

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT COMMITTEE  
MINUTES  
Thursday, June 29, 2017**

**8:30 am**

**Donaldson Room, Lincoln Town Offices**

**Present**

Kevin Matthews, Chair; Gerald Quirk, Vice-Chair; Radha Gargeya; Nancy Marshall; Patty Mostue.

**Also Present**

Bella Wong, Superintendent/Principal; Sherry Kersey, Director of Finance and Operations; Associate Principals Sandy Crawford, Peter Elenbaas, Jason Medeiros, and Leslie Patterson; Virginia Blake, Director of Curriculum; Aida Ramos, Director of Student Services; Sandra Walters, METCO Director; Art Reilly, Director of Athletics and Activities; Detective Ian Spenser, Lincoln Police Department.

**Call to Order:** The meeting was called to order at 8:30 a.m.

Bella Wong addressed the School Committee members regarding current training for Crisis Response Protocols. Each event requires a different protocol. This year, 2016-2017, three student passed away at LS: in September, October and April. Each time the crisis protocol was followed and later debriefed and modified. LS partners closely with the Sudbury Police Department and the Lincoln Police Department in such events. Ms. Wong reported that the LS members of crisis teams feel very well supported by our police departments. Factors requiring constant evolution of crisis management are communication and social media.

**Presentation**

**Detective Ian Spencer, Lincoln Police**

Ian Spenser informed the School Committee that the police appreciated the open lines of communication with the high school and that he valued the ability to connect with LS students via the health curriculum interface with the Wellness Department at LS to discuss substance abuse issues. He mentioned that there is a need to encourage families to take advantage of available resources and communicate with the police of each town. He commended the work of Sarah Greeley and David Bloom for providing forums and educational evenings for LS parents.

Detective Spenser informed the School Committee that Lincoln is a member of the S.T.A.R.S. system which provides great resources to the Lincoln Police Department including the online STARS tool kit which is a "living" document that remains up to date with changing personnel and protocol matters. Additional complications to crisis management is the

METCO program and communicating with parents/students/program when events happen outside of school hours. This will be a task for the coming months.

Detective Spenser concluded with reminding the School Committee that social media issues are still an area of concern.

Bella reported that part of the review of safety issues would include reviewing the open campus aspects of LS. Upgraded and additional cameras in the parking lot and exterior of the building have enhanced the safety of the LS population.

### **School Start Time**

Sandy Crawford reported on the findings of the School Start Time Committee. In general, all stakeholders at LS are in favor of increased sleep time for LS students. LS remains coupled with Sudbury Public Schools for another year in transportation services but that following the end of that contract, it might prove possible to gain extra time for students by making the bus routes more efficient and less time-consuming, thus giving students extra sleep time.

The issue of teen sleep also requires educating students in healthy habits. Finding ways to continue and deepen discussions on healthy habits is an important ancillary step. In addition, education in mindfulness and teaching students not to overcommit will improve overall student stress levels. This awareness can be cultivated within the Athletic Department, the Wellness Department, and through the Guidance Counselors curriculum. Suggestions of reaching out to parents of younger children and communicating with current LS families on the subject will be helpful.

Finally, providing the best possible schedule for students may require building a new schedule which would require deep planning, consultation and negotiation between the school and all entities which with we cooperate. The committee supports creating a school-based committee to investigate operational issues. Currently, LS has a slightly later start time than most DCL districts.

### **9<sup>th</sup> Grade Experience**

Virginia Blake and Aida Ramos spoke to the School Committee about the 9<sup>th</sup> Grade Experience at LS. The transition to high school from middle school begins in the 8<sup>th</sup> grade. There is ongoing communication between high school and middle school teachers, counselors and administrators as well as scheduled meetings with 9<sup>th</sup> graders, and visits by LS students to the middle schools. In June, 8<sup>th</sup> grade students from Lincoln and Sudbury tour LS. For transitioning students, orientation continues throughout the year with the First Adventure Program, 9<sup>th</sup> Grade assemblies, and learning the scheduling and course-request process. Community building activities, diversity workshops and the guidance counseling seminars continue to educate incoming students in navigating resources and self-advocacy, strategic skills in writing, text analysis, evidence analysis, critical reading and research skills as well as note-taking, exam preparation, time management, and google apps for education. A number of supports are in place such as supplemental academic support, the ACE

program, Café Mathematica, and Faculty tutoring. Our goal for incoming students is that they learn to understand their own learning style – it is part of our endeavor to provide access to equity and excellence for all students. An Intervention Specialist hired last year creates consistent intervention for struggling students.

A 9<sup>th</sup> grade advisory pilot program has been proposed by Melisa Shen, Fran Ricker, and Rachel Cooke to connect students with adults in the building as resources and building connections with older students as peer mentors to help integrate students who are new to the school district and to provide academic and social/emotional supports for students. It will provide an additional point person to be involved in communication and support for each student. Teachers are provided with strategies to assist struggling students and student progress is re-examined at 6-week intervals. Professional development is offered to faculty to teach strategies geared toward social/emotional supports and methods of reading student behaviors. Preliminary results show that these efforts have been fruitful.

### **Project LS**

Leslie Patterson and Jason Medeiros addressed the subject of Project LS which was initiated to reaffirm, practice and learn about our core values of cultivating community and respect for human differences as well as to support a mindset around expectations and was born from requests from a diverse number of school populations expressed as “I am having trouble seeing myself here and having my voice heard in a way that supports my identity.” The program commenced with assemblies that provided a shared experience for students and staff. This was followed by World Language Week, Lessons in the Classroom week, 9<sup>th</sup> grade diversity training, and student voices. Data from faculty and students will be examined and plans for providing more opportunities for faculty and students to come together as a community. Also plans to tie present curriculum to the LS core values is being considered.

### **Business Office Report**

Sherry Kersey presented the Auditors’ Financial Statements. She requested that the School Committee re-vote appropriation of funds to replace Turf Fields #1 and #2.

***VOTE: Gerald Quirk moved to appropriate \$750,000 to replace two artificial turf fields and was seconded by Nancy Marshall. All were in favor and there was no discussion.***

Sherry Kersey reported that the Management Report from Powers and Sullivan had targeted 4 subjects to reduce fraud by incorporating sound business practices: strengthen the cash reconciliation process; resolve petty cash; complete fixed asset account maintenance; and improve internal controls over bank accounts including reduction of manual journal entries which are down 30%. Bella Wong added that there is additional work to be done to make the Business Office run smoothly. Shifting payroll from a subcontractor to in-house was a big accomplishment. Fixed inventory and keeping track of diffused assets is important to accomplish in order to project depreciation costs.

Ms. Kersey reported that she would be meeting with the Town of Sudbury regarding capital planning purchases such as cooling towers which need to be replaced; a rubber floor replacement for Gym 4; and restoration of the parking lot surface. At the next annual town meeting, the hot water heater, CCTV systems upgrade, phone system upgrade will be proposed. Peter Elenbaas reported that the LS Boosters plans to upgrade the Concession Stand in 2018.

### **Superintendent/Principal Review**

Kevin Matthews initiated the report of Bella Wong's evaluation. Some aspects are not yet complete but will be completed over the course of the summer. The School Committee presented Bella with her annual performance evaluation. Each committee member completed a written evaluation prior to the meeting. The results of those evaluations were compiled and a summary, which included ratings and comments, was presented to Ms. Wong. The committee expressed gratitude to Bella for all her hard work this past year. There was some further discussion concerning goals and expectations for the next year.

### **Adjourn**

Gerald Quirk moved that the meeting be adjourned at 2:20pm. Radha Gargeya seconded the motion. There was no discussion. All were in favor.

**2:20pm** A brief recess was taken and the meeting continued with only School Committee members present.

Respectfully submitted,  
Francy Zingale