

**MINUTES OF THE
LINCOLN SCHOOL COMMITTEE
November 16, 2006**

Present: Julie Dobrow (Chair), Sandy Hessler (Vice-Chair), Laurie Manos, Sharon Antia, Al Schmeitzler, 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 of Special Education and Student Services).

Absent: Leta Allen (Boston Representative).

I. Greetings and Call to Order

Ms. Dobrow called the meeting to order at 7:05 PM.

II. Chairperson's and Members' Reports

Ms. Dobrow thanked Susan Taylor for videotaping this meeting. Ms. Manos reported that she went to the MASC/MASS Joint Conference. She said she attended a presentation by Kati Haycock, Director of the Education Trust, on the achievement gap for US subgroups and the gap between the performance of US students and those of other developed nations. Ms. Manos said that she would like to bring this presentation to the School Committee. She said that the presentation is available online at www.edtrust.org by clicking on Recent Publications.

III. Public Comments

Andy Payne asked whether it would be possible for members of the public to make comments after the School Committee discussion relating to the preschool proposal. Ms. Dobrow said that it would be.

IV. Consent Agenda

None.

V. Time Scheduled Appointments

A. FY'08 Preliminary Budget: Part 2

Documents: Lincoln Public Schools, Preliminary Budget Fiscal Year 2008, November 16, 2006 (slide presentation); New Initiatives, Lincoln Public Schools Budget Requests, Fiscal Year 2008; Special Education Slide Presentation.

Mr. Brandmeyer said at the November 2 meeting, the Central Administration presented an overview of non-discretionary spending, enrollment projections, and staffing needs for the Preliminary FY'08 Budget. At this meeting, the Administration would present proposals for special education, preschool program reorganization, and other initiatives. The timeline going forward will be: discussion and adjustments – begin to shape base and preferred budgets on November 28; presentation to Finance Committee on December 6; discussion and adjustments – finalize gap strategy on December 7; establish base budget on December 14; establish preferred budget on January 4; community discussions in January and February; and Town Meeting on March 24.

Randy Davis described the following proposed new initiatives for the Hanscom Schools: (1) teacher for after-school foreign language club-\$5,000; (2) area rugs for area where carpet was removed so that primary children can sit on the floor for community meeting/shared reading-\$4,400; (3) gym mats -\$2,280; (4) computer tables for grade two-\$6,600; (5) sound field systems for use with first grade students-\$3834. Sound field systems were purchased this year through the Kindergarten grant for use with Kindergarten students. With these systems the teacher wears a microphone. The systems were initially designed to help special needs students but benefit all students.

Ms. Dobrow asked about the gym mats and why they have a lower priority if they are for students' safety. Ms. Davis said mats are needed for certain activities such as gymnastics and that it might be possible to borrow the middle school mats but that not having them could curtail part of the physical education program.

Ms. Hessler and Ms. Manos asked when an item should be a new initiative and when it should be funded from a principal's discretionary fund and about whether rugs, mats and other durables or consumables should be funded from the principal's discretionary funds rather than as new initiatives. Mr. Brandmeyer said the principal's discretionary funds are for basic purchasing to operate the schools such as paper, supplies, and money for field trips. He said if a principal recommends a purchase which is not in the budget this year they should submit it as a new initiative. He said gym mats could be purchased using flexible spending money or as new initiatives.

Ms. Dobrow asked about the after-school foreign language club for grades K-3 and whether additional professional development would be required so that staff could teach it. Ms. Davis said she contemplates using the money for a stipend to hire a teacher with the requisite skills. Ms. Dobrow asked how difficult it would be to find teachers with skills both in target language and learning

appropriate for this age group. Ms. Davis said she believes it would not be easy, but that she could probably find someone qualified.

Mark Kaufman described proposed new initiatives for the Hanscom Middle School: (1) grade 6 Transition Math books-\$4,210; (2) playground equipment for the grade 4/5 playground-\$12,500; (3) SPED liaison so that there would be a liaison for grade 7 and grade 8 each rather than a shared one and to serve a large number of special needs students who would be in grade 7-\$53,980; (4) art room kiln (current kiln is inoperable)-\$4,250; (5) boys fall soccer team-\$4,000; (6) projection screen for multi-purpose room (current screen held together with duct tape)-\$2,678; (7) music room storage shelving-\$2,640; (8) Junior Great Books anthologies-\$1,430; and (9) sound field systems, one for each grade level-\$4,790.

Ms. Dobrow asked whether it might be possible for the PTO to fund playground equipment. Ms. Trask said she is the treasurer of the PTO and the PTO is struggling to find new sources to help with field trips and other programs they would like to fund. Mr. Brandmeyer said in the recent past Laura Koning spearheaded a playground funding initiative and so Hanscom parents have already provided funding for playgrounds.

Regarding sports offerings, Mr. Kaufman said he would like to offer boys soccer next fall because there is interest. Mr. Schmertzler asked whether a boys' soccer team had been in place previously. Mr. Kaufman said that last year there was no boys' soccer team in the fall and that it may have been several years since there has been one. He said this year's sixth grade is larger and could help support a team of sixth, seventh, and eighth graders.

Mr. Kaufman said this year Lincoln did not field girls' soccer and several girls came to Hanscom and played on the Hanscom team. More cross campus collaboration might be possible. Hanscom girls might be interested in playing field hockey with Lincoln. Ms. Dobrow said in the past these types of collaborations were considered and rejected as too costly because of transportation costs and timing of dismissals. Ms. Hessler noted that several boys did not make the soccer team in Lincoln this year and that with collaboration it might be possible to have a JV and varsity. Ms. Dobrow asked that an effort be made to determine the costs of transportation for a collaborative sport endeavor.

Ms. Manos observed that there were no science initiatives. Mr. Naso said in the District budget there is money which funds incremental change in science in the form of gradual purchase of science kits.

Ms. Antia asked about the initiative to purchase a sound field system for each grade in middle school. She asked whether this would result in grouping all the students with attention deficit disorder in the same classroom. Mr. Brandmeyer said grouping would be done according to students' needs and that certain students would be clustered. Mr. Kaufman commented that students who are not on IEPs can also benefit from the use of sound systems.

Ms. Dobrow asked about personnel requirements for special education given the volatility of the Hanscom population. Specifically she asked whether the special needs students currently in grade six are likely to still be at Hanscom for grade seven. Ms. Watts said the District has attempted to get accurate information and believes that adding a special education liaison at the Middle School level would be beneficial. Ms. Dobrow thanked Ms. Davis and Mr. Kaufman for their presentations.

Sharon Hobbs and Stephen McKenna described proposed new initiatives for the Lincoln School. Ms. Hobbs described the initiative to purchase a new library circulation system for \$5,800. She said in the past Lincoln was a pioneer in automating the school library. However, the system is now out of date and is at risk of ceasing to function. With the current software the library must use old OS9 computers, some of the oldest computers in the school.

Mr. McKenna said there is concern about lighting for the back parking lot and recommended lighting at a cost of \$2,616. The back parking lot is dark for a good part of the year when teachers are leaving the school and when there are events in the evening. Ms. Dobrow commented that there is clearly a need for improved lighting, that this is a safety issue and asked why it has a priority rank of 5. Ms. Hobbs said it was given this priority because it is not directly program related. Ms. Hessler asked why this is a new initiative rather than a capital planning request. Mr. Brandmeyer said this was an interest of the School Improvement Council. It is not a capital planning request because the amount falls below the capital planning threshold.

Mr. McKenna described the initiative to reconfigure the Matloff Computer lab at a cost of \$7,300. With the current configuration teachers cannot readily see the monitors of half the students at one time. Reconfiguring would allow for better viewing and better interactions between teachers and students. The tables to be purchased would be adjustable so they can be used with different age groups.

Mr. McKenna also talked about the initiative to replace the Young Chang piano in the music room at a cost of \$5,546. The current piano was evaluated in May 2006 and was determined to be in poor overall condition and to have lost its value as a functional musical instrument. Mr. Kaufman is checking to see whether any of the pianos currently in the PODs could be used as a replacement.

Ms. Manos asked whether full day kindergarten is being considered for next year. Mr. Brandmeyer said no conversations have taken place about this but that if a decision were taken to change to full day kindergarten this could be done without large financial impact.

Ms. Manos said she has been hearing from parents that reading specialists are spread thin this year and asked whether there is any thought to supplementing staffing. Mr. McKenna said he is looking to hire two tutors with an early education focus and the pool is very thin.

Ms. Hobbs described an initiative to hire two additional instrumental music instructors for \$3,800 (not \$100 as listed in the School Committee packet materials). This would permit the trombone and trumpet classes to be split into two and addition of cello instruction for sixth grade students.

Another initiative put forth by Ms. Hobbs is for a recorder class at a cost of \$720 (not \$60 as listed in the School Committee packet materials). This year the class is being offered through an LSF grant with older students mentoring younger ones. Ms. Hobbs also set forth an initiative to purchase steel drums and timpani to supplement the percussion section at a cost of \$5,100.

Ms. Hobbs proposed replacing small round tables in a fifth grade classroom which are too small for fifth graders and lack storage for binders and possessions at a cost of \$2,112. Ms. Hessler wondered whether the replacement of desks might be a capital planning matter.

Ms. Manos said she has heard from middle school parents that they would like to see enrichment opportunities for advanced learners. Mr. Brandmeyer said principals have discretionary money to make adjustments of this type. Ms. Dobrow thanked Ms. Hobbs and Mr. McKenna for their presentations.

Mr. Creel and Mr. Naso presented several central office initiatives. Mr. Creel proposed adding a full time maintenance craftsman to provide increased maintenance and repair capacity to support both campuses at a cost of \$56,704. He commended Patrick McMillan on the great job he does.

Mr. Creel proposed adding a .5 FTE secretary to be shared by the Assistant Superintendent and the Business Offices at a cost of \$25,158. This would permit the Assistant Superintendent to spend more time on curriculum and professional development and provide additional clerical support for the Business Office. Ms. Hessler noted that an additional .5 FTE of clerical support was added last year. Mr. Naso said the time added last year is focused on professional development paperwork such as tuition reimbursement, tracking attendance at programs, and professional development points.

Mr. Naso described his request to purchase math core resources for each campus at a cost of \$9,900 for each campus. This would either be an upgrade to the new edition of Investigations or a replacement with a new program. Ms. Manos asked how the decision on which materials to use will be made noting that a recent New York Times article described skepticism about the effectiveness of materials of the Investigations type. Mr. Naso said he is not prepared to discuss how the decision would be made tonight but that he would keep the School Committee informed.

Ms. Dobrow asked about the timetable for the decision. Mr. Naso said if Investigations is updated this will be done early next year. If the materials are replaced with a different program, this will be a multi-year event. Mr. Brandmeyer said if the District changes to an entirely different math program there be -will need for professional development. Ms. Manos said some districts, such as North Andover, have conducted pilot programs of math materials.

Ms. Watts described the special education initiatives. One is to add additional administrative support to address demands in compliance, preschool, maximizing revenue, and data collection at a cost of \$5,090.

Ms. Watts also described an initiative to develop in-district school and community learning program at a cost of \$74,100 (rather than \$73,500 as stated in the School Committee packet materials) but which would also save out of district placement costs of \$98,560 for FY08 plus transportation costs that would be incurred as a liability in FY08 and paid in FY09. Two Lincoln resident students have been identified as appropriate for this program.

Mr. Brandmeyer described the technology support staff initiative of \$90,000. The proposal is for one additional IT person on each campus to support new technology acquisitions being proposed to the Capital Planning Committee. This initiative duplicates a request to the Capital Planning Committee for the costs of additional IT staffing for the Lincoln campus.

Ms. Watts made a presentation on FY05 special education costs in Lincoln. Ms. Watts explained that Lincoln has 2.5 to 3 percent fewer students identified as appropriate for special education than other comparable districts. The District has disproportionately high numbers of students with communications disabilities compared to state averages. Lincoln is above the Massachusetts

average for special education students who are in full inclusion programs. Out of district placements costs are low relative to other comparable towns.

Ms. Hessler noted that cost for out of district placements are slated to increase from \$191,000 in FY07 to \$675,000 in FY08. Ms. Watts said she is hopeful that this amount can be reduced by about \$100,000. Mr. Creel said the range of potential out of district placement costs for FY08 is from \$500,000 to \$675,000. The increased amount is due to new potential out of district placements and existing students who need out of district placements. These are projections based on known students. There are other students who may be able to come back to the District from out of district placements. Ms. Hessler noted that this is the biggest single change in the budget for FY08.

Ms. Hessler asked how this expenditure could begin to be partially balanced with funds for gifted and talented programs. Ms. Hessler also noted that 13% of students are students with IEPs. She asked what this percentage would be if students being tutored were also included. Ms. Watts said this is 15.5% to 16% if tutoring is included. Ms. Hessler said she is concerned that support should not be cut for students who are not on IEPs.

Mr. Brandmeyer described enrollment projections for Lincoln School and said all classes are projected to be at or below the target class size. For Hanscom, because of population variation, enrollment is established by DDESS solicitation requirements and capacity design.

Mr. Creel talked about funding assumptions, sources of funds, expense factors. He noted that payroll is 77 to 78 percent of the budget and that a large portion of the budget increases are set by collective bargaining agreements.

Mr. Creel also quantified staffing changes from FY98 to the current FY07 budget and the FY08 proposed budget with proposed initiatives with -12.2 FTE for the current budget compared to FY98 and -5.5 FTE for the proposed FY08 budget compared to FY98. Instructional support has increased since FY98 and support staff has decreased. Mr. Brandmeyer said the comparisons could be refined to show FY08 with and without new initiatives compared to FY98.

Mr. Creel said for the Lincoln School the base budget is \$9,185,132 and the preferred budget is \$9,394,948. The Finance Committee guideline is \$8,604,402. The gap with the base budget is \$480,730. The gap with the preferred budget is \$790,546. Ms. Manos noted that \$493,000 of the gap is out of district placements projected for next year and this factor is out of the School Committee's control.

For Hanscom, the base budget is \$10,055,453 and the preferred budget is \$10,264,573. The target budget is \$9,356,642 based on the assumed level funding of the current contract. With the base budget there is a gap of \$698,811. With the preferred budget, there is a gap of \$907,931.

Ms. Hessler asked about additional funds from all sources and why these are not part of the budget. Mr. Brandmeyer said the Lincoln School's budget includes only the amounts which the Town will approve for appropriations. There is an operating budget which includes the amounts from other sources. He said the administration will make the complete operating budget available at the next meeting. Mr. Brandmeyer said approximately \$1 million in staff costs are paid for by grants, revolving funds, and circuit breaker programs.

Ms. Manos said for FY08 Lincoln School expenses appear to be up approximately 8 percent and central office expenses are up approximately 26 percent. She said she would like to understand what is driving this. Mr. Creel said there is a larger increase in central administration because all the proposed allowances for the schools are currently in central administrative accounts.

B. Proposal for Preschool Reorganization

Document: Proposal to Reorganize Early Childhood Special Education Services

Mr. Brandmeyer explained that Teresa Watts and Lynn Fagan, Preschool Coordinator, would present a proposal to reorganize early childhood special education services this evening because it has budgetary implications. Ms. Fagan explained that in her role as Preschool Coordinator she directs the Lincoln Integrated Preschool and she supervises the Lincoln staff that provides special education services at the Magic Garden.

Ms. Fagan said larger numbers of students with early childhood special needs are anticipated and there will be need for a fourth classroom in the Integrated Preschool next year. She said she would like to provide services for Lincoln and Hanscom early childhood special needs students in an integrated setting redeploying existing staff from Magic Garden.

Benefits from this would be: more options for maintaining the required ratio of children with special needs to children without special needs; more flexibility for student groupings based on their special needs and more flexibility for matching teacher assignments with specific student needs; ability to improve program efficiencies and effectiveness (e.g. scheduling of related service providers); greater coordination of instructional scope and sequence; more concentrated supervision of program and staff;

and reduction in operating costs. Ms. Fagan said savings would be approximately \$25,000 in personnel and the program would generate approximately \$37,000 in additional revenues, including revenues from a small tuition increase.

This would increase capacity per day for non-special education students from 30 to 32. Capacity per day for special education students from Lincoln and Hanscom would increase from 27 this year to 28. Current staffing provided to Magic Garden is 0.6 hours of a teacher in classroom one, 24 hours of a tutor in classroom two, and 28 hours of a tutor in classroom three.

Ms. Hessler commented that parents choose Magic Garden and other Lincoln preschools over other preschools because their children are able to form relationships with students who will be attending the Lincoln School. The special needs students that attend Magic Garden are with students with whom they will be attending the Lincoln School. Ms. Dobrow said she would like to underscore this point. She first noted that she has a very long history with the Magic Garden since she has four children who went to Magic Garden, and that each of them formed friendships in preschool that have lasted. She then said that educational literature indicates how important continuity in student body is for students. Ms. Hessler said friendships among parents are also important.

Ms. Fagan said last year only half the students coming to kindergarten at the Lincoln School went to the three Lincoln preschools. An audience member said these numbers are not correct. Ms. Fagan said the numbers could be off because they only include parents who agreed to talk with Ms. Fagan about the transition.

Ms. Fagan said preschool students not on IEPs can receive early intervention related services such as Occupational Therapy and Physical Therapy and these services are provided to students enrolled in Magic Garden, Lincoln Country Day, and Lincoln Nursery School.

Ms. Dobrow said over the years the School Committee has heard from Hanscom parents that their preference is to ultimately have the preschool at Hanscom. Ms. Fagan said she surveyed Integrated Preschool parents last year and the year before and they indicated that because of the quality of services they were getting it was worth going off base. Ms. Watts said special needs students at Magic Garden are spread out in several classrooms and that this dilutes the staffing the District provides to address special needs.

Ms. Dobrow asked how there were savings of approximately \$62,000 from this reorganization. Mr. Brandmeyer said this resulted from the reduction of one tutor and from a small tuition increase from two extra slots. There would be additional savings of \$3,000 to \$6,000 in transportation but these would not be realized until FY09 because of how CASE deals with transportation costs.

Ms. Manos observed that four of the seventy-two students at Magic Garden are special education students. She asked what the implications would be for the partnership agreement with Magic Garden. Mr. Brandmeyer said the District is not proposing a change in the Magic Garden rent.

Julie Lynch, parent at the Lincoln School and Magic Garden, said the low ratio of special needs students to typical students at Magic Garden is beneficial. She said she believes outplacements can be avoided because of the ease of early identification of students who need services and the provision of services. Ms. Fagan said related services will continue to be provided and she and her staff conduct observations of students in all the Lincoln preschools. Ms. Fagan said she believes the partnership with Magic Garden has worked. She said it is important to understand that there are some reasons beyond our control that some students need an outplacement.

Ms. Lynch said she fears that this reorganization could be the beginning of the end for Magic Garden. Ms. Hessler said there are only four special needs students out of seventy-two at Magic Garden and that many preschools are successful without a partnership of this variety. She said it is important to not be too emotional in analyzing this proposal and its effects on Magic Garden.

Mr. Creel provided some information about the financial impact of the lease and partnership agreement with Magic Garden. He said it is important to understand the true costs of Magic Garden.

Margo Seltzer, a parent of two children who had gone through Magic Garden, said she is troubled by the proposal. She said there are students at Magic Garden who have IEPs and students who are serviced under Section 504. She observed that under the new proposal only one additional special education student would be serviced and that there would be more spots for non-special education students. She asked why this is the right way to go. She said at Magic Garden the ratio of special needs students to typical students more closely mirrors the ratios at the Lincoln School and in the community. The proposed reorganization would mean that many special needs students are in the same classroom.

Ms. Fagan said continuity of services is the driving force behind the proposal. She pointed out that there will be one more special education slot but that more than one student could share this slot coming to the program on different schedules. This year special

needs students are ten to thirteen percent of the Magic Garden population but in other years the percentage of special needs students has been higher. She said in the Integrated Preschool there is a certified special education teacher in each classroom.

Timothy Henry, former president of the Magic Garden board, said the proposal for reorganization is not terribly clear. He said that we need to look at the \$25,000 in savings versus the quality of the experience for the students. He said parents at Hanscom really want the preschool to be at Hanscom and any decisions should be made with an eye to where we are going in the long term. He suggested that there could be an open discussion and debate about the broader preschool experience for all preschool students.

Mr. Brandmeyer said when the preschool program was first moved from Hanscom it was only two hours long and so the location was a problem for parents. For educational reasons the program has been made longer (four hour program from 8:15 AM to 12:15 PM with extended day for students who qualify) and this makes the location work better for Hanscom parents.

Nicolette Burel, a parent with a child on an IEP at Magic Garden, passed out a handout to the School Committee members. She said Magic Garden has a good program and there would be a good program at the Integrated Preschool. She said at the Integrated Preschool there would not be the opportunity to get socially connected to many students who would also be attending the Lincoln School. She said her child has a language processing problem that makes it take longer to learn other children's names. She also said the exposure for typically developing students at Magic Garden to special needs students is good for the typically developing students. She said it is important to find a way to include special needs students and parents in the regular program.

Ms. Fagan said with the recommended model at the Integrated Preschool there can be up to seven special needs students on a given day but that it would not always be as many as seven. Ms. Burel said Magic Garden has slots for three days and up in its program and that Magic Garden has two, three and five day slots. She said with the Magic Garden model there is greater stability among students. Ms. Watts said students under the proposed reorganization will receive at least as high quality program as they are currently receiving.

Ms. Dobrow, noting that the School Committee still had many agenda items to cover, asked that anyone who did not have the opportunity to speak send letters to the School Committee. She said the reorganization proposal will be discussed again at a later School Committee meeting. Information on when it will be discussed will be on the agendas which are posted on the School Committee website and can be obtained by signing up for the School Committee News on the website, www.lincnet.org. Mr. Brandmeyer noted that the preschool reorganization will not be discussed at the next School Committee meeting on November 28. Ms. Fagan invited anyone who has factual questions to contact her but said she is not the person to talk with about the policy decision. Mr. Naso left at this time.

Ms. Hessler asked whether the decision on the preschool reorganization merits a full blown hearing public meeting. Mr. Brandmeyer said he contemplates it will be discussed at public School Committee meetings and that eventually the School Committee will be asked to vote.

Debbie Dorsey, a substitute teacher in the District, said the District needs more substitute teachers. She said she is concerned about substitute teachers for students with special needs. Mr. Naso said the District does have a notice out in several places that they are looking for substitute teachers. Ms. Dobrow thanked Ms. Dorsey for her comments.

VI. Superintendent's Report

A. Update on Assessment of the District Vision and Mission Statements

Document: Proposal to assess the currency of the district's vision and mission statements from Mickey Brandmeyer to School Committee, November 13, 2006; Vision, Mission, voted at March 26, 2001 School Committee Meeting; Lincoln's Vision for Its Schools: An Educational Road Map, 1993-1994 Lincoln School Committee.

Mr. Brandmeyer outlined steps he plans to take to assess the currency of the District's vision and mission statements. Vision and mission statements were adopted by the Lincoln School Committee in February 1993 formalizing work done the previous year by the Vision Committee. In March 2001 the School Committee adjusted the wording of the mission and vision statement to the current versions. Mr. Brandmeyer noted that it has been more than a decade since any formal work has been done on the mission and vision statements.

Mr. Brandmeyer said he plans to survey parents, community members, faculty and students about the currency and meaning of the statements. The survey may be in paper form, web-based, or both. It will probe whether the statements reflect the desires of the community regarding the vision and mission of the schools and to what degree the school district's actions provide evidence that it is following its vision and mission. Mr. Brandmeyer said he also intends to ask some other questions such as how important high stakes testing should be, the community's desire for implementation of the technology plan, and open ended questions about what might be missing in the current statements.

Mr. Brandmeyer plans to administer the survey in January and to report back to the School Committee in February. The results of the survey will indicate what steps should be taken next.

Ms. Dobrow asked how the survey would be pre-tested. Mr. Brandmeyer said he plans to use a small sample of faculty members and parents. Ms. Dobrow asked how a good response rate could be obtained. The Committee discussed the merits of offering a raffle type prize for those who complete the survey. Mr. Brandmeyer said he will need to control for multiple responses from any one individual.

Mr. Schmertzler asked that Mr. Brandmeyer be sure to include non-parent community members. Ms. Antia suggested that both paper and electronic versions should be available to obtain the largest number of respondents. Mr. Creel commented that Hanscom parents are likely to leave the area during the winter break so timing is important.

Ms. Manos said she likes the questions about the mission/vision statements and she likes the added questions. She said "high stakes testing" is a pejorative term and care must be taken in phrasing the questions. Ms. Manos said the School Committee should see the survey and accompanying materials before they are sent out. She said this is typically a shared responsibility of the administration and the School Committee. She said the School Committee is responsible for goals and mission and vision are a platform for goals. She said the survey should not be sent out until after January 1.

VII. Curriculum

Mr. Brandmeyer said at the next meeting Mr. Naso will report on Institute Day.

VIII. Policy

A. Policy Subcommittee Update

Document: School Committee Policy Manual Reorganization -2006/07, a presentation to the School Committee on November 16, 2006, by the SC Policy Subcommittee

Ms. Manos said she and Richard Jewett are proposing a reorganization of the manual. The current code finder index is over 80 pages long, is from 1984, and refers to 100's of pages not in the book. Indices are from 1975 and are not up to date. Coding is from 1975, 1984, and 1991.

Ms. Manos said the Subcommittee looked into different coding systems and recommends using the 2006 NEPN codes. Mr. Creel suggested the Subcommittee be sure to leave flexibility to add policies in the sections. Ms. Dobrow thanked Ms. Manos and Mr. Jewett for their work.

IX. Facilities and Financial

A. Warrant Approval

Ms. Manos said she has examined the warrants and they appear to be in order. She moved that the School Committee vote warrants in the amount of \$841,744.82. Ms. Dobrow seconded the motion. All elected members voted in favor, with Ms. Trask and Ms. Goldstein concurring.

X. Old Business

A. Update Long Term Agenda

Document: School Committee Long Term Planning Agenda 2007-2008

The School Committee determined to add the next discussion of the proposed Preschool Reorganization to the long term agenda on December 14. Ms. Manos moved that the School Committee vote to accept and post the long term agenda as amended. Ms. Hessler seconded the motion. All elected members voted in favor, with Ms. Trask and Ms. Goldstein concurring.

XI. New Business

Ms. Watts reported that the Special Education Program Statement which says that the District is complying with all regulations is due this December 1. It must be signed by the Chair of the School Committee as well as by Ms. Watts and Mr. Brandmeyer. Mr. Brandmeyer said he will include it in the Consent Agenda for the November 28 meeting.

Mr. Creel said he received four bids for the Hanscom snow removal contract. D&B Landscape is the apparent low bidder. D&B has had this contract before and their work was satisfactory. The bids were based on a notional snow period and the actual amount of the contract will depend on the amount of snow. The contract is for one year with the option to renew it for two additional years. Mr. Schmertzler moved that the School Committee authorize Mr. Creel to enter in the contract for snow removal at Hanscom. Ms. Dobrow seconded the motion. All elected members voted in favor, with Ms. Trask and Ms. Goldstein concurring. Mr. Creel reported that he is looking into long term pricing for electricity on the Lincoln campus.

Ms. Manos said the PTA would like to have an update on the budget at their December 5 meeting. She asked whether this would be too much for the School Committee or whether it would be premature in light of the December 6 presentation to the Finance Committee and the December 7 School Committee discussion. Ms. Dobrow suggested that at the December 5 PTA meeting Ms.

Manos tell the PTA where the School Committee is in the process, what the next steps are, and that, as always, they are welcome to come to the upcoming meetings on the budget.

XII. Approval of Minutes

Ms. Dobrow moved that the November 2, 2006 minutes as amended be approved by the School Committee. Ms. Antia seconded the motion. All elected members voted in favor, with Ms. Trask and Ms. Goldstein concurring.

XIII. Information Enclosures

XIV. Adjournment

Ms. Dobrow moved that the open session be adjourned to executive session not to return to open session for the purpose of discussing legal issues. Ms. Hessler seconded the motion. The motion was approved by the following roll call:

Ms. Dobrow – yes

Ms. Hessler – yes

Ms. Manos – yes

Mr. Schmertzler – yes

Ms. Antia – yes

Ms. Goldstein – concurs

Ms. Trask – concurs

The meeting was adjourned at 11:20 PM.

Respectfully submitted,

Sara Rolley, School Committee Recording Secretary