

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT  
SCHOOL COMMITTEE MEETING  
MINUTES  
MAY 10, 2022**

**Present**

Cara Endyke-Doran; Heather Cowap; Candace Miller; Harold Engstrom; Mary Warzynski. Kevin Matthews was absent.

**Also Present**

Bella Wong, Superintendent/Principal; Kirsteen Patterson, Director Finance and Operations; Mark Mason, Teachers' Association; Elena Gottlieb, Student Senate Representative; Susan Shields and Tim Jason, LS Faculty

**Call to Order**

The meeting was called to order at 7:04pm.

**Reorganization of School Committee**

Ms. Wong convened the meeting and welcomed nominations for election of School Committee Chair.

***VOTE: Candace Miller nominated Heather Cowap to become Chair of the LS School Committee for school year 2022-2023. The motion was seconded by Mary Warzynski. There was no further discussion. All were in favor via roll call vote. Kevin Matthews was absent.***

***VOTE: Heather Cowap nominated Cara Endyke-Doran to become Vice-Chair of the LS School Committee for school year 2022-2023. Candace Miller seconded the motion. There was no discussion. All were in favor via roll call vote. Mary Warzynski abstained. Kevin Matthews was absent.***

***Harold Engstrom moved to adjourn from Open Meeting to move to Executive Session. Candace Miller seconded the motion. All were in favor via roll call vote. Kevin Matthews was absent.***

***Open meeting resumed at 7:15pm.***

**Public Comment**

There was no public comment.

**Presentation**

Susan Shields and Tim Jason, member of the Schedule Review Committee reported on schedule review progress. Review of the current LS class schedule began in 2018 with a survey of faculty followed by faculty focus groups, ED&E work, and model schedules. Priorities for the review

committee were to minimize student stress and to find time for meeting individually with students. The latter priority is part of the objectives outlined in the LS Strategic Plan, specifically to create an inclusive and collaborative school climate that fosters a sense of belonging and connectedness for all. The faculty surveys revealed that the faculty was happy with the schedule unchanged.

The new School Start Time began with the 2020-2021 school year. COVID related changes in schedules ruled most of school years 2020-2021 and the beginning of 2021-2022. In the Fall of 2021, the Advisory Program pilot and alternative schedule trial were begun. The Advisory Program change to the LS Schedule will begin in 2024-2025 and will involve all classes shortened to accommodate 30 minutes meeting time for the Advisory Program during the day. As a result, many different schedules have been experienced in the past few years at LS. The singular suggestion most faculty members mentioned was having an Alternate Day schedule that would permit more shared assembly experiences. In surveying the schedules of area schools, schedules that could accommodate a meeting time for all school assemblies were recognized as having great benefit.

Discoveries and recommendations of the Schedule Review process are:

- Important faculty discussions about use of instructional minutes to support students
- Adaptability of the school community during the pandemic
- Developing an advisory program to cultivate community and supporting students building social and emotional learning skills
- The faculty like the current schedule
- The schedule should be reviewed on a regular, consistent basis.

### **Information and Discussion**

Mary Warzynski reported on the Superintendent Evaluation Survey. After discussion with faculty members and Dorothy Presser of M.A.S.C. , the Subcommittee determined that focus groups would not work well for this process. The Subcommittee has further determined that meeting with Bella regarding the proposed parent/guardian and faculty surveys would be in the best interest of all. Heather Cowap outlined the DESE recommendations for superintendent evaluation process. DESE does not require a parent/guardian survey to be a part of the superintendent evaluation process. According to DESE, the purpose of the surveys is to collect data that provides evidence that the superintendent has accomplished proposed goals.

### **Student Representative Report**

Ellie Gottlieb reported that the Student Senate would be providing a Faculty/Staff Appreciation snack before the next faculty meeting.

The election for student senate will take place next week and the results will be reported at the next School Committee meeting.

Ms. Wong and the committee members thanked Ellie for participating in the meetings and wished her well next year.

### **METCO Parent Representative Report**

There was no METCO Parent Representative Report.

### **Teachers' Association Report**

Mark Mason thanked Ellie Gottlieb for representing the Student Senate and wished her the best next year. He acknowledged Carly Evans for her work on the 9<sup>th</sup> and 10<sup>th</sup> grade plays. Numerous hiring committees are underway with faculty participation. Class advisors who are faculty have been very busy with end of year celebrations. Mr. Mason also acknowledged her work for Senior Service Day which will be held on June 1<sup>st</sup>.

### **Chairperson and Liaison Reports**

Heather Cowap reported that the Negotiations Subcommittee has reached an agreement with the LS Teachers' Association regarding the updated evaluation language to conform with DESE guidelines. She expressed her appreciation to the LSTA for their collegiality in completing the three year agreement.

***VOTE: Harold Engstrom offered a motion to accept the Memorandum of Understanding with the LS Teachers' Association with regard to the Evaluation Section which completes negotiations for the 2022-2025 Contract Cycle. Candace Miller seconded the motion. There was no further discussion. All were in favor via roll call vote. Cara Endyke-Doran and Kevin Matthews were absent.***

### **Superintendent/Principal Report**

Ms. Wong reported that the LS FY23 Budget and Capital Budgets have been approved by the Town of Sudbury during its recent Town Meeting and was approved by the Town of Lincoln in March 2022. She expressed her gratitude to both towns and the many boards that worked toward this conclusion.

The Department of Revenue has approved the Excess and Deficiency Certification for LS, the certificate was received on Thursday, May 5, 2022. Ms. Wong requested that the LS School Committee vote to transfer \$250,000 to the LS OPEB Trust Fund and \$500,000 to the LS Stabilization Fund. Once voted, a letter will be sent to the Lincoln Select Board and the Sudbury Select Board to notify them of the intended transfer.

***VOTE: Harold Engstrom offered a motion to approve the transfer of Excess and Deficiency Funds to the LS OPEB Trust (\$250,000) and to the LS Stabilization Fund (\$500,000). Candace Miller seconded the motion. There was no further discussion. All were in favor via roll call vote. Cara Endyke-Doran and Kevin Matthews were absent.***

### **General Update**

Ms. Wong reported that incidences of COVID19 infections are increasing at LS. The COVID dashboard is updated weekly and offers data regarding the rates of infection among the LS population.

Carly Evans and LSBPlayers performed the 9<sup>th</sup> and 10<sup>th</sup> grade plays on May 5-6, 2022, to an enthusiastic audience. The Chamber Orchestra performed on Thursday, May 5, 2022. Ms. Wong was a part of the orchestra. LS Sports Teams are enjoying a playoff season.

A mock crash was held in front of the school on Friday, May 16<sup>th</sup>, for 11<sup>th</sup> and 12<sup>th</sup> grade students which illustrated the dangers of careless driving. The mock crash exhibit visits LS every other year.

AP Exams were held at LS from May 2<sup>nd</sup> to May 13<sup>th</sup>, Ms. Wong offered her thanks to Maureen Bolton who oversees the testing.

### **Director Finance and Operations Report**

Kirsteen Patterson reported that the letters regarding the Excess and Deficiency Fund transfers will be sent out by the District Treasurer within the next day or two. Additional funds will be available to public schools thanks to a surplus of funds in the state budget.

### **Action Items**

Action Items have been completed.

### **Approval of Minutes**

Harold Engstrom moved to approve the Minutes for April 26, 2022. Mary Warzynski seconded the motion. There was no discussion. All were in favor via roll call vote.

### **Future Agenda Items**

There were no future agenda items.

### **Public Comment**

There was no public comment.

### **Adjourn**

Candace Miller offered a motion to adjourn the meeting. Harold Engstrom seconded the motion. There was no discussion. All were in favor via roll call vote. The meeting was adjourned at 8:30 pm.

Respectfully submitted,  
Francy Zingale

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

