

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT  
SCHOOL COMMITTEE MINUTES  
Tuesday, January 24, 2023**

**7:04PM**

**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, *Co-President of the Teachers' Association*.

**Call to Order for Public Hearing on FY24 Budget and School Choice**

The public hearing was called to order at 7:04PM.

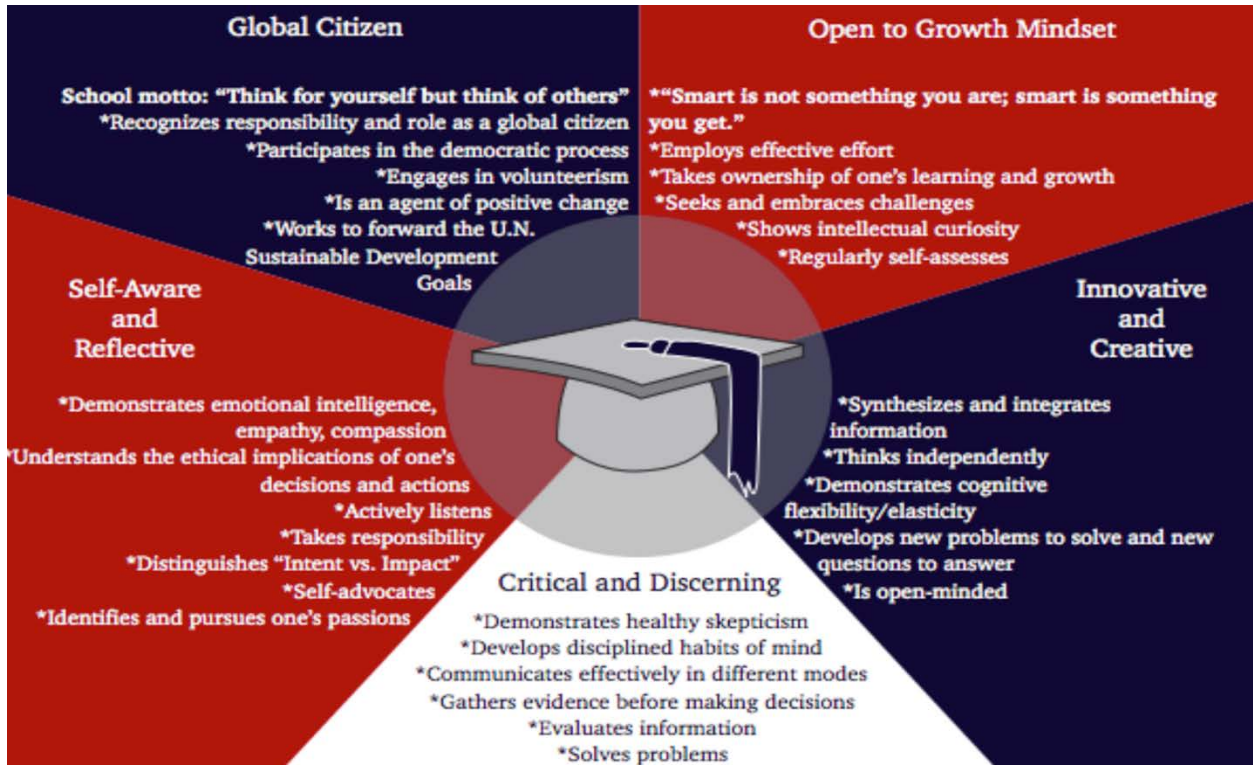
**FY24 Budget Presentation**

*Superintendent/Principal, Bella Wong and Director of Finance and Operations, Kirsteen Patterson*

Thank you Kirsteen Patterson and all of the Department Coordinators for your support in the preparation and contribution to the FY24 budget. This budget proposal was shared with Sudbury FinCom and discussed with Lincoln FinCom. We are scheduled to return to the Sudbury FinCom Monday, February 6, 2023. The Lincoln Sudbury School Committee is scheduled to vote on this budget on Tuesday, February 7, 2023. The FY24 budget has not changed since the original budget presentation on Wednesday, December 7, 2023. However, LSRSD anticipates the release of the governor's budget by March 1, 2023. The governor agreed to fully fund circuit breaker, Chapter 70 funding aligned with goals in the Student Opportunity Act and homeless transportation.

**What the budget does...**

- Supports LS Core Values.
- Supports LS's strategic objectives (5 year plan).
- Enables us to recruit and retain high quality faculty and staff.
- Supports an educational program to realize the LS Portrait of a Graduate for all students.
- Anticipates the comprehensive needs of our projected student enrollment.



## Enrollment Projection

Lincoln-Sudbury Regional High School  
In-School Enrollment  
Five Year Cohort Survival Enrollment Projection by Grade

Grade Level	FY23 Actual Enrollment 10/1/2022	FY23 Projected Enrollment	FY24 Projected Enrollment	FY25 Projected Enrollment	FY26 Projected Enrollment	FY27 Projected Enrollment	FY28 Projected Enrollment	FY29 Projected Enrollment
9	376	360	344	343	335	324	337	360
10	387	388	374	342	342	333	323	336
11	354	358	381	369	337	337	328	318
12	366	362	355	382	370	338	337	329
Total	1483	1468	1454	1436	1383	1332	1326	1343
	<i>Actual</i>	<i>Projected</i>						

- If the enrollment projection is increasing, we should consider increasing FTE. Whereas, if the enrollment projection is decreasing; we should look to modify the FTE.

# Preliminary FY 24 Budget

\$37,095,789 = Budget Guidance

\$37,248,519 = Budget Request

**(\$152,730) = Budget Gap**

Reference:

1% = \$359,107 comparison refers to total FY23 budget

- LSRSD is asking LSSC to approve \$37,095,789.
- Although, there is a \$152,730 budget gap between the “Budget Guidance” and the “Budget Request”. We’ve discussed several methods in meeting that gap- i.e. FTE reduction, natural attrition, and other options of adjustments.

## **Program Impact**

- Will sustain recent increased staffing to student services.
- Will sustain all recent general and special education program improvements.
- Speech language pathologist replaces reading specialist in budget.
- Increases staff time to support increased enrollment of about 150 global scholars.
- Supports implementation of new Advisory program, Fall 2023.

# Financial Assumptions

- Level funding for state and federal grants \*
- Assumes salary changes embodied in the 2022-25 TA/SC Agreement
- Health insurance (6%)\*
- Increase to non-MTRS pension funding (1%)
- Increase to Regular Bus Transportation (3%) and (3% Special Education Transportation)
- Fund to address OPEB Liability (OPEB Trust Value as of June 30, 2022: \$2,654,704.56, annual increase: 6%)
- Circuit breaker reimbursement to reflect various factors
- Increase to OOD Tuition reflects a 14% increase allowed by the MA OSD
- Cost avoidance due to new program for Autism Spectrum Disorder (ASD) students
- No change to current student fee structure
- Decrease in Debt service (3.5%) (ends 2026, effective FY27)
- Includes annual capital request to replace aging structures and equipment
- Continues to allow for FTE reduction due to staff attrition

\*TBD

- FYI- "Health insurance increased to 6%". Ms. Kirsteen Patterson has been/continues to work on this matter.
- FYI- "Increase to non-MTRS pension funding (1%)"- The district has no control over the Middlesex County Retirement System. They've elected to increase their OPEB funding model by 6%-different amounts for different entities. MCRS seeking a COLA adjustment for retirees. Increase from 3% to 5%, on top of their funding model.

# Current Median Class Size

Department	Median Class Size (FY20/21/22/23)
Computer Science	(23) (26) (25) (22)
English	(22) (23) (22.5) (22)
FATA	(19) (21)(20) (17)
History	(23) (22)(23)(22)
Math	(21) (21)(22)(22)
Science	(23) (23)(22)(23)
Wellness	(20)( 21)(21)(22)
World Language	(19) (20)(20)(20)

- The Current class sizes at LSRHS remain stable.

## FY 24 Capital Request - Updated with new Cost Estimates and Deferred Items

LINCOLN-SUDBURY REGIONAL HIGH SCHOOL CAPITAL REQUEST FOR FY2024

FACILITIES	YEAR IN SERVICE	USEFUL LIFE (years)	CONDITION	FY'24 Full Request	REVISED FY'24 Request	Lincoln Portion	Sudbury Portion
Concrete (Exterior stairwells) <i>Construction/Contingency</i>	2004	20	Falling	\$197,000	Not moving forward until FY25	12.56%	
Landscape Architect/Engineer				\$26,500	\$26,500	\$3,328	\$23,172 Phase I
				\$223,500			
Lighting Controls (replace analog panels) <i>Materials</i>	2004	15	Okay	\$112,000	Not moving forward until FY25		
*Labor				\$63,000	Not moving forward until FY25		
				\$175,000		\$0	\$0
<b>SUBTOTAL- FACILITIES</b>				\$398,500	\$26,500		
<b>TECHNOLOGY</b>				<b>FY'24</b>	<b>TOTAL FY'24 Request</b>		
Replace Camera System <i>Full Replacement and Contingency</i>	2014	10	Okay	\$236,336	\$236,336	\$29,684	\$ 206,652
<b>SUBTOTAL - TECHNOLOGY</b>				\$236,336	\$236,336		
<b>ATHLETICS</b>	<b>YEAR IN SERVICE</b>	<b>USEFUL LIFE (years)</b>	<b>CONDITION</b>	<b>FY'24</b>	<b>TOTAL FY'24 Request</b>		
*Chevrolet Express Van-14 passenger	2011	10	Okay	\$62,732	\$62,732	\$7,879	\$54,853
<b>SUBTOTAL- Athletic Vehicles</b>				\$62,732	\$62,732		
*Replacement van was requested and approved for FY22 Capital, however, due to supply chain issues the vendor could not provide during the applicable fiscal year and the cost increased by \$20,000.							
<b>FY24 TOTAL ALL DEPT REQUESTS:</b>				<b>\$697,568</b>	<b>\$325,568</b>	<b>\$40,891</b>	<b>\$284,677</b>
						\$325,568	

- We're continuing to seek vendors that can provide services for the previously mentioned capital request projects.
- We sought approval to proceed with the NEW 14 passenger van.
- These projects were updated and identified with each town's allocation for their current percentage rate within each project.

# Budget Timeline

Dec 05	Budget Presentation to L-S Staff
Dec 06	Presentation to LS School Committee
Dec 12	Sudbury Finance Committee Budget Pressures Discussion
Dec 13	Lincoln Joint Budget Workshop #1
Dec 31	Budget financial submission to Town of Sudbury Finance Director
Jan 23	Lincoln Joint Budget Workshop #2
Jan 25	LSRSD School Committee/FY24 Budget Public Hearing
Feb 01	Sudbury Finance Committee Budget Presentation
Feb 06	Sudbury FinCom FY24 Budget Discussion
Feb 07	LS Budget Vote
Mar 1	Anticipated (new) Governor's Recommended Budget Released
Mar 25	Lincoln Town Meeting
May 1-3	Sudbury Town Meeting

\*Lincoln and Sudbury Capital Committee Meetings as scheduled\*

-Thank you, Maryanne Bilodeau,- Sudbury's Town Manager for reallocating an item, which ended up being placed on the town's manager's budget. Thank you for being flexible!

## Public Comment

*Maura Carty- Sudbury, MA.*

- Is there money left over from the ESSER funds?

Ms. Kirsteen Patterson responded that all of the ESSER funds will be depleted by June of 2023.

- Can the MOA:For the Advisory Program be added to the LS website?

Ms. Bella Wong replied, Yes!

### **School Choice for 2023-2024**

In the state of Massachusetts, in accordance with Massachusetts General Laws Chapter 76 Section 12B, school districts must determine whether or not they will allow non-resident students to choose to enroll in the school district and notify the state before June 1<sup>st</sup> of the year before school begins in September. Additional liability and tuition costs will be incurred by the chosen district for each student accepted. LS has not permitted School Choice for many years and has officially withdrawn from School Choice. Formal notification will be provided to the Mass. Department of Education following the School Committee vote. The current cost of an education per pupil at LS is more than \$20,000. The money brought to LS by non-resident students would be \$5,000. The cap is \$5,000 because it was established in the 1990's and has not changed since.

### **Public Comment**

No public comment

### **Close Public Hearing on FY24 Budget and School Choice**

The public hearing closed at 7:38pm.

### **Call to Order Regularly Scheduled Meeting**

The regularly scheduled LS School Committee meeting began at 7:38pm.

### **Information and Discussion**

*Superintendent/Principal Bella Wong and Athletics Director, Arthur Reilly*

### **Proposal to Revise LS ATOD (Alcohol Tobacco or Other Drugs) Policy**

- The LS ATOD policy will be set in motion at the start of July of 2023.
- The policy ONLY applies to campus and school events.
- This policy ONLY applies to athletes.
- Spring sports starts Monday, March 20, 2023.
- LSRHS recommendation is to vote at the next School Committee meeting on Tuesday, February 7, 2023.

## LS ATOD Policy



- If a student athlete attends a party where alcohol or drugs are being illegally dispensed, the student must LEAVE IMMEDIATELY. To remain in the presence of this illegal activity shall constitute a violation of the LS code of conduct.
- Applicable timeframe is from the earliest fall practice date to the conclusion of the academic year or final athletic event, whichever is latest.

## MIAA vs LS ATOD Policy



- MIAA policy is “in possession of”
  - If a student is in physical possession, or if we have pictures/video, of a banned substance
- MIAA requires each school to have an ATOD policy in place
  - At a minimum we can adopt the MIAA policy OR create a stricter policy
  - 9 of 11 the schools in the DCL use the MIAA policy
- LS ATOD policy “in the presence of” was established 2011
  - If a student is in the presence of a banned substance, they are considered in violation of the LS policy whether they are consuming or not
- Regardless of which policy, the consequence is the athlete will not play in 25% of the games of the current season, or the next season if too many games have already been played. (One can still participate in practice)
- Prior to COVID, we had discussed changing the LS ATOD policy but considered the timing wrong in light of the pandemic
- The intent of either is to deter students from the use of ATOD.

- The goal is to deter students from the use of ATOD.

### Stakeholder Input

- Students/student athletes, SADD and Student Senate
- LS Athlete Parents and Community Members
- LS Coaches
- Wellness Department
- Local Police/ SROs
- Admin Council/academic Council

-All stakeholders feel the current policy does not support those who make a good decision to not drink (including designated drivers) but want to be at social gatherings or who choose to stay and help others who may need assistance.



-Wellness Department supports the change AND recommends that the Athletics Department ensures athletes are educated about the negative impacts of ATOD on performance.

### **Student Senate Representative Report**

*Olivia Gottlieb, Secretary of Student Senate*

- The Winter Fundraiser (before the holiday break) was a huge success!
- The Student Senate donated food to the Sudbury Pantry.
- LS students finalized midterms.
- Student Government Day takes place late March.
- If the Superintendent Search Subcommittee is looking for insight from a student's point of view, the Student Senate is willing to assist.

### **METCO Program Report**

No METCO report.

### **Teachers' Association Representative Report**

*Helen Sotiriou, Co-President of Teachers' Association*

- Teachers have been immersed in midterms!
- End of the semester/quarter two- Tuesday, January 24, 2023
- Quarter two grades are due on Monday, January 30, 2023
- New midterm schedule was successful!
- The Boston Globe featured 2 LSRHS alumnis.
- The 9th Grade Celebrating Identity and Inclusion Program assembly will be held on Thursday, February 2, 2023.
- Fun Friday-On Friday, January 27, 2023; hosted indoors by the Math Department.
- There are 5-6 qualified students prepared to participate in the next steps of the American Math Competition this upcoming February.
- "One Act" with Carly Evans continues to rehearse for their onstage performances for Saturday, February 4, 2023.

### **Chairperson and Liaison Reports**

#### **Financial Subcommittee:**

- Heather Cowap affirmed everyone who's been showing up and supporting LSRSD's budget reports to the sending towns. Both towns are very supportive of the budget. Everything seems to be going smoothly.

### **Superintendent Search Subcommittee:**

- Kevin Matthews commented on how successfully the Superintendent Screening Committee orientation turned out to be on Friday, January 20, 2023. Consultant Glenn Koocher guided the screening committee through the upcoming process (obligations, confidentiality, diversity, and equity).
- At the Superintendent's Screening Committee's first meeting they are expected to vote for a chair into the committee.
- The call for applicants will be between February 1st-24th.
- The committee anticipates a final candidate by mid-March.
- Mary Warzynski volunteered to organize all of the Superintendent Search Subcommittee's documents, timelines, contact information etc.- to allow individuals access to the information on the LS Website.
- Kevin Matthews seeks approval from the full school committee in modifying/editing the Superintendent's Job posting.

### **Superintendent /Principal Report**

*Superintendent/Principal Bella Wong*

- LSRHS completed a new semester and a new midterm assessment schedule. Staff and students will be asked to participate/complete a survey in reference to the new midterm assessment schedule.
- Ms. Wong acknowledges everyone's flexibility during the midterm; especially during the unscheduled fire alarm.
- Thank you, B&G, Firefighters, and DPW for keeping us all safe during the inclement weather. Thank you, food service and bus drivers, for hanging in there during the inclement weather.
- Congratulations to the engineering students! There were 7 students who chose to participate in a public presentation as an alternative to a midterm exam. "What are problems you would find useful if solved?" i.e.- A folding computer mouse.
- Congratulations to LSRHS's Mandarin language students who participated in the Chinese American Association of Sudbury. The event included reciting, singing and students performing on instruments in celebration of the Lunar New Year.

- Thank you LSPO for hosting “Zen Zone”. The event started at 10am-2pm. There were animals, games and snacks made available to LS students during their midterm week.
- Reminder- LSSC will head into Boston on Tuesday, March 7, 2023 for a school committee meeting.
- Reminder- The Lincoln destination was removed for the Tuesday, March 21, 2023 school committee meeting. The meeting will continue at a virtual meeting.

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

*Kirsteen Patterson, Director of Finance and Operations*

- Health insurance advisory meeting is on Thursday, January 26, 2023- “Claims Data Review”-gaining insight on the 6% increase.
- In communication with the D.O.R representative, regarding certifying E&D and working with the audit firms for finalization on the process. We’re anticipating being E&D certified in the upcoming weeks.

### **2nd Quarter FY2023 Financial Report**

The first allocation of our activities and club’s stipend are scheduled for the upcoming payroll in January.

### **Further Updates**

- LSRSD continues to meet the budget amount through the rest of the school year.
- LSRSD remains in the final year of our supplemental funds (ESSER COVID relief grant programs), which will be fully expended this FY23.

### **Action Items:**

***VOTE: Heather Cowap motioned to approve Warrant Article language for capital Camera Replacement project for Sudbury. Candace Miller seconded the motion. No discussion. Six out of six members were in favor via roll call vote.***

***VOTE: Heather Cowap motioned to declassify the Executive Session Minutes for 7/12, 9/13, and 9/27. Harold Engstrom seconded the motion. Four of the six members were in favor via roll call vote. Mary Warzynski voted no. Kevin Matthews voted no.***

***VOTE: Heather Cowap motioned to approve the 2023-2024 LS School Calendar as proposed. Candace Miller seconded the motion. No discussion. Six out of six members were in favor via roll call vote.***

***VOTE: Heather Cowap motioned to vote LSRHS as a school choice district for the upcoming academic school year of 2023-2024. No discussion. Mary Warzynski seconded the motion. Six out of six members of the school committee were all in favor of not having LSRHS a school choice district.***

***VOTE: Heather Cowap motioned to approve the 2022 Town Report. Mary Warzynski seconded the motion. No discussion. Six out of six members were in favor via roll call vote.***

### **Approval of Minutes**

- Heather Cowap moved to accept the LSSC Minutes of December 20, 2022, as corrected.
  
- Approval of the January 10, 2023 Minutes were postponed to the February 7, 2023 School Committee meeting.

### **Public Comment**

*Nancy Marshall, Lincoln, MA.*

Requested the Superintendent Subcommittee to please utilize all of the news outlets; So that announcements of any sort are distributed/extended to parents and the broader community.

### **Adjourn**

Heather Cowap motioned to adjourn the open session. Kevin Matthews seconded the motion. Six out of six members of the School Committee were in favor via roll call vote. The meeting adjourned at 9:04pm.