

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MEETING
MINUTES
JUNE 21, 2022**

Present

Heather Cowap, Chair; Cara Endyke-Doran, Vice-Chair; Harold Engstrom; Kevin Matthews; Candace Miller; Mary Warzynski

Also Present

Bella Wong, Superintendent/Principal; Kirsteen Patterson, Director of Finance and Operations; Sandy Crawford; Danielle Weisse, Teachers' Association Representative

Call to Order

The meeting was called to order at 7:04pm. The Chair requested a motion to move to Executive Session.

Executive Session

Return to Open Meeting

The Members returned to Open Meeting at 7:26pm

Public Comment

Maura Carty expressed her appreciation for the volunteers, building and grounds staff, LS administration, and Senior Class Advisors for their assistance and hard work to make Late Night at LS a huge success. Ms. Carty thanked Julie Whitehead and Joanne Minassian for their organizational skills and efforts to make the evening run smoothly.

Presentation

Sandy Crawford presented the results of the Student Equity Assessment given to students in April 2022. The survey had an 82% student response rate. Answers to the survey were disaggregated by gender identity, grade, racial identity, IEP/504 status, residence, and family income. When compared with the 2021 survey data, continued strengths are:

- Students who had a relationship with a caring adult within LS (particularly strong with Boston resident families) (78%)
- Access to clubs and activities (86%)
- Students felt comfortable asking for academic support when needed (85%)
- Students felt school climate was welcoming (90%)

Areas for growth include students asking for emotional support, increasing connectedness to other students, and teachers having high expectations for students. Continued areas for growth by subgroup are students feeling safe at LS. Male students felt safer than female students (93% to 83%), students in higher grades felt safer than younger students (90% to 85%), and Boston resident students felt less safe (72%) than Sudbury (88%) or Lincoln students (84%). Another area for growth is to lessen student experience of prejudice at LS. Identity with racial group or

sexual identity, for example, affects individual students experience of prejudice because identity affects what we notice.

Sandy Crawford presented the School Council School Improvement Plan Summary Report worked on this past year. All schools are mandated to create a school improvement plan every year. In 2020, most schools moved to a 5 year strategic plan program. The school improvement plan are the steps that will be taken each year in following the strategic plan. The LS Strategic Plan objectives are:

- Connectedness
- Narrow the Opportunity and Achievement Gaps
- Curriculum and Programmatic Engagement
- Student and Staff Well-being.

School Council goals to support the Strategic Plan are:

- Reacclimating students to “normal” with special focus on 9th and 10th grade
- Pursuing academic excellence post-pandemic
- Review department curricula to promote culturally responsive practice and support social/emotional learning
- Assessing institutional challenges to student and staff wellbeing.

The development of the Advisory Program is an outgrowth of these goals with a planned implementation in 2024.

Information and Discussion

There was no information and discussion.

Student Representative Report

There was no Student Representative Report.

METCO Parent Report

Ms. Wong reported that METCO students coming to LS have been scheduled for the coming year. The METCO summer institute will be held on June 30th.

Teachers' Association Report

Danielle Weisse reported:

- Faculty are working to submit grades and complete assessments.
- Fun Friday on June 17th was a fund-raiser, with dunk tank, sponsored by the Class of 2023 to generate funds for the Robb School in Uvalde, Texas. Advisors were Dan Lewis, Amy Jacobs, Melanie Mahoney and Peter Elenbaas.
- Counselors are offering workshops to faculty to acquaint them with the new service for managing college recommendations for student applications.
- Kelly Gaudreau and Ariel Cox were the faculty advisors for the 9th Grade Dance held on June 10th in the cafeteria.
- LS Sports teams are in post-season play so faculty coaches are still busy with their teams.
- Kurt James, retiring Language teacher, organized a Superhero display created by LS students.

- Art teacher, Shea Justice, is featured in an art show in Boston entitled “History is no Mystery” that has been reviewed positively in the Boston Globe.

Chairperson/Liaison Report

Mary Warzynski reported that Ms. Wong will present her self-assessment which the School Committee members will evaluate at their next meeting (TBD). Ms. Cowap will suggest some dates for the committee to meet during the summer months to prepare for the year ahead.

Superintendent/Principal Report

Ms. Wong reported that June 22nd is the last day for students and June 23rd is the last day for faculty/staff. It has been a wonderful year returning to fully in person. The end of the year has been marked by post season sports play, Collage plays directed by LS students, 9th-11th Grade Awards, and Juneteenth was celebrated on June 15th. Sudbury’s Town Manager Henry Hayes addressed the students, Keynote Speaker Tessa Keneen, Senior Advisor at John F. Kennedy School at Harvard, and music by LS students directed by Kyung-nam Oh. The end of year staff luncheon was held to celebrate staff members who are retiring. There has been a great number of interviews for new hires – 25 new hires for the coming school year.

Ms. Wong acknowledged the Towns of Lincoln and Sudbury for approving the transfer of E&D funds to the OPEB Trust and the LS Stabilization Fund.

Ms. Wong reported on her self-assessment based on the Department of Education rubric created in 2019. Goals for the coming year are to ensure that the LS departments adhere to support of the LS Portrait of a Graduate; develop a curriculum for the Advisory Program; and developing metrics for narrowing the opportunity and achievement gaps.

The first standard rubric for Superintendents is Instructional Leadership in which the Superintendent promotes the learning and growth of all students and success of all staff by creating a shared vision that makes powerful teaching and learning the essential focus of the school. Evaluation at LS is carried out by the Associate Principals, Director of Curriculum, Sandy Crawford, Directors of Counseling and Student Services which ensures that their ratings are aligned because they meet together. Each Administrator is connected to a Department which results in their working with Department Coordinators. Ms. Wong holds bi-weekly meetings with Administrators and is thus aware of issues within departments. Evaluation is critical feedback for teachers so timely feedback and specificity are of primary importance. Classroom observation focuses on student engagement. Initiatives developed this year include the Calculus Project developed by the Math Department for Summer 2022; the Universal Design for Learning is another initiatives with 45 teachers attending the learning sessions which result in teams of teachers providing positive feedback and peer observation to teachers. Professional Development sessions for teachers address the strategic goals for LS.

Goal setting is an important part of the evaluation cycle and takes place during the first Faculty meeting of the new school year. All goals are tied to the strategic plan. Data informed decision making is accomplished by examination of state generated data and survey data. Assessment

of student engagement has been a major focus of the past school year to ensure all students are getting what they need.

Standard 2 in the rubric is management and operations which involves budget building and recruitment as well as safety drills, C.O.R.I. checks, physical safety and emotional safety. Scheduling and information systems are an integral part of operations. Another factor is Law and Policies. Ms. Wong expressed her gratitude to the School Committee for updating the LS Policy Manual. Fiscal systems is another component which involves the School Committee. LS fiscal systems have improved immeasurably with the addition of Kirsteen Patterson as our Director of Finance and Operations. The status of OPEB Trust and the Stabilization Fund have been improved over the past two years.

Standard 3 involves Family and Community Engagement which includes two-way communication and how students and families are supported. Ms. Wong estimates that during the school year, she has sent out over 100 community email communications. School Council has provided a two-way in-person pathway for communication. There are innumerable email communications between Ms. Wong and students, Ms. Wong and individual families, Ms. Wong and faculty, town boards, etc. The pandemic has resulted in less in-person communication. Engaging with the community/families/students is an ongoing endeavor.

Standard 4 is professional culture in which sustaining growth, continuous learning for staff and working on a shared vision in long-term planning. This year the NEASC review, Tiered Support Monitoring Review, and growth in LS's priorities of skill development, student capacity, etc. Consensus building is another portion of this category. LS has done well in the past year in this regard and has improved in including student voices.

Director of Finance and Operations Report

Kirsteen Patterson reported that the funds for the E&D FY21 have been transferred to the OPEB Trust (\$250,000) and to the LS Stabilization Fund (\$500,000). The OPEB Trust now stands at \$3,030,000. The next transfer for the OPEB Trust will be a total of \$383,000 deposited in July 2022. The LS Stabilization Fund for large capital expenses now totals \$850,000.

The Business Office is working on budget projections for FY22 which will be a surplus of \$300,000 to \$500,000. Bids for the Chain Link Fence were processed on Friday, June 18, 2022. Capital Requests for Lincoln Capital Committee for FY24 have been submitted. School Transportation for out of district as well as regular ridership was over budget with new routes and increased fuel costs. Funds expended over the past year for substitute teachers was also significantly over budget.

Action Items

VOTE: Harold Engstrom moved to approve the Managers' Contract proposed COLA adjustment to 3.0% for 2022-2023; to approve the proposed COLA for 2023-2024 to 2.0%; and to approve the proposed COLA for 2024-2025 to 2.0%. The motion was seconded by Candace Miller. There was no discussion. All were in favor via roll call vote.

VOTE: Harold Engstrom moved to approve the Support Staff Contract's proposed COLA adjustment to 3.0% for 2022-2023; to approve the proposed COLA for 2023-2024 to 2.0%; and to approve the proposed COLA for 2024-2025 to 2.0%. The motion was seconded by Kevin Matthews. There was no discussion. All were in favor via roll call vote.

VOTE: Kevin Matthews offered a motion to approve Heather Cowap, Chair of the LS School Committee, to sign warrants. Mary Warzynski seconded the motion. There was no further discussion. All were in favor via roll call vote.

Approval of Minutes

Kevin Matthews moved to approve the Minutes of June 7, 2022. Mary Warzynski seconded the motion. There was no discussion. All were in favor via roll call vote.

Heather Cowap approved the Tri-District Minutes from March 30, 2022 based on a roll call vote.

Future Agenda Items

Kevin Matthews requested that another School Committee Member take over signing of the warrants. Heather Cowap volunteered to sign warrants during the summer months.

Public Comment

There was no public comment.

Adjourn

Mary Warzynski offered a motion to adjourn the meeting which was seconded by Kevin Matthews. The meeting was adjourned at 10:00 pm.

Respectfully submitted,
Francy Zingale

To view video of the meeting, please go to: <https://sudbury.vod.cstus.tv/vod>