



# LINCOLN PUBLIC SCHOOLS

MICHAEL F. BRANDMEYER  
SUPERINTENDENT

March 21, 2012

To: School Committee  
From: Mickey Brandmeyer, Steve McKenna and Lateefah Frank  
Re: Enrollment Proposal for 2012-2013

Lincoln Public Schools enrolls students who live outside of Lincoln through two programs: METCO, a voluntary desegregation program through which students of color who reside in Boston are enrolled in suburban school districts and an employee enrollment program which allows Town employees and Lincoln Sudbury Regional High School teachers to enroll their children in the Lincoln School.

The purpose of this memo is to update 2012-2013 enrollment projections, to recommend grades and numbers of students for enrollment through the METCO program and to approve employee requests for enrollment of their children.

## **METCO Enrollment**

In reviewing the options for adding students to the METCO program at Lincoln School for 2012-13, the Lincoln Administration Team - LAT (Steve McKenna, Principal K-4, Sharon Hobbs, Principal 5-8, Lateefah Franck, METCO Director and Ginny Flaherty, Student Services Coordinator) began by identifying the students who would be leaving the program from grade 8. In addition, we identified students who may transfer to exam schools in Boston. A goal was set to maintain a 91 student enrollment and follow the policy of at least 2 students per classroom.

With an eye to starting new students in the lower grades where they can gain access to the full breadth of the Lincoln Public Schools curriculum and experience, Lateefah Franck has requested student folders from METCO Inc. on behalf of the district. Thus far, that includes a total of 14 folders: Kindergarten - 11; Grade 1 - 1; Grade 2 - 2. Additional folders are being requested for grade 1.

We have begun an intake process for Kindergarten. Nine of the eleven families have responded to our inquiry. Two families have not responded and the folders are being returned to METCO Inc. Current enrollment in grade 1 does not allow for any additional students for the 2012-13 grade 2 as that will result in exceeding the district class size policy. The two families with grade 2 children have been informed and their folders have been returned to METCO Inc.

It is expected that the LAT and Administrator for Student Services, Stephanie Powers, will review the folders prior to formalizing arrangements with the family.

## **Enrollment of Employees' Children**

School Committee policy JFAB describes conditions for the enrollment of employees' children. Students who enrolled prior to 2009 are grandfathered providing their parents remain eligible employees. Students enrolling in 2009 or after are accepted on a year-to-year basis providing their parents remain eligible employees and space is available. The district does not add sections to provide seats for either program.

Sixteen students (2 pre 2009; 14 post 2009) are requesting continued enrollment and three students are requesting approval for initial enrollment.

The following table provides updated enrollment data and class size projections. The data is based on March 1 actual enrollment with students advanced to the next grade.

Request for METCO and Children of Employee Enrollment						
Gr	March 1, 2012 Enrollment <sup>1</sup>	Proposed METCO Enrollment	Employee Requested Enrollment (new)	Projected 2012-13 Total	Preferred Class Size	Projected Average Class Size
K <sup>2</sup>	35	9	2	46	18/20	15.3
1	71	3	1	75	20/22	18.75
2	59			59	21/23	19.6
3	69			69	21/23	17.25
4	73			73	22/24	18.25
5	72			72	22/24	18.0
6	57			57	24	19.0
7	72			72	24	24.0
8	82			82	24	20.5

Based on the recommendations of the Lincoln School Administrative Team and the requests for enrollment of employees' children, I am recommending that the School Committee vote to approve this enrollment proposal. All classes, with the exception of the 7<sup>th</sup> grade will have average class sizes below the preferred class size and currently have sufficient available seats for unanticipated enrollment growth.

---

<sup>1</sup> Includes currently enrolled employee children.

<sup>2</sup> Projected based on census and registrations received to date.