



# LINCOLN PUBLIC SCHOOLS

REBECCA E. MCFALL, ED.D.  
SUPERINTENDENT

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To: School Committee

From: Rebecca McFall

Date: April 4, 2017

Subject: Enrollment Proposal for the 2017-2018 School Year

This memo serves to inform the Lincoln School Committee of 2017-2018 enrollment projections for the Lincoln School in order to recommend enrollment of Boston students through the METCO program and to approve employee requests for enrollment of their children in the Lincoln School.

## **METCO Enrollment**

There are 10 eighth grade METCO students graduating from the Lincoln School in 2017. In addition, we have about 5 students leaving the district for a variety of reasons. Our goals are to maintain an enrollment of 91 METCO students and to follow the policy of ensuring at least two METCO students per classroom. We have also set a priority of allowing students entry into the Lincoln School in the early grades to provide the greatest continuity of educational experience for students.

Currently, there are 89 METCO students enrolled. Anticipated transitions of eighth grade students and others could bring our total enrollment to 74 at the end of the 2016–2017 school year. We anticipate enrolling 6 – 16 new METCO students for the 2017-2018 school year.

METCO Director Lateefah Franck has gathered folders for potential students. Information on these students will be reviewed by the following administrators: Sarah Collmer, Jennifer Wolf, and Sharon Hobbs. At this point, we are anticipating three kindergarten classrooms. We are proposing METCO enrollments for the 2017-2018 school year as follows: Six to nine (6-9) students in kindergarten and up to three (3) students in grade one and up to four (4) students in grade two with the total number of METCO students not to exceed 91.

Our kindergarten enrollment at this time is not solid. We are anticipating that we will have three sections of kindergarten. Given our known registrations and the assumption of three sections, we are confident that we can accommodate six to nine students through the METCO program.

## **Enrollment of Employee's Children**

A copy of School Committee policy JFAB is enclosed. Students who enrolled prior to 2009 are grandfathered provided their parents remain eligible employees. Students enrolling in 2009 or after are approved on a year-to-year basis as long as their parents remain eligible employees and space is available. The district does not add sections to accommodate enrollment requests of eligible employees.

We have received requests for continued enrollment of 7 preschool students and 17 K – 8 students. In addition, we have received requests for approval of 9 initial preschool enrollments for a total of 33 employee children requests composed of 16 preschool and 17 K – 8 students.

Requests for METCO and Enrollment of Employee’s Children Grades K-8							
Grade	2017 – 2018 Projected Sections	2017 – 2018 Projected Enrollment as of 4/3/17	Proposed New METCO Enrollments	Employee Requested Initial Enrollment	Projected 2017 – 2018 Total as of 4/3/17	Preferred Class Size	Projected Average Class Size
K	3	39 [0]	6 – 9*	0	48	18/20	16
1	4	55 (11) [0]	0-3*	0	69	20/22	17.25
2	3	36 (8) [3]	0-4*	0	51	21/23	17
3	4	55 (12) [0]	0	0	67	21/23	16.75
4	4	55 (10) [4]	0	0	69	22/24	17.25
5	3	46 (12) [3]	0	0	61	22/24	20.33
6	3	56 (9) [2]	0	0	67	24	22.33
7	3	53 (5) [2]	0	0	60	24	20
8	3	48 (10) [3]	0	0	61	24	20.33

\*Proposed K-3 METCO enrollments may vary, not to exceed a total of 91 students.

( ) METCO students  
 [ ] employee children

**Recommendations**

Based upon current enrollment projections, the following recommendations are presented to the School Committee:

Preschool      Approve requests for enrollment of 16 employee children in preschool, pending available space.

Gr. K-5          Approve requests for enrollment of up to 14 METCO students in grades K through 2.

                    Approve requests for enrollment of 10 employee children in grades K through 5.

Gr. 6-8          Approve requests for enrollment of 7 employee children in grades 6 through 8.



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

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**ADMISSION OF INTERDISTRICT TRANSFER STUDENTS  
(ENROLLMENT OF METCO STUDENTS)**

It is the intent of the Lincoln School Committee to offer students the benefits of a multicultural educational experience by contracting through the Department of Education, under the provisions of Chapter 71, Sections 37C & 37D of the General Laws of the Commonwealth of Massachusetts, to bring a limited number of minority students from Boston to the Lincoln campus.

Number of Students to be Enrolled

Every attempt will be made to enroll at least two METCO students per classroom. The district will enroll a total of 91 students based on the current grant allocation from the Massachusetts Department of Education. In the event that the grant allocation changes, the School Committee may adjust the total number of METCO students. When it is clear that space is available under the School Committee's class size policy, both for the present year and future years as projected, the Superintendent may recommend for School Committee approval that the number of METCO students may be increased up to four per classroom. Consideration for accepting additional students will also include available funds and the desirable educational benefit for all students. Determination of space availability will be made by the Superintendent acknowledging predictable patterns of growth or decline of Lincoln students in various grades.

Enrollment of Students

First priority will be given to students enrolled in the district during the previous school year. Unless State, local or private funding is not available, children admitted to the Lincoln schools will continue through graduation from the eighth grade.

Second priority will be given to entering Kindergarten students.

Third priority will be given to new students in Grades 1 through 8 to maintain the commitment of two per classroom.

Fourth priority will be given to new students in Grades 1 through 8 to achieve the number of up to four per classroom under the conditions described above. Enrollment recommendations by the Superintendent under this priority will be coordinated with recommendations made under policy JECB governing attendance of non-residents in Lincoln Schools.

Enrollment decisions will be made jointly by the METCO Director, the School Principal and the Director of Special Education.

If the Individual Education Plan (IEP) of a non-resident METCO student recommends placement in a program outside of the Lincoln Public Schools, the placement and funding remain the responsibility of the Boston Public Schools.

Replacement of Students

If students enrolled in Grades K through 8 transfer out of the district during the school year, an equal number of students may be admitted at the start of the following school year if space is available.

Necessity for School Committee Approval

Prior School Committee approval is always required for students entering at all grades

*Approved at School Committee Meeting of May 11, 1981  
Revised at School Committee Meeting of June 16, 1986  
Revised at School Committee Meeting of January 28, 1991  
Revised at School Committee Meeting of September 21, 1992  
Revised at School Committee Meeting of May 6, 2004*



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## ADMISSION OF NON-RESIDENT STUDENTS

### Children of Employees

The Lincoln Public Schools provide a quality education to all of its students. It is a sign of confidence and support for our programs if non-resident employees of the Schools and the Town wish to enroll their children in our schools. The Lincoln School Committee wishes to show its appreciation of such employees by extending enrollment to their children on a space available basis. In addition, the Committee wishes to extend such privileges on a reciprocal basis to employees of the Lincoln-Sudbury Regional High School. This policy is also governed by MGL , c 76, § 12.

Therefore, dependent children of employees of: 1) the Lincoln Public Schools, 2) the Town of Lincoln, and 3) Lincoln-Sudbury Regional High School, may attend the Lincoln School or the tuition based Preschool on the Lincoln Campus upon approval of the Lincoln School Committee based on the following guidelines:

### Eligibility Requirements

For the purposes of this policy, eligible “employees” are full-time or regularly scheduled part-time employees working 25 (twenty-five) or more hours per week.

- A. A student whose parent leaves the employ of his/her qualified employer will no longer be eligible to be educated in the Lincoln School or Preschool. If the parent leaves the employ before March 15, the student must transfer out of district. If the parent leaves the employ after March 15, the students may continue to attend the Lincoln School or Preschool for the remainder of the school year.
- B. Eligibility is dependent upon the ability of the Lincoln Public Schools to meet the educational needs of the child(ren) within the normal academic program and student support services.

### Criteria for Enrollment

In consideration of both cost and space constraints, the School Committee reserves the right to limit the total number of employees’ children to ensure the quality of education delivered to all the District’s students.

Space availability will be determined by the actual enrollment in any grade or program at the time an employee requests to enroll their child in the Lincoln School or Preschool. The number of seats available will be established by the School Committee’s Class-size Policy.

- A. Eligible dependents that, by their enrollment, would cause a given grade to exceed its target class size will be denied admission unless recommended by the Superintendent and approved by vote of the School Committee.
- B. First priority will be given to children of the members of the Lincoln Teachers Association. Remaining seats will be allocated to the children of employees of the

Lincoln Public Schools, employees of the Town of Lincoln, and employees of the Lincoln-Sudbury Regional High School. If such requests exceed the number of available seats the remaining seats will be allotted based on a lottery of all eligible families in a given grade level.

- C. Once admitted, enrollment in the Lincoln School or Preschool will continue so long as the employee continues to meet all Eligibility Requirements and Criteria for Enrollment; however, if a student leaves the district, he/she will be subject to re-admission on the same basis as all other new applicants.

#### Enrollment Procedure

- A. Non-resident employees desiring to enroll a child(ren) in the Lincoln School or Preschool will submit a written request to the Superintendent of Schools. Requests for admission should be made by April 1 of the school year preceding the September in which enrollment is desired. The Superintendent may waive this date under extenuating circumstances.
- B. Based on the Criteria for Enrollment the Superintendent will recommend to the School Committee admission of eligible children.
- C. The School Committee will communicate its decision regarding enrollment by June 30, except under extenuating circumstances.
- D. The non-resident employee will be responsible for the transportation of his/her child(ren) to and from School.

*Adopted by the Lincoln School Committee on June 17, 1998*

*Revised September 28, 1998*

*Revised March 30, 2003*

*Revised April 25, 2013*