

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MEETING
MINUTES
JULY 12, 2022**

7:00 PM

ZOOM

Present

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

Also Present

Bella Wong, Superintendent/Principal

Call to Order

The meeting was called to order at 7:00pm

Information and Discussion

Superintendent Evaluation

Heather Cowap reported on the summative evaluation for Superintendent/Principal Bella Wong focusing on rubric standard indicators. All members of the LS School Committee had submitted individual assessments of performance of standards and Ms. Cowap created the Committee evaluation which reflects the assessments of the committee members.

The four standard indicators are:

- Instructional Leadership
- Management and Operations
- Family and Community Engagement
- Professional Culture

Overall the LS School Committee rated Superintendent/Principal Wong proficient in all areas for an overall summative performance of Proficient.

Superintendent/Principal Wong has been assessed with a Proficient Rating by the 2021-2022 Lincoln-Sudbury Regional School District School Committee. The LSSC commends Superintendent/Principal Wong for her exemplary leadership throughout the past two tumultuous years of the COVID19 pandemic. Superintendent Wong's leadership supported staff and students' needs with grace and innovation while still upholding the school's high expectations for excellence in education including her support of initiatives such as the METCO Morning Math Program created by the LS Math Department to build confidence in students' math skills and thereby enable students to move into higher math courses. Superintendent Wong is commended, in particular, for her fiscal management of the District. She has hired and supports an excellent team in the Business Office, communicates frequently and proactively with both towns and with the assistance of her team has made use of pandemic funds to ensure the District supported healthy in-person learning including the early adaptation of regular testing. An area of concern remains communication. Both Parent/Guardian surveys and

faculty/staff surveys indicate areas of concern regarding how material is organized and communicated. Parents/Guardians were split evenly on how well they understand updates on administration's curricular and programmatic updates. It was also disappointing to see that only 32% of parents/guardians reported being aware of the Portrait of a Graduate adopted in March 2019 as part of the NEASC Evaluation Cycle.

Instructional Leadership

This evaluation standard ensure effective and timely supervision and evaluation of all staff in alignment with State regulations and contract provisions. Superintendent Wong is rated **Proficient** in this area. This means she is providing timely and effective supervision and evaluation for all staff in alignment with state regulations and contract provisions as evidenced by supporting administrators in developing goals aligned to school and district priorities, guidance support and monitoring for all administrators to ensure they provide useful feedback to faculty and staff as well as frequent observation and feedback to administrators in effective leadership practices. However, we would like to address that given the challenges faced with the development of smart goals for this evaluation cycle, professional development sessions might be useful to support all staff in this Department of Elementary and Secondary Education requirement – that being Smart Goals specifically.

Management and Operations

This includes developing a budget that supports the District's mission and goals, allocates and manages expenditures consistent with District school-level goals, and available resources. The overall agreement on this indicator is **Proficient**. This means that she has successfully developed a budget that supports the District's mission and goals, allocates and manages expenditures consistent with District school-level goals, and available resources. She effectively communicates budget rationale to staff, community members, municipal stake holders and the School Committee. She provides regular updates on implementation of the budget. The consensus of the Committee is **high-end Proficiency bordering on Exemplary**. We commend Ms. Wong for her excellence in fiscal leadership and management of the District.

Family and Community Engagement

Engages in regular two-way culturally proficient communication with family and community stake holders regarding student learning and performance. The School Committee members assessed Superintendent Wong as **Proficient** in this category which means that she is providing communication in multiple formats that reflects understanding and respect for families' home language, culture, and values. The consensus of the Committee was that this area was low Proficient with some members assessing Ms. Wong as "needs improvement". Both Faculty/Staff and Parent/Guardian surveys indicated some confusion in understanding the message of some of the communications from Superintendent Wong. In particular, the confusion seemed to be associated with updates on curricular and programmatic changes. Furthermore, there is a low awareness (32%) reported by Parent/Guardians regarding the LS Portrait of a Graduate which was adopted in the Spring of 2019.

Professional Culture

Ms. Wong has successfully and continuously engaged all stakeholders in creation of a shared vision in which every student is prepared to succeed in post-secondary education and become a responsible citizen and global contributor. The Committee has assessed Ms. Wong as **Proficient** although this was the most varied of the rankings. The confusion and lack of understanding concerning the Portrait of a Graduate is one strong line of evidence for the very mixed assessment of this evaluation standard. The Committee recommends that Superintendent Wong consider a communication campaign with the goal of increasing awareness of this very important goal of the District for every student and family given the expected use of the Portrait of a Graduate in both lesson and course design.

Ms. Wong thanked the Committee for their work in reviewing the criteria and the evidence. She appreciates the feedback. With regard to the evaluation system at LS, Ms. Wong indicated the collaborative nature of the evaluation process with all members of the LS faculty and staff to safeguard the quality of work done in the classroom. With regard to the Management and Operations category, Ms. Wong was mindful of the more complicated nature of managing a regional school. The communication standard regarding work needed to be done informing the Parents/Guardians and Students of the Portrait of a Graduate is valid. More communication regarding the standards embodied in the Portrait of a Graduate has been discussed more within the building than without. It is an important subject to champion which Ms. Wong will address in the coming year. Ms. Wong looks forward to more two-way in-person communication in the future as concerns of the pandemic lessen.

The Committee members congratulated one another on the completion of the Superintendent Evaluation and acknowledged that they also needed to support communicating the information regarding the Portrait of the Graduate to the community at large. Ms. Wong mentioned that despite the additional efforts required because of the pandemic, work continued on the business of every school year including building a budget and evaluations of staff members, as well as the advancement of improvements to LS such as the Advisory Program, curricular work and social/emotional supports for students. The year was atypical in the number of “fires that needed extinguishing” and yet there was no lack of effort in all other aspects of education LS students.

Chairperson/Liaison Updates

There were no Chairperson/Liaison Updates.

Superintendent/Principal Update

Ms. Wong reported that the first student international trip had taken place with another planned for later this summer. The last time LS students travelled out of the US was during the 2018-2019 school year. All scheduled trips for 2019-2020 were cancelled. LS students have just recently returned from a trip to Berlin for the Global Summit – the subject was *Wellness*, chaperoned by Sarah Greeley and Amanda Klein. The next trip will be to Iceland in July. There are a number of trips scheduled for the coming school year.

The EDCO remaining funds will be managed by the PARS group which has submitted a form that must be supported by a formal vote by the LS School Committee.

Annual Goal Setting Discussion

Ms. Cowap requested that the annual goal setting exercise take place at a meeting scheduled for August. She requested that Ms. Endyke-Doran present a review of LS School Committee Goals set for the past year.

The overarching priority of the LS School Committee was to ensure that LS Regional High School remains a place of optimal learning, growth and development. There were four goals.

- 1) LS School Committee will ensure that core functions of the governing body are completed in time and in line with LS values, principles and purpose.
 - Update School Committee Policy Manual
 - Review and Approve a Budget
 - Complete Contract Negotiation with LS Teachers' Association
 - Complete requirements of NEASC evaluation
 - Complete evaluation of Superintendent
 - Increase community education and outreach (partially completed)
- 2) Maintain student achievement during COVID19 global pandemic
 - Review and adapt prevention measures to ensure LS remains open
 - Review relevant data to understand student/staff needs during pandemic (partially complete)
 - Receive updates on reacclimating students and of learning models developed to support students (not complete)
- 3) Work to narrow the opportunity and achievement gap in line with the vision of the Portrait of an LS Graduate (not complete)
- 4) Engage in professional development and training activities with MASC to improve governance knowledge, skills, and competencies to needed to meet the requirements of the role (complete).

Ms. Cowap commended the LS School Committee members on their proficiency in completing a number of the goals.

Action Items

VOTE: A VOTE OF THE SCHOOL COMMITTEE OF THE LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT AUTHORIZING THE ADOPTION OF THE PUBLIC AGENCIES POST RETIREMENT HEALTH CARE PLAN AND TRUST (OPEB FUND) was introduced by a motion from Kevin Matthews. Mary Warzynski seconded the motion. All were in favor via roll call vote.

WHEREAS the Lincoln-Sudbury Regional School District (the "District") has accepted the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended; and

WHEREAS it is determined to be in the best interest of the District to participate in the PARS Public Agencies Post-Retirement Health Care Plan Trust (the "OPEB Fund"), to fund post-employment benefits for its employees as specified in the District's policies and/or applicable collective bargaining agreements; and

WHEREAS the OPEB Fund is a tax-exempt trust and plan performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the Commonwealth of Massachusetts; and

WHEREAS the District has authorized investment of the OPEB Fund in accordance with the prudent investor rule under the provisions of Chapter 203C of the Massachusetts General Laws; and

WHEREAS the District's adoption and operation of the OPEB Fund has no effect on any current or former employee's entitlement to post-employment benefits; and

WHEREAS the terms and conditions of post-employment benefit entitlement, if any, are separate from and independent of the OPEB Fund; and

WHEREAS the District's funding of the OPEB Fund does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS the District reserves the right to make contributions, if any, to the OPEB Fund.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The School Committee of the Lincoln-Sudbury Regional School District (the "Committee") hereby adopts the Public Agencies Post-Retirement Health Care Plan Trust, including the Public Agencies Post-Retirement Health Care Plan, effective July 1, 2022; and

0. The Committee hereby appoints the Treasurer, or his/her successor or his/her designee as the District's Plan Administrator for the OPEB Fund; and

0. The District's Plan Administrator is hereby authorized to execute the PARS legal, investment, and administrative documents on behalf of the District, and to take whatever additional actions are necessary to maintain the District's participation in the OPEB Fund, and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's OPEB Fund.

Approval of Minutes of June 21, 2022

The Minutes of June 21, 2022 were approved as read.

Adjourn to Executive Session

Kevin Matthews offered a motion to adjourn to Executive Session to discuss strategy with respect to collective bargaining because to do so in open session may have a detrimental effect on the bargaining position of the School Committee. Mary Warzynski seconded the motion. There was no discussion. All were in favor via roll call vote. The meeting was adjourned at 7:58pm.

Respectfully submitted,
Francy Zingale

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