

# LINCOLN-SADBURY REGIONAL SCHOOL DISTRICT COMMITTEE

## Minutes

Tuesday, September 11, 2018

7:30 pm

Conference Room B

### Present

Radha Gargeya, Chair; Patricia Mostue, Vice-Chair; Ellen Joachim, Carole Kasper and Kevin Matthews. Craig Gruber was absent.

### Also Present

Bella Wong, Superintendent/Principal; Sherry Kersey, Director of Finance and Operations; Paula Myers, TA Co-President; Daniel Conti, English Department Coordinator, and Lauren Hochberg, Sudbury parent.

### Call to Order

The meeting was called to order at 7:30pm.

Radha Gargeya opened the meeting by acknowledging that today was the 17<sup>th</sup> anniversary of the 9/11 attacks and asked everyone to observe a moment of silence for those who lost their lives that day and in gratitude for all those who served and continue to serve to keep our nation safe.

Radha welcomed back the committee members and introduced new faces in attendance: Toni Benhaim as School Committee Secretary and Paula Myers as the TA Co-President.

### Approval of Minutes

Postponed until 9/25/18 meeting due to the transition of position from Franczy Zingale to Toni Benhaim. Radha thanked Franczy Zingale for her service to the committee and for a job well done.

### Presentation

Dan Conti, English Department Coordinator and LS NEASC Team Leader presented on the upcoming re-accreditation process. NEASC (The New England Association of Schools and Colleges) requires member schools to demonstrate alignment with the Standards of Accreditation. Dan has been involved with NEASC for the last 12 years. He gave a Power Point presentation explaining the upcoming review. 2018-2019 school year is a self-reflection year. A committee will be formed consisting of faculty, administration, staff, parents, students, plus a SC member. Patty Mostue will represent the School Committee. The reflection process will be driven by surveys completed by staff, students and parents.

The accreditation process spans four years total. The next three school calendar years encompass:

- 2019-2020 The Collaborative Conference Visit and School Growth Plan
- 2020-2021 Completion of Summary Report & Preparation for Decennial Visit

2021-2022 LS will host Decennial Visit consisting of 6-8 visitors for 3-4 days

Dan provided a link to the NEASC website. - <https://www.neasc.org>

What is NEASC and why do we need to be accredited or re-accredited? NEASC is independent and not affiliated with the state. It's like a Good Housekeeping seal, looking at every aspect of the school. Most school districts do seek accreditation, even private schools. If nothing else, it's affirming of everything that we do as a school. A ten-year period of reflection is a good time period to evaluate where we've come from and what we've accomplished. It allows for effective performance planning. The Accreditation is based on five core standards (Learning Culture, Student Learning, Professional Practices, Learning Support and Learning Resources).

Kevin Matthews asked who sits on the visiting NEASC committee. It consists of a group of our peer educators and is usually chaired by a superintendent. They will focus on evaluating what we are doing as compared to what we stated in our self-reflection report and from this analysis, they will devise a Growth Plan. Bella Wong commented that once we have this Growth Plan there will be a 3 and a 5-year follow-up report.

Kevin Matthews then inquired if NEASC focuses on any particular areas of special interest. NEASC's real emphasis is on your picture of the graduate – what you want them to do when graduate. There is also an emphasis on safety – mental/physical health. This year's LS school goal is "What do we want a graduate to be able to do" was based on NEASC's focus.

**Public Comment** – no public comments were offered

Radha Gargeya relayed that he is working with the Sudbury Selectmen to compare meeting dates. Unfortunately, the Selectmen were scheduled to meet tonight. Going forward we will hopefully stagger our meeting dates with the Selectmen, so they can attend our meetings, and vis a versa the public can attend both the meetings.

**Recognitions** – Bella welcomed everyone back to a new school year and reviewed the numerous recognitions which occurred over the summer and the start-up of the new school year.

- Appreciations for years of service were awarded to: For 15 years: John Flynn, MaryAnn Grady, Nancy Hart, Lisa Lupinacci, Mike Malone, Meghan Notari, William Pegram, Hanna Ray, Joan Campbell, and Sarah Hogan. For 25 years: Virginia Blake and Susan Shields For 30 years: Bill Davison and Don Foss.
- Rachel Cooke, Melissa Gray, and Mike Guanci were the First Adventure Coordinators welcoming incoming 9th graders. They did a superlative job and were assisted by highly qualified upperclassmen. It was the first year for Rachel, Melissa and Mike. Great Job!
- Ken Kimura and Allison Richardson capably provided a comprehensive orientation for the New Hires. Caroline Han has ably assigned mentors for each new member of the LS community. Thank you!

- Shelly Hinds, assisted by Kevin Greene, Ashley Gomes, and the Friends of Boston provided a welcoming METCO Summer Institute for our Boston families to become acquainted with Lincoln-Sudbury. Numerous faculty and staff were on hand to welcome the new students and their families. It has given our new METCO students a superb start to the year!
- Over the summer, MaryAnn Grady, Steve Driscoll, Brian Fauvel, Brendan Wimberly and Shanna Evans provided our REACH students with a summer camp program.
- Gail Baker, John Moynagh and Diana Phillips organized and ran the summer LINK Program on site.
- The Buildings and Grounds Men were hard at work all summer training the new cleaning crew, making repairs, preparing Access Cards, in general making sure that L-S would be gleaming and ready for the start of school. Thank you, gentlemen, for so capably taking care of everything!
- Dennis Phillips, Dave Walsh, and Aaron Schine implemented the new phone system and assisted with security cameras and access cards. Each phone within L-S was replaced with a new phone as part of our new improved phone system. Valuable features include voicemail to email, caller-ID, access to call history out-going and in-coming, and more detailed call-logging. We are fortunate, indeed, to have such a talented IT Group!
- Our thanks to the 12-month employees who kept the lights on over the summer and prepared for the new school year: Donna Cakert, Adirenne Dunne, Nancy Hart, Diane Kaufman, Paula Leporati, Tracy Lyon, Brandi Mahlert, Danielle McAuliffe and Franczy Zingale.
- Student Activity Shop-Around Day will be held in the AB Connector on Thursday, September 13th, and Friday, September 14th. Student leaders and/or faculty advisors will introduce students to their club's activities and answer any questions students may have. Art Reilly, Athletic Director, has organized the Activity Shop-Around.
- The author Beverly Daniel Tatum addressed faculty, staff, and retirees on Wednesday, August 29th, in the LS Auditorium. She is president emerita of Spelman College and a clinical psychologist widely known for both her expertise on race relations and as a thought leader in higher education. Her thirteen years as the president of Spelman College (2002-2015) were marked by innovation and growth and her visionary leadership was recognized in 2013 with the Carnegie Academic Leadership Award. The author of several books including the best-selling "Why Are All the Black Kids Sitting Together in the Cafeteria?" and Other Conversations About Race (now in a new 2017 20<sup>th</sup> anniversary edition) and "Can We Talk About Race? and Other Conversations in an Era of School Re-segregation" (2007), Tatum is a sought-after speaker on the topics of racial identity development, race and education, strategies for creating inclusive campus environments, and higher education leadership. In 2005 Dr. Tatum was awarded the prestigious Brock International Prize in Education for her innovative leadership in the field. A Fellow of the American Psychological Association, she was the 2014 recipient of the APA Award for Outstanding Lifetime Contributions to Psychology.
- The LSB Players, partnered with Project LS and the GSA, will be presenting a

faculty/student staged reading of "The Laramie Project" this October. Rehearsals begin September 17th. The performance will take place on Friday, October 12th at 7:30pm in the auditorium as a fundraiser. Faculty, staff and school committee members are invited to audition! Email Carly\_Evans@lsrhs.net

**Student Representative Report** - no report was given.

**METCO Parent Report** - no report was given.

### **Teachers' Association Report**

Paula Myers, TA Co-president offered the following remarks:

LS Faculty are gearing up for tomorrow's Back to School Night here at the high school. And many are also gearing up for the Shop-around on Thursday and Friday. Paula echoed Bella's thanks to the LSPO for the dinner they are providing tomorrow night. Over the summer, many of our faculty members participated in ED&E workshops, including topics such as curriculum development, computer technology integration, cross-departmental curriculum sharing, and cultural proficiency.

A few departments shared updates of their summer enrichment endeavors:

Language had summer ED&E workshops on:

- Curriculum development for Latin, German, French and Spanish proficiency-based instruction
- June/July concluded another successful German exchange with the Gymnasium Vilshofen.

Wellness Department updates: The Wellness department spent the summer reviewing the Wellness Elective program.

- This year, Wellness will add a male self-defense course that will be co-taught by a Wellness teacher and a police officer.
- They will be proposing new courses for next school year and have added some new units to other elective courses, such as disc golf in our golf elective.

LS Nurses in the Health office are preparing to do their yearly training of Epi pens to all LS staff. Epi Pens are located throughout the building for anaphylactic reactions.

Career Center spotlighted highlights from the Spring 2018 Career Internships:

- A student interning at a literacy program in Boston was honored at the Intern Appreciation Event in the spring.
- A student interning at local auto shop in Sudbury was offered a full time job for the summer.

- A student working as a Graphic Design Intern in Hudson was involved in the design for many products on that company's website and helped the business to land a large account.

Kevin Matthews asked a question prompted by the EpiPen training. He asked if we do comparable training of the AD paddles and Narcan. Bella responded that the EpiPen everyone had to do the training. The Narcan and AED units are open to those who volunteer to be trained.

**Chairman's Report** – Radha Gargeya, Chair, welcomed everyone back and summarized important points that he had sent by email earlier to committee members.

He encouraged the committee to gear up for the year for the important work to be done for the district. This work, which was discussed at the 8/16/18 meeting, includes but is not limited to the following: NEASC re-accreditation, safety review, capital needs, FY'20 budget, communications and outreach, school start time. Some of these need to be started and completed within the year, and some have a longer scope. For the School Committee itself, we will come up with tangible goals for ourselves.

The administration, staff and faculty have been working hard to do the job that they do so well: educate all our children and care for them. The only way to excel is not to rest on our laurels. He remains hopeful that we will do well by our children, our community and our district. To that end, he thanked each and every one of the committee members for their volunteer service.

You may remember that Patty Mostue, Kevin Matthews and Craig Gruber could not make it to the initial date of Tuesday 9/25/18. That is why that meeting is moved to Wednesday 9/26/18. There is one more Wednesday meeting so far on 5/29/19 because we have Senior Scholarship day on Tuesday 5/28/19. Off-cycle meetings are listed in **bold** on the SC Agendas page. Radha requested if members know that they are unable to attend any School Committee meeting, to please inform him as soon as they know. He is hopeful that absences will be few and far between.

He concluded by once again, thanking the committee and reiterating to them "We have work to do; we have good work to do".

### **Liaison Reports and sub-committee reports:**

Radha Gargeya reassured the members that if they are new to a committee, to not worry that they are not an expert, but to reach out with any questions to the administration or fellow members. It's important to bring energy and perspective to their new roles. He reminded them that they are representing the School Committee, not their personal interests.

Finance Sub-Committee - Radha Gargeya and Carol Kasper are the School Committee liaisons and Kevin Matthews is the alternate member. September 13<sup>th</sup> is their first meeting. Carole Kasper cannot attend the meeting, so Kevin Matthews will take her place. The

meeting's focus will be to draft meeting dates, review FY19 and possibly to look forward to the FY20 budget. Bella Wong and Sherry Kersey will also be in attendance.

MARS (Massachusetts Association of Regional Schools) – Carole Kasper said that she is attending the MARS professional development program on 9/18, 10/3 & 10/23. The sessions focus on how a Regional School District operates and on their unique finances. She will bring all this information back to the committee.

Carole Kasper also noted that the School Committee has a few updates to the website. A new section call New Initiatives includes Listening Sessions for the public to meet with a school committee member; new daytime times were added. Carole Kasper will take the lead for the daytime session – getting out in the community. Radha Gargeya said the summer sessions were not well attended, but he's hoping the fall/winter sessions will see more community involvement. The names of the committee members hosting the sessions will also be posted on the website and in local newspapers.

Carole Kasper is also involved with the Lincoln 8<sup>th</sup> to 9<sup>th</sup> grade transition program. Lincoln has been doing this for quite some time and Sudbury would also like to establish a program. Virginia Blake, LS Director of Curriculum, volunteered to participate and the LSPO has offered to help. Middle School families have asked for information sessions for 6<sup>th</sup> and 7<sup>th</sup> graders rather than waiting until 8<sup>th</sup> grade. Orientation for 8<sup>th</sup> grade parents usually occurs in March, looking to dovetail a meeting for the 6<sup>th</sup> and 7<sup>th</sup> grade parents around this same time.

Patty Mostue is the liaison with the Lincoln K-8 curriculum. She is working with Virginia Blake to discuss the science and math programs.

Radha Gargeya reported that he met with Sudbury Public Schools and Lincoln Public Schools Committee Chairs to try to put together the annual joint meeting. He is looking for topics that would be of interest to the three communities. He asked if anyone had any suggestions, to please let him know. He will review the topics with SPS and LPS and choose topics for the joint meeting. He expects the meeting to take place toward the end of the year or early in the new year.

Radha Gargeya said he would like to establish School Committee goals and asked members to please forward any suggestions to him. Kevin Matthews requested that this be an agenda item for the next meeting.

Kevin Matthews and Ellen Joachim had no comments.

Radha Gargeya offered a brief recap of the school committee's Summer Workshop, which took place on August 16<sup>th</sup>. Dorothy Presser ran a good workshop. She will provide the committee with her slides, which will then be posted on the website. A lot was learned that day. He recommended that the committee include a session like this at each year's retreat focusing on one specific topic. Kevin suggested separating the retreat into two half day sessions to keep the energy and productivity high. Carole Kasper asked for follow-up to the retreat and that it be placed on the agenda for next meeting.

## Superintendent/Principal Report

Bella Wong reflected on the start of the school year.

- Opening of school went very well; we welcome 16 new full-time & part-time staff members. Every single department had someone new except for Nursing and Computer Science. Tom Grandprey is our new Interim Department Coordinator of FATA (Fine, Applied and Technical Arts Program), and Shelly Hinds, is our new METCO Director who brings lots of positive energy.

- Initial enrollment figures for the 2018-19 school year are (official numbers issued on 10/1/18):

406 – 9<sup>th</sup> grade

395 – 10<sup>th</sup> grade

351 – 11<sup>th</sup> grade

370 – 12<sup>th</sup> grade

Current total in-school enrollment is 1527 compared to last year's 1528.

- Bella spoke to 9<sup>th</sup> grade parents on 9/5/18 and reviewed the new safety initiatives which will start on 9/13/18 the day after Back-to-School Night. All exterior doors will be open at 7am and locked at 8:30am after which time all staff and students will need to use Access cards. Each Access card is unique and there is no penalty for lost cards. Anyone who doesn't have an Access card can register at the main office. After school hours the main entrance will be unlocked and other doors may be unlocked depending on what functions are going on in the building. A follow-up email will be sent to parents once BTSN is completed and the Access cards implemented.
- We now have a full time Safety Resource Officer from the Sudbury Police Department – Kimberly Walsh. She is very present in the building, attending both the 9<sup>th</sup> Grade Parent Night and Back-to-School Night. Ian Spencer from the Lincoln Police Department will also continue to be our liaison.
- Security Cameras for parking lot will be installed later in the fall. She would like to put together a full report of safety initiatives and put it on the website.
- School Goals for 2018-19 – “What do we want our students to be able to do by the time they graduate.” Focus will be equity and excellence among students and ensuring adequate social and emotional support for our students and staff. These topics align with the NEASC self-reflection process.
- Each year we focus on one core value each year and this year it will be “Fostering Caring Relationships”.

- Also we will initiate the process of self-reflection and seek input from the community through surveys of our community. Bella will send another note to parents explaining the surveys. A few upcoming surveys are:
  - NEASC – Oct/Nov.
  - Equity Assessment Survey (by the end of Sept.)
  - Music Working Group – around school schedule
  - Metrowest Health Survey
  - Academic Honesty
  
- Initiatives that were started and not completed. Completion is expected by the end of the year.
  - School start Time
  - Traffic study
  - Homework Guidance
  - Coordinated Program review
  - Music Working Group on target to be done this fall.
  
- Athletics – Over 550 students have signed up for fall sports teams. They are off to a great start, with all teams having started their seasons with wins, games/matches. Nice launch to the fall season.
  
- 420 Lincoln Road Project (formerly known as the White House) – Per School Committee approval at the August meeting, Bella has reached out the key stakeholders in the approval process in both Sudbury and Lincoln. She is proposing that \$350,000 from E&D funds be used to renovate the building. Approximately \$70,000. has expended so far to forestall further deterioration of the building, including a new roof and new HVAC. It's has been cleared out inside and is ready to be restored for use.

The idea is to use the site to create a separate program for students with social/emotional disabilities whose needs are currently met through placements outside the building. Estimated yearly operating cost is \$300,000. (one special educator, one clinical counselor and two teaching assistants). We would also have to carry FY20 tuition for the students because we can't guarantee the students would enroll before the program is actually built. It's our estimate that with minimum enrollment of 10 students, we would save tuition and transportation costs of \$620,000. It would breakeven in FY20; at that time we will restore the \$350,000 back to E&D. FY21 would be a cost savings to the district.

Bella has met with many of the key liaisons and chairs of the various town committees that are stakeholders in the approval process in both Sudbury and Lincoln. If the School Committee approves the use of E&D funds, we will then notify the Board of Selectmen in both Lincoln and Sudbury for their approval or for the action to go to town meeting. Lincoln's next Town Meeting is March 2019 and we've retained a placeholder for the special Sudbury Town Meeting scheduled for October



15<sup>th</sup>. (Deferral to the May Sudbury Town Meeting would most likely mean we would not have enough time to be ready to start the program the fall of 2019.)

Radha Gargeya asked for a sense of the committee rather than a vote. This will allow Bella to go to the Lincoln and Sudbury Committees and get their thinking and report back to us and then the committee will take a formal vote. Patty Mostue asked if we have to convince the parents of the out-of-district students to come back to our program from their current placements. Bella answered that the students we are hoping to keep in district are in our current programs and among the incoming 9<sup>th</sup> graders. Carole Kasper stated it's a worthwhile project and agrees if the finance numbers make sense then we should move forward. Ellen Joachim agreed that it's better to keep students within the community, as well as, a financial savings. Kevin Matthews agreed that it was a great idea and like the idea that we have a formal business plan. He did express a concern that we are dipping into E&D twice in one year but even with these disbursements, we will still have a substantial balance in E&D. He was happy that we are addressing the issue of a deteriorating capital asset that will be returned to serving a purpose. Radha Gargeya acknowledged that Bella has done a tremendous job reaching out to the town committees. Radha asked Bella to share with the Committee the dates she will be meeting with the different committees, so that if possible, one of the School Committee members can join her.

#### **Director of Finance and Operations Report – Sherry Kersey**

- Kudos to the new Treasurer, Kevin Mahoney; he had been fantastic to work with, having done a great job to bringing things up to date and in balance.
- New cleaning crew is great; they are doing everything that they said they would do. They have hired some of the former Clean Co. employees, which has made many current faculty and staff happy.
- Cafeteria off to a good start. Free and Reduced lunch program forms are available on line and must be completed each year. Those carried over from last year have 30 days to reapply for the current school year. Menus are also posted on the website.
- Transportation – Bus routes on our website, relatively smooth start. Bus 5 and Bus 1 have been running late. They are now starting their routes earlier and re-routing them when Concord Road is backed up. The best way to contact the transportation department is via email – [transportation@sudbury.k12.ma.us](mailto:transportation@sudbury.k12.ma.us). The most common question received is information about the late bus. We have 3 buses that leave at 5:45pm, (Sudbury, Lincoln and Boston). There are no set routes for in-town students; the driver polls the students and then determines the drop off points.
- Traffic study – No responses received for our RFQ (Request for Quote). Sherry has one company that she has been working with that may be able to meet the deadline of the end of October.

- Health Insurance – We have requested our experience data from Minuteman Nashoba Health Group (MNHG) and forward to MIAA. December 1<sup>st</sup> is the deadline to let MNHG know we are leaving effective May 2019. Sherry is working to determine the amount of funds that we will leave behind in the pool of funds that all communities in the plan contribute to. The pool acts as a disincentive for members to leave the plan. Kevin Matthews commented that we should look at the pool as a sunk cost. Radha Gargeya remarked that seven years ago, the district had hired a consultant to look at various options and they did a good job analyzing the options. It was money well spent. It puts us in a better position to negotiate, if we do decide to shop for a new plan.
- OPEB – Over the summer Sherry provided KMS Actuaries, LLC with the data to prepare the Actuarial Valuation for July 1, 2017. The current Board of Trustees membership needs to be updated, because three out of the four School Committee members are no longer active. Ellen Joachim, Kevin Matthews and Radha Gargeya will now participate on the board.
- Updates on approved and funded Capital Projects –
  - Security cameras for the exteriors will be installed later in the Fall
  - Water heater – Dec./Jan. installation
  - Phone System – fully implemented
  - Cooling Tower – completed in March 2018
  - New Gym Floor – completed in August 2018
  - FY20 Capital Planning - requests are due to Lincoln by next Friday, Sept. 21st and Sudbury's deadline is October 10<sup>th</sup>. Kevin Rossley, Facilities Director, would like to recommend replacing the Kubota tractor which has been on the Five Year Plan. Sherry requested that we ask for \$55,000. The current tractor is undersized and was purchased in 2002 before our building was opened. Due to the age of the tractor there is now a major maintenance needed. The tractor is used for many purposes – field & ground maintenance, snow removal, loading sanders, etc. There is a trade-in value to the old tractor, but that figure is not known yet.
- Community Field cost estimate is now \$650,000 reduced from \$850,000 for the turf, etc.
- Patty Mostue asked about better access lighting for football games from the parking lot to the field. Sherry responded we now are using perimeter lighting which has helped but we do not have anything in the Capital Plan. Kevin Rossley is trying to figure out a solution with what resources we have available. Kevin Matthews said the Safety Committee had suggested checking with Sudbury Dept. of Public Works to see if they have lights that we could use similar to those used on work details.
- End of the Year Financial Report is due earlier this year the date now is before Oct. 1<sup>st</sup> this year. For FY 18 E&D certification process, a representative from the Dept. of

Revenue came out on Aug. 27<sup>th</sup> and helped with the accounts that need to be in balance. Sherry felt it was definitely time well spent and they are being very cooperative. The Dept. of Revenue has developed new standardized reporting which everyone will have to report on or before due Oct. 31<sup>st</sup>.

- Starting this year Sherry is looking to issue quarterly financial reports to the committee (Oct., Jan., April, and July or August).

## **Information and Discussion**

### **Action Items**

Vouchers were signed.

### **Other Business**

There was no other business addressed.

### **Calendar**

Back to School Night	September 12, 201
Student Activity Shop-Around	September 14-15, 2018
Yom Kippur	September 19, 2018

**Public Comment** – Lauren Hochberg – Sudbury parent provided feedback to the committee:

- Cautioned about survey overload to parents.
- SPS coordination should be a topic that is looked at. She commented that some of the decisions seem to have been made in a vacuum, i.e. buses last year and length of day changes in SPS.
- Suggested that the days and times for the Listening Sessions be varied, and by adding early morning hours before school starts, the committee could reach more parents.
- Transitions Meetings for 8<sup>th</sup> graders should start sooner. Look for more opportunities to integrate the 6<sup>th</sup> and 7<sup>th</sup> graders from Lincoln and Sudbury; i.e., ball room dancing. Integration rather than orientation.
- 420 Lincoln property – cautioned that it was originally proposed that it was going to be an Innovation Center and funds were donated toward that purpose. The committee should also consider the history with social/emotional students that LS has experienced.

### **Adjourn**

On a motion from Carole Kasper, seconded by Kevin Matthews, the meeting was adjourned to enter into Executive Session. All were in favor; there was no discussion. The meeting was adjourned at 9:50pm to go into Executive Session in order to:

- To review and approve executive session minutes related to collective bargaining, contract negotiations with union and non-union personnel and/or litigation issues because to do so in public session would be detrimental to the District's position.
- To discuss the deployment of security personnel or devices, or strategies with respect thereto.

Respectfully submitted,  
Toni Benham