Comprehensive Long Range Planning meeting that was attended by about 100 people.

Mr. Schmertzler said the stories and poems by Lincoln students published in The Voices of Brooks were impressive. He also said the letter in the Lincoln Journal about the Lincoln Preschool upset him because the letter was full of misinformation. The letter suggested that the Lincoln taxpayers are subsidizing the education of students from outside of Lincoln. Mr. Schmertzler said this is not true. Faculty and other parents of non-special need students pay tuition that covers the cost of their child's attendance.

Mr. Sander said the second grade international food fair was wonderful and was attended by many parents. Ms. Trask said the Hanscom fourth grade trip to the observatory was good and there were many other Hanscom field trips at year-end.

Ms. Dobrow reported that several School Committee members attended the METCO celebration, which was well attended and was a wonderful way to celebrate students' achievements.

Mr. Sander said he attended part of Harvard's second annual conference on the racial achievement gap and that Christina Horner, the District's METCO Director, attended as well.

Ms. Dobrow said this was the last meeting for Mr. Naso and Ms. Rolley. She presented Ms. Rolley with a hanging plant and presented Mr. Naso with a mirror with a picture of the Lincoln School. She noted the support Ms. Rolley provided for the School Committee, and the many contributions Mr. Naso has made to the District and thanked him for his service. Mr. Naso said he has appreciated the opportunity to work in Lincoln and appreciated the opportunity to work with the Lincoln Community, the Administrative Council, and with Mr. Brandmeyer.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gift from PTA

***Letter from Stephen McKenna to Members of the PTA thanking them for gift, May 31, 2007***

The School Committee was asked to accept the donation of \$5,000 to fund half the cost of Nikki Hu for the Lincoln School 4<sup>th</sup> grade.

B. Establish Gift Account for Generator (AT&T & Cingular)

***Document: Request to Establish Gift Account for Generator Project from Mickey Brandmeyer to School Committee, June 14, 2007***

The School Committee was asked to authorize the establishment of a generator gift account and accept a gift from AT&T in the amount of \$16,000 for generator installation.

Ms. Dobrow moved that the School Committee accept the consent agenda. Mr. Sander seconded the motion. All elected members voted in favor, with Ms. Goldstein and Ms. Trask concurring.

V. Time Scheduled Appointments

A. Facilities Master Plan Report

***Slide Presentation: Lincoln Public Schools Master Plan Study, Master Plan Alternatives, SMMA, June 21, 2007***

Ed Frenette of SMMA and Bob Zakarian of the Facilities Subcommittee joined the Committee for this discussion. Mr. Frenette said the plan considers alternatives that would serve Lincoln for many years. Mr. Frenette presented a series of slides. He noted the many dates of construction of the Lincoln school buildings and said buildings wear out in 40 to 50 years.

He said the buildings were investigated and their deficiencies have been noted. He said the study has identified programmatic deficiencies including: undersized classrooms, administration remote from entrances, lack of large group meeting area, lack of cafeteria, and inadequate kitchen. Key space needs were identified in a visioning workshop. Four options were identified which ranged from small additions and building renovations providing for space for partial program upgrades to new construction with space for full program upgrades. All options other than new construction require relocation of students while the work is being done. Mr. Frenette said the School Committee should consider the pros and cons of all alternatives and rank their options. Mr. Frenette invited the School Committee to see what the community's appetite is for the various options being presented.

Mr. Brandmeyer said SMMA will prepare a statement of interest to be submitted to the State School Building Authority. Next steps include considering how to tell the story to other groups and the Town at large. Mr. Brandmeyer suggested that the School Committee send this master plan presentation to other Town groups and make a presentation at the State of the Town meeting. There will need to be a request for funding for the design phase and the School Committee should zero in on an option or two. Mr. Brandmeyer said the report presented tonight is backed up by a larger, more detailed document.

Mr. Sander noted that several buildings are at or near the end of their lives and a majority are unlikely to last the next 20 years. He asked whether Option A, small additions and building renovations, addresses buildings that are at the end of their useful life. Mr. Frenette said that this is not answered yet. Option A could be a full gut renovation or minimum renovation that SMMA was investigating.

Mr. Sander also asked whether relocation of students could be sequenced to minimize disruption, and Mr. Brandmeyer assured him that it could. In addition, Mr. Brandmeyer said the last building project was in 1994 and that the community may believe the whole building was renovated but really not much was renovated at all. Mr. Creel said there is no need to add additional classrooms but there is need to make the classrooms bigger to accommodate technology.

Ms. Manos said she would not recommend taking the presentation to Town boards at this time because there are too many open questions. She said she likes the idea of considering the pros and cons of the four options but that it is difficult to react to the options without any idea of the cost.

Mr. Brandmeyer said to get the kind of information Ms. Manos was suggesting would take more funds. To get additional resources it makes sense to share a preliminary look at the early thinking and to hear the thinking of other Town groups.

Ms. Manos asked whether it would be possible for the project team to do quantitative pros and cons for the four options. Mr. Zakarian said it is dangerous to chart way down a path without knowing what the Town wants to do. Mr. Schmertzler said to get an estimate on option A requires a variety of choices about the degree of renovation that would take time and money. Mr. Frenette said there could be a minimum of three costs for each option. Mr. Brandmeyer said that if SMMA were to give a range of costs for each option people would lock in on the ballpark costs and that the conversation should be continued on a conceptual level.

Ms. Dobrow said the District is trying to work in concert with other Town boards. The Town is facing other building projects and that it is important to keep other groups informed.

Mr. Sander said it is important to communicate the first part of the report about the age of the buildings and about the educational programmatic deficiencies. He said it would be useful to have some range of costs for the options. Mr. Creel observed that numbers are time based and change with the passage of time. Implementation may be seven to ten years from now, so that any cost estimates floated at this time would no doubt be incorrect by the time any actual construction began. Mr. Schmertzler said the process take time. He said if the students must be moved the Pods could be used but this would take a lot of planning and coordination.

Ms. Antia suggested that more education be done about the programmatic needs. She said she has no issue with sharing the master plan report now. She sees the options as informational. It is too early for a decision.

Ms. Manos said that "seeing what the community's appetite is" is asking for a reaction and not just informational. Mr. Schmertzler said the report could be presented as information, not asking for a decision but keeping the Town informed. Ms. Dobrow added that this information could be coupled with discussion of the next steps.

Ms. Manos said the previous study done three years ago said it would take \$12 million to make repairs on the Ballfield Road buildings and the Pods. She asked, after \$65,000 more in expenditures, do we know the cost?

Mr. Schmertzler said there is now more detail on the current condition of the facility. Decisions have not been made on how to change it but it is near the end of its life. Mr. Creel said the master plan does not consider the condition of the Hartwell Building or the Pods and that repairs could be made separately on them.

Mr. Brandmeyer said the Capital Planning Committee has asked the District to build a master plan and look at it in conjunction with the other needs of the community. This is the first 5% of the process. It is time to report out on how the \$65,000 was spent.

Ms. Manos asked Mr. Frenette to speak about the four options in relation to forward thinking education. Mr. Frenette said every educational innovation requires more space. As classrooms have moved from teacher-centered to student-centered there has been need for more physical space and more acoustical space. Technology and computerization have required more space. Eventually every student will have a computer but there will still be need for other computers because the students' computers won't be able to do everything. There needs to be flexibility in the classrooms and space for wires and ductwork.

Mr. Sander suggested that in making the case to the community, videos of classes with adequate space could be contrasted with videos of teaching in constrained space. Mr. Frenette said architecture can improve student performance and behavior. Units of around 250 students are preferred where students feel known. Air quality and access to light and view are important. Studies show performance going up with certain colors on the walls. Control and security have become more important in the last 10 to 15 years.

Mr. Zakarian asked whether other Town groups are now presenting numbers for their building projects. Ms. Dobrow said discussions are preliminary but there are many capital projects being planned. John Robinson of the Finance Committee said it is appropriate for the school to talk about what is needed. New debt can be taken on over time.

Mr. Naso said there is a connection between space and time and that it is important to have flexibility of space to make transitions smoother. Continuous work areas that do not require break down of projects save time.

Mr. Brandmeyer said there needs to be conversation about how to share this preliminary information with Town boards at a conceptual level. Ms. Dobrow suggested sharing what has been done to date and what is planned going forward. She said the Facilities Committee will continue to meet and will come back with more recommendations in July. Mr. Frenette said his job is to be the Town's advocate.

B. Proposal for Development of Skate Park on School Campus  
***Slide Presentation: Lincoln Skate Park Development Plan***

Sandy Hessler presented a proposal to develop a skate park on the school campus. Ms. Hessler said she and a number of people have been meeting to consider the opportunity to build a skate park. There have been meetings with the Recreation Commission and a meeting with the Conservation Commission. The group wants to get feedback to see whether it is worth going forward with a skate park design. Their vision is to create a skate park that supports beginning through advanced skaters. Interviews have been conducted of park directors in nearby towns to see what has worked and what has not.

Ms. Hessler said a survey of Lincoln Public School 5<sup>th</sup> through 8<sup>th</sup> grades has been conducted. Forty percent of students skateboard, 48 percent of boys. Thirty-five percent of students polled said they would use the park.

Ms. Hessler said the group is considering creating a Skate Boarding Association of Lincoln that would be accountable to the Recreation Department or the School Committee as appropriate. Mr. Brandmeyer said the school's property is under the jurisdiction of the School Committee but the Recreation Department is responsible for recreational activity. It works well when both boards work collaboratively. He recommends assigning a liaison to the planning group if the School Committee is predisposed to consider the idea of creating the skate park. Mr. Creel is willing to act a liaison. The Recreation Department would assume responsibility for it as a playground but if it is to be located on school grounds, the School Department's interests should be represented at planning meetings.

Ms. Hessler said it is important to make sure the park would be covered in the Town's liability insurance plan. Ms. Hessler said the group does not want to improve the lighting because this does not need to be a night activity. The rules could be that the park would be open from sun up to sun down. Ms. Dobrow asked that the group look into how ADA compliance would apply to the skate park. Ms. Dobrow said she has concerns about taking on any projects that affect school grounds until we know where any school building project will take place. Ms. Dobrow asked that there be a fund to take care of the skate park and dispose of it if it is not longer wanted thereby avoiding financial liability for the school.

Ms. Antia asked why pads would not be required in addition to helmets. Ms. Hessler said kids over eight rarely wear pads and that parks that have attempted to insist on it have not been used. It works better to require helmets and recommend pads. Ms. Hessler said the police would be able to insist on helmets and be able to close the park temporarily if there are behavior problems.

Ms. Dobrow moved that the School Committee accept the report and appoint Mr. Creel as liaison to the skate park planning group. Mr. Sander seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring. Ms. Hessler would continue to fundraise and come back to the School Committee with much more of a specific proposal and financing to make sure that this would not be a cost to the School Department or Town.

C. Landscaping Proposal from Lincoln PTA

**Documents: Letter from Kathy Clark to Mr. Michael Brandmeyer and Ms. Julie Dobrow, June 14, 2007; Proposed Budget PTA Landscape Gift 12-Jun-07; Landscape Plans.**

Kathy Clark, President of the Lincoln School PTA, took a brief break from videotaping the School Committee meeting to present a proposal to establish a gift account in support of efforts to beautify the Lincoln Campus with a gift of \$10,000. PTA Campus Beautification Chair, Angela Kadlec, has worked with Mr. Creel and Will Munroe of Munroe Landscaping to put together a plan to make best use of the money. Munroe Landscaping has offered a significant reduction in their usual fees for this project. The plan focuses on the Brooks courtyard, the Kindergarten wing, and the Smith entrance.

Ms. Clark said entire gift should be used for beautification of the Lincoln Campus but if any funds remain in the gift account after the proposed plans are executed the balance can be used for a new sign or other efforts to improve the Ballfield Road entrance. Mr. Creel explained that last year's graduating class gave a gift to improve the sign at the front entrance but that it was not enough money. Mr. Creel said the School Committee will be informed before a new sign is obtained.

Mr. Creel said he is impressed with the work that Ms. Kadlec and the other volunteers have done. Ms. Dobrow said this is a wonderful and generous gift. In response to a question from Ms. Manos, Ms. Clark said there should not be incremental maintenance costs. Mr. Creel said this work could actually reduce maintenance costs.

Ms. Dobrow moved that the School Committee accept the \$10,000 gift and establish a gift account for the purpose of landscaping improvements at the Lincoln School. Mr. Schmertzler seconded the motion. All elected members voted in favor, with Ms. Goldstein and Ms. Trask concurring.

D. District Goals for 2007-2008

**Document: Lincoln Public Schools District Goals 2007 and Beyond**

Mr. Naso explained that at the May 31<sup>st</sup> meeting the School Committee approved all the goals except for the goal for Curriculum, Instruction and Assessment. Ms. Dobrow moved that the School Committee vote to adopt the goal for Curriculum, Instruction and Assessment. Ms. Manos seconded the motion. All elected members voted in favor, with Ms. Goldstein and Ms. Trask concurring.

E. Personnel Update for 2007-2008

**Documents: Administrative and Faculty Appointments—Updates from Paul Naso to School Committee, June 21, 2007 & June 15, 2007.**

Mr. Naso reported that six of eleven faculty positions have been filled and two of three administrative positions have been filled.

VI. Superintendent's Report

A. Enrollment Update for 2007-2008 Update

**Document: Recommendation to add section of Grade 2 for 2007-2008**

Mr. Brandmeyer requested approval to add a fourth section of grade 2 at the Lincoln School. He said enrollment is now projected to increase to 75 students which with three sections would exceed the maximum class size. One student is leaving and four to five are moving in. Additional students will come from a CASE classroom that will be housed at the Lincoln School. This class has a concentration of second graders who would be integrated into the Lincoln second grade classrooms as appropriate.

Mr. Brandmeyer said he was not recommending going to the Finance Committee to ask for reserve funds to pay for the additional classroom. Instead he said the costs could be met from the FY08 budget because projected costs for special education tuition in FY08 are less than budgeted. He proposed going to the Finance Committee for reserve funds if more money is needed for out of district placements than is currently projected. Mr. Brandmeyer said it is a coincidence that the CASE classroom happens to have a concentration of students at the second grade level.

Mr. Schmertzler asked about CASE funding. Mr. Brandmeyer said CASE is funded in three ways: (1) an annual fee, (2) a transportation fee based on the prior year, and (3) program assessment based on the prior year. The CASE students coming to Lincoln will impact the budgets of the towns in which they reside, not the town in which they go to school. Mr. Schmertzler asked whether the CASE students will move through the Lincoln School. Mr. Brandmeyer said he would recommend keeping the classroom as long as Lincoln has space but this depends on the work of the Class Size Subcommittee. There are now no extra classrooms.

Ms. Dobrow moved that the School Committee authorize the Superintendent to add an additional section at grade 2. Ms. Manos seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

VII. Curriculum

A. Summer Curriculum Projects

**Document: Summer 2007 Curriculum Projects and Professional Development**

Mr. Naso said the listing of summer projects includes all in-district projects and some out-of-district projects. He said summer workdays can be very productive and will address program improvements, compliance requirements, and teacher initiatives. Many projects are cross campus but some are campus specific.

Mr. Naso said he asks for proposals from teachers, posts projects that are being considered, and is required under the teacher's contract to announce projects that are happening by the end of May. Ms. Trask asked whether it is ever suggested to a teacher that he or she participate in a particular project. Mr. Naso said sometimes principals suggest certain professional development activities. Some summer projects are trainings and others are collaborative work. For the Hanscom Middle School, there will be summer work for teachers to be ready for the shift in social studies focus.

VIII. Policy

A. Proposal for Policy to Address Life Threatening Food Allergies

**Document: Life Threatening Food Allergies from Paul Naso to Mickey Brandmeyer, June 6, 2007.**

Mr. Naso presented a suggestion from the Health Advisory Council that the District develop a policy about how life threatening food allergies are addressed. This suggestion has come from both school nurses. While there are currently practices in place, they feel that the District would benefit from having a policy that would specify that there is a need for practices and guidelines and would support those practices and guidelines. Members of the Health Advisory Council have offered to help with the research and drafting of the policy. Ms. Manos said she would be happy to have their assistance. Mr. Naso said he will let the Council know that this will be going forward.

IX. Budget and Financial

A. Warrant Approval

Mr. Schmertzler said he has reviewed warrants in the amount of \$2,561,954.49 with payroll warrants totaling \$1,702,416.34 and accounts payable warrants totaling \$859,538.15 and that the warrants appear to be in order. Mr. Schmertzler moved that the School Committee vote to accept warrants in the amount of \$2,561,954.49. Ms. Manos seconded the motion. All elected members voted in favor, with Ms. Goldstein and Ms. Trask concurring.

B. FY'07 End-of-Year Report

**Document: FY07 End of Year Expenditure Plan from Buckner Creel to Michael F. Brandmeyer, 15 June 2007**

Mr. Creel said \$90,710 of savings on the Lincoln campus were generated by fuel and electricity savings and from salary differentials from new and non-hires. Mr. Creel presented a list of proposed expenditures totaling \$122,66 (including a Reserve Fund Transfer of \$31,955 for the Smith kitchen). For Hanscom, timing end-of-year expenditures are not as critical as unspent funds roll over to the reserve fund. Mr. Creel said the amount to be used for end-of-year expenditures in Lincoln was about the same as in previous years. Some savings are due to the warm winter.

Ms. Trask asked whether there are funds that could be used for improvements to the Hanscom Middle School playground. Ms. Goldstein said many parents have mentioned that this playground needs improvement. Mr. Brandmeyer said the administration will see what can be done.

X. Old Business

A. Update on Smith Kitchen

**Letter from Gabrielle White to Buckner Creel re Smith Cafeteria, June 11, 2007.**

Mr. Creel said a kitchen facility will be put in an area in the Smith gym, which was formerly occupied by PE storage. He said he appreciates the cooperative effort from the Board of Health.

Ms. Dobrow thanked Kathy Clark and all the others who have volunteered to videotape School Committee meetings this year.

XI. New Business

Ms. Dobrow said she has drafted a memorandum in response to questions about the Lincoln Preschool. She has incorporated suggestions from School Committee members. She asked the permission of the School Committee members to send this memorandum to the Board of Selectmen and the parent who had raised questions. The School Committee concurred that the letter should be sent.

XII. Approval of Minutes

Ms. Dobrow moved that the School Committee vote to approve the May 31, 2007 minutes as amended. Mr. Sander seconded the motion. All elected members voted in favor, with Ms. Goldstein and Ms. Trask concurring.

XIII. Informational Enclosures

XIV. Adjournment

Ms. Dobrow moved that the meeting be adjourned. Ms. Manos seconded the motion. All elected members voted in favor, with Ms. Goldstein and Ms. Trask concurring. The meeting was adjourned at 10:10 P.M.

Respectfully submitted,  
Sara Rolley, School Committee Recording Secretary