

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MINUTES
Tuesday, October 25, 2022**

7:05 PM

Zoom

Present

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

Also Present

Bella Wong, *Superintendent/Principal*; Kirsteen Patterson, *Director of Finance and Operations*; Helen Sotiriou, *Teachers' Association*; LSRHS Student Senate; METCO Representative;

Call to Order

The meeting was called to order at 7:05pm.

Public Comment

Kay Bell, resident of Sudbury, as well as a member of the Sudbury Commission on Disability. SCD commemorates October as disability month.

A few ideas on disability etiquette...

1- Should I bend down when speaking to someone in a wheelchair?

The natural way to communicate with someone in a wheelchair is to find a chair/seat and/or naturally stand or kneel.

2- What's the best way to speak to someone with hearing loss?

Do not shout! It will distort your words. Good lighting is key. Be sure you have the person's attention by facing him/her/it/them. Find a quiet space, speak clearly, and restate when necessary.

3- Who should you speak to if the person with dementia has a caregiver?

Speak to the actual person the question is intended for. Wait 60-90 seconds for the person to respond. Remain patient.

Take away message: We're all the same whether we have a particular condition or not. Everyone deserves to be treated with respect!

"Unlearning ableism"

www.Sudbury.ma.us/disability

Presentation

- Student Enrollment Report
Kirsteen Patterson, *Director of Finance and Operations*

-As of October 1, 2022 there are 1,483 students enrolled at LSRHS campus. In comparison to last October 1 count of campus-based enrollment of 1,513 students. Campus based enrollment does not include out-of-district or tuitioned-in students. The campus based enrollment has a 2.0% decline from prior year.

-LSRHS currently has 171 students enrolled from Lincoln; 1,191 students enrolled from Sudbury; 89 students enrolled in the METCO program; 32 students with tuition waivers.

Campus Enrollment Year-to-Year Comparison

October 1, 2022 Enrollment				
	Oct. 1, 2021	Oct. 1, 2022	Change from Prior Year	Percentage % Change from PY
Lincoln	173	171	-2	-1.2%
Sudbury	1,213	1,191	-22	-1.8%
METCO/Boston	91	89	-2	-2.2%
Tuition-Waiver	36	32	-4	-11.1%
Total	1,513	1,483	-30	-2.0%

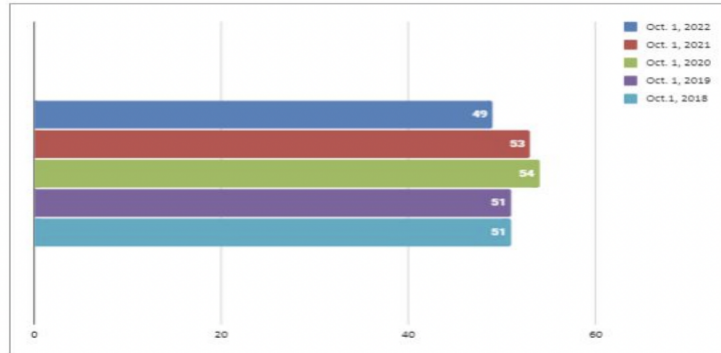
October 1, 2021 Enrollment				
	Oct. 1, 2020	Oct. 1, 2021	Change from Prior Year	Percentage % Change from PY
Lincoln	180	173	-7	-3.9%
Sudbury	1,223	1,213	-10	-0.8%
METCO/Boston	90	91	1	1.1%
Tuition-Waiver	32	36	4	12.5%
Total	1,525	1,513	-12	-0.8%

This enrollment comparison *excludes* Out-of-District student enrollment and Tuitioned-In students

-With the new Partners autism program located within LSRHS, the district was able to keep students in-house with a reduction of out-of-district placements totaling 49 students. Last year and the year prior were COVID years and the Out of District placements were higher totaling 53 students out-of-district placements at October 1, 2021 and 54 at October 1, 2020.

Out-of-District Tuitions Enrollment: Year-to-Year Comparison

	Oct. 1, 2022	Oct. 1, 2021	Oct. 1, 2020	Oct. 1, 2019	Oct.1, 2018
Total	49	53	54	51	51



- The impact of 7th and 8th grade students moving through the local middle schools to LSRHS is important to monitor for overall high school enrollment. LSRHS is trending a trickling decline in enrollment at all grade levels with a significant decline projected in FY2026 and 2027. We look forward to leveling out in FY2028 and hope the impact is less than projected for those subsequent years. We must remain cognizant of the slow decline within the next couple of years.

5-Yr Cohort Survival Model

ACTUAL ENROLLMENTS:																		
Lincoln and Sudbury											High School							
Grade	K	1	2	3	4	5	6	7	8	K-8	9	10	11	12	9-12	FY	Change	
October 2010	337	388	403	406	417	395	478	413	399	3,636	407	417	409	381	1614	2011		
October 2011	327	374	396	417	401	414	400	475	411	3,615	390	400	402	409	1601	2012	(13)	
October 2012	350	359	379	393	411	405	412	394	465	3,568	399	390	394	397	1580	2013	(21)	
October 2013	331	366	369	383	401	404	395	411	403	3,463	452	403	389	397	1641	2014	61	
October 2014	312	354	383	385	369	410	394	389	409	3,405	399	450	383	385	1617	2015	(24)	
October 2015	319	332	366	394	390	364	406	413	379	3,363	386	394	437	385	1602	2016	(15)	
October 2016	308	337	345	366	389	392	366	397	411	3,311	369	378	380	443	1570	2017	(32)	
October 2017	282	329	351	348	359	384	378	366	392	3,189	409	359	374	387	1529	2018	(41)	
October 2018	311	310	344	360	343	362	388	373	361	3,152	406	395	353	374	1528	2019	(1)	
October 2019	324	339	318	353	363	349	360	396	374	3,176	353	411	389	359	1512	2020	(16)	
October 2020-CoVid	238	339	332	318	344	335	337	362	379	2,984	369	363	406	387	1525	2021	13	
October 2021-CoVid	302	284	356	334	327	339	341	343	358	2,984	391	362	361	399	1513	2022	(12)	
October 2022	318	323	304	364	342	324	332	343	338	2,988	376	387	354	366	1483	2023	(30)	
PROJECTED ENROLLMENTS																		
Lincoln and Sudbury											High School						Total	
Grade	K	1	2	3	4	5	6	7	8		9	10	11	12	9-12	FY	Chg Gr 9-12	
October 2023		350	334	309	366	337	322	334	338		344	374	381	355	1454	2024	-29	
October 2024		0	362	339	310	360	335	324	329		343	342	369	382	1436	2025	-18	
October 2025		0	0	367	341	306	358	337	319		335	342	337	370	1383	2026	-53	
October 2026		0	0	0	369	336	304	360	332		324	333	337	338	1332	2027	-51	
October 2027		0	0	0	0	363	334	306	355		337	323	328	337	1326	2028	-6	
October 2028		0	0	0	0	0	361	336	301		360	336	318	329	1343	2029	18	
October 2029		0	0	0	0	0	0	364	331		306	359	331	319	1314	2030	-29	
October 2030		0	0	0	0	0	0	0	358		336	304	354	331	1326	2031	11	
October 2031		0	0	0	0	0	0	0	0		364	335	300	354	1353	2032	27	
																	-130	
Color Code Legend: Class of 2024 Class of 2025 Class of 2026 Class of 2027 Class of 2028																		
SURVIVAL RATIOS																		
K	1	2	3	4	5	6	7	8	9	10	11	12						
17-18	1.0993	1.0456	1.0256	0.9856	1.0084	1.0104	0.9868	0.9863	1.0357	0.9658	0.9833	1.0000						
18-19	1.0900	1.0258	1.0262	1.0083	1.0175	0.9945	1.0206	1.0027	0.9778	1.0123	0.9848	1.0170						
19-20	1.0463	0.9794	1.0000	0.9745	0.9229	0.9656	1.0056	0.9571	0.9866	1.0283	0.9878	0.9949						
20-21	1.1933	1.0501	1.0060	1.0283	0.9855	1.0179	1.0178	0.9890	1.0317	0.9810	0.9945	0.9828						
20-22	1.0695	1.0704	1.0225	1.0240	0.9908	0.9794	1.0059	0.9854	1.0503	0.9898	0.9779	1.0139						
5 - YEAR AVERAGE																		
	1.0997	1.0343	1.0161	1.0041	0.9850	0.9936	1.0073	0.9841	1.0164	0.9954	0.9857	1.0017						

- Class Size and Staffing
Bella Wong, *Superintendent/Principal*

10/1/22 Enrollment
(numbers in parentheses indicate enrollment projected for this year)

Total:	1484 (1468)
9	376 (360)
10	387 (388)
11	355 (358)
12	361 (362)
SP	5

-Average class sizes at LSRHS are between 21-23 students. Math, Science, and History remain at a higher enrollment. Class sizes are consistent even with a decline in student enrollment.

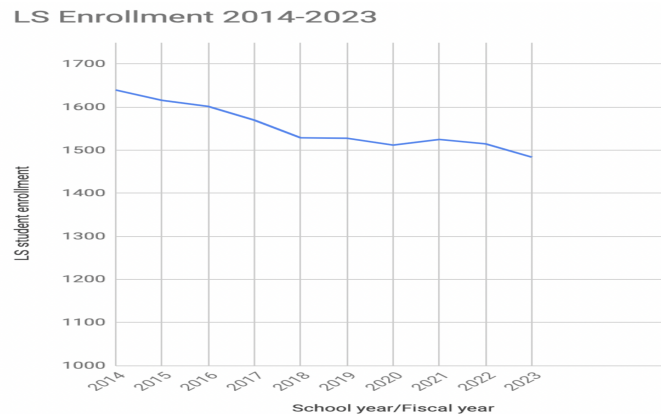
-Fine Arts Theater Arts (FATA) classes are decreasing significantly. Will be taking a look at this department for budgeting reasons.

Summary of staffing, enrollment and average class size by Dept

	<u>% of students</u>	<u>STAFF FTE S1</u>	<u># SEC S1</u>	<u># ENROLL S1</u>	<u>Avg class size S1</u>	<u>Avg class size S1/S2</u>	<u>Avg tchr load S1</u>	<u>Total (incl LSA/ACE /SpEd)</u>
COMPUTER SCIENCE	14.49%	2.08	10	215	21.50	21.67	107.50	
ENGLISH	95.35%	16.25	65	1415	21.77	21.78	87.08	1477
FATA	53.84%	8.58	47	799	17.00	17.49	93.12	
HISTORY	96.77%	16.50	66	1436	21.76		87.03	1475
MATH	104.45%	18.75	75	1550	20.67		82.67	1564
SCIENCE	109.91%	19.00	76	1631	21.46		85.84	1645
WELLNESS	75.54%	9.00	54	1121	20.76		124.56	1121
WORLD LANGUAGE	83.89%	16.00	64	1245	19.45		77.81	
Average class size for English, History, Math, Science, World Language:					21.0			
Average class size for above 8 departments:					20.6			

- Certain classes are small by design. World language classes are the trickiest to balance.

-Student choice plays a role and impacts how well class sizes can be balanced. LSRHS makes an effort to give students the classes they wish for; with 80% going towards the student's first choice, and 20% depending on the class size.



Information and Discussion

Heather Cowap, Chair of the School Committee

- Superintendent Search: Opening/Overview of process
Next steps: Open search for search firm

1-Leadership Profile Development

- *Characteristics desired in new superintendent
- *District strengths and challenges
- *Community and staff input process (There will be more than one opportunity to provide information on what the public will like to see in new leadership via forums and surveys).
- *Search protocols and agreements
- *Timeline for search

2-Position Description Finalized and Approved

3-Candidate Recruitment (Position Posted)

4-Candidate Screening

5-Committee Evaluation of Finalists

6-Appointment

SEARCH:

- Search Committee (Full Committee vs. Subcommittee?)
- Timeline Considerations.
- Scheduling of Meetings.
- Effectiveness of Decision Making.
- Total number of members of the advisory committee.
- Call to open search for the search firm to assist

Harold Engstrom, Candace Miller, and Kevin Matthews volunteered to be a part of the Subcommittee for the search of the new Superintendent.

Student Senate Representative Report

Olivia Gottlieb, Secretary of the Student Senate

- Wednesday, October 19th Student Senate continued the conversation regarding MIAA policy vs. LSRHS Athletic policy. MIAA policy speaks to consequences ONLY being given to the athlete who is in possession of illegal substances; while LSRHS's Athletic Policy speaks to ALL students athletic and non-athletic students being consequenced even if they're in the presence of illegal substances. The Student Senate collectively agreed to revert back to the MIAA policy. Although biased for obvious reasons- Students would like LS staff and faculty to consider students' safety being at risk during these circumstances, especially if a fellow student/friend can't be available at a designated driver due to the LSRHS Athletic policy.
- At the preliminary stages of organizing the Winter Fundraiser and Spirit week leading up to the holidays.
- The next student senate meeting is Wednesday, November 2, 2022.

METCO Program Report

Yolanda Parker, METCO Parent Representative

-METCO parent council met Monday, October 24, 2022 for the first time. Parents/Guardians are excited for the new school year, planning activities, and being their child(ren) biggest advocates, while teaching their students to be advocates for themselves.

-The Hispanic Heritage month Event with author/speaker Jennifer De Leon was a HUGE success. Students and staff really enjoyed themselves.

-METCO parent council plans on meeting once a month to plan/organize events for all METCO/LS students.

Teacher's Association Representative Report

Helen Sotiriou Co-Vice President

- Math Olympiad, last week, was a success.
- The Math Competition will take place next month. With students participating on a computer, results will be instantaneous.
- Students from Germany are participating in LS classrooms. Individuals and club advisors are looking forward to their trip to New York.
- Girl's soccer team is hosting "Fun Friday" on Friday, October 28,2022. In observance of Breast Cancer awareness, they're asking all staff and students to wear the color pink.
- On Wednesday, November 9, 2022 is Faculty Observation. New teachers/faculty will observe senior teachers/faculty.
- The Musical Seussical is coming up next month. GET YOUR TICKETS!

Chairperson and Liaison Updates

Candace Miller, Vice Chair of School Committee

- Vice Chair, Candace Miller researched several cell phone policies throughout the state of Massachusetts. Received feedback that cell phone caddies work in the classroom.
- Future discussion on whether a survey should be completed to collect data on cell phone usage/policy within the school.

Superintendent/Principal Updates

Bella Wong, Superintendent/Principal

- On Wednesday October 26th is Senior Dress Up Day.
- Thank you to faculty advisors of the student travel group. Timothy Nikula with the Cold-War in February 2023. Regina Shopiro with Costa Rica in February of 2023. Christopher Collins with Iceland in Spring of 2023. Lastly, Jennifer Debois with an upcoming trip to Japan.

Director of Finance and Operations Report

Kirsteen Patterson, *Director of Finance and Operations Report*

Lincoln-Sudbury Regional School District FY24 Budget Calendar/Timeline As of: October 17, 2022			
Date	Time	Event	Notes
Sep 24		FY24 Capital Articles Due to Lincoln CapCom	Submitted
Sept 30		FY 24 Capital Articles Due to Sudbury CIAC	Submitted
Oct 18		Budget Memo to LS Budget Preparers	LS Department Budget Requests
Oct 11	7:00 pm	LSRSD School Committee	
Oct 25	7:00 pm	LSRSD School Committee	Student Enrollment and Staffing Reports (KP, BW)
Nov 7	8:00 am	LS Departmental Budgets Requests Due	
Nov 8	10:00 am	Sudbury CIAC Departmental review	Project rating review
Nov 8	7:00 pm	LSRSD School Committee	Student Services report – Richard Whitehead
TBD		Town of Lincoln	Budget due to Finance Director
Nov 22	7:00 pm	LSRSD School Committee	Advisory Program and Schedule Review
Nov 16	7:00 pm	Lincoln CapCom	
Dec 5	3:00 pm	FY 24 Budget Presentation to All Staff	Superintendent and Director of Finance
Dec 6	7:00 pm	LSRSD School Committee	FY24 Budget Presentation
Dec 12	7:00 pm	Sudbury Fincom - Budget Pressures Mtg	
Dec 13	7:30 pm	Lincoln First Joint Budget Workshop	
Dec 20	7:00 pm	LSRSD School Committee	
Dec 31	7:00 pm	Town of Sudbury Multi-Year Worksheets	Budget due to Finance Director
Jan 10	7:00 pm	LSRSD School Committee	Regularly Scheduled Meeting
TBD	7:30 pm	Lincoln 2nd Joint Budget Workshop	
Jan 24	7:00 pm	LSRSD School Committee	FY24 Budget Public Hearing / School Choice
TBD		*New Governor's Budget Extension	Preliminary Chapter 70 & Minimum Contributions
Feb 6	7:00 pm	Sudbury FinCom LSRHS FY24 Budget	Separate Capital Warrant Articles Due 1/31/24
Feb 7	7:00 pm	LSRSD SC FY24 Budget Budget Vote	Regularly Scheduled Meeting and Vote FY24 Budget
Mar 7	7:00 pm	LSRSD School Committee	Regularly Scheduled Meeting
Mar 21	7:00 pm	LSRSD School Committee	Regularly Scheduled Meeting
*Mar 25	9:30 am	Lincoln Annual Town Meeting	Brooks Gymnasium
Apr 4	7:00 pm	LSRSD School Committee	Regularly Scheduled Meeting
Apr 25	7:00 pm	LSRSD School Committee	Regularly Scheduled Meeting
*May 1-3	7:30 pm	Sudbury Annual Town Meeting	LSRHS Auditorium
May 9	7:00 pm	LSRSD School Committee	Regularly Scheduled Meeting
May 23	7:00 pm	LSRSD School Committee	Regularly Scheduled Meeting
*June 4		LSRHS Graduation	
June 6	7:00 pm	LSRSD School Committee	Regularly Scheduled Meeting
Jun 20	7:00 pm	LSRSD School Committee	Regularly Scheduled Meeting

-FYI- November 8, 2022 “Sudbury CIAC Departmental Review” is a working session/group.

-FYI-All of the private school tuition for special education will increase. FY24 will increase 14% for private school placements which will impact every school in the commonwealth.

Action Item

VOTE: Heather Cowap offered a motion to accept the volunteers (Harold Engstrom, Candace Miller, and Kevin Matthews) as the Subcommittee for the search of the new Superintendent . Harold Engstrom seconded the motion. There was no discussion. Six out of the six members of the school committee were in favor via a roll call vote.

Approval of Minutes

- Heather Cowap moved to accept the LSSC Minutes of October 11, 2022, as read. Candace Miller seconded the motion. There was no further discussion. Six out of six school committee members were in favor via roll call vote.

Future Agenda Items

- Editing the individuals on the School Committee email group.
- Implement a continuous and consistent cellphone/technology plan district wide.
- Create a protocol for students ordering/purchasing food during class time hours.

Public Comment

There was no public comment.

Adjourn

Heather Cowap motioned to adjourn the open session. Cara Endyke-Doran seconded the motion. There was no discussion. Six out of six members of the School Committee were in favor via roll call vote. The meeting adjourned at 9:08pm.