

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT COMMITTEE
MINUTES**

Tuesday, September 17, 2019

**Conference Room B
Lincoln-Sudbury Regional High School
390 Lincoln Road
Sudbury, MA 01776**

7:30pm

Present

Ellen Joachim, Chair; Carole Kasper, Vice-Chair; Cara Endyke-Doran; Kevin Matthews;
Candace Miller; Patty Mostue

Also Present

Bella Wong, Superintendent/Principal; Peter Rowe, Director of Finance and Operations;
Danielle Weisse, Teachers' Association; Emma Spector, Student Senate; Dan Conti,
Department Coordinator English; Jen Garfield, English Department.

Call to Order

The meeting was called to order at 7:30pm

Approval of Minutes

Approval of Minutes for June 24, 2019 and June 25, 2019 was postponed to the October 1,
2019 Meeting.

Presentation

Dan Conti, Danielle Weisse and Jen Garfield from the English Department discussed the English program and recent initiatives. The department philosophy is that learning is a life-long process. The department addresses students as intellectually and emotionally diverse and hope to challenge the students as learners and develop a growth mindset. The English teachers strive to develop students into critical thinkers with the skills to understand the world around them. The foundation of the elective program is to provide a wide-ranging choice of subjects.

E9 provides an emphasis on reading, writing and critical thinking in a survey course that exposes students to many literary genres and an introduction to literary terms and devices to help them decode the reading they will encounter in the future. Beyond E9, there are 23 elective courses which include two writing courses, courses in American and British literature and World literature, which exposes students to cultures they have may not encountered or that reflect their own culture. All courses are grounded in the same skill sets, objectives and assessments.

Current initiatives involve use of the four-year writing folders for each student which are valuable for teacher assessments and goal setting and instructive for students to see how

they have grown throughout the four years. Choice reading is increasingly encouraged so that students will learn to enjoy reading.

The English Department is piloting replacing the final exam with an alternative assessment that may consist of final projects, papers, posters, musical projects etc. should draw on individual student strengths. The response has been favorable.

Work on curriculum guides continues as new authors and courses are added to the curriculum. There is a curriculum guide for each English course that provides an anchor for each teacher responsible for particular courses. A considerable amount of time is spent preparing students for state-wide testing.

The department is striving to encourage the habit of reading for pleasure among the students. Teachers will often share books that they are reading and finding impactful. Teachers are providing free time within class time for students to read independently.

Student Representative Report

Emma Spector, Student Senate President, reported that the Student Senate is preparing for the 9th grade elections. The first full Student Senate meeting will be on October 2nd. Initiatives for the year include a social media platform to reach students, on Instagram in particular. Committees are being formed for various yearly senate endeavors. The student senate theme this year is: cultivating community.

Recognitions

Alysea Immonen has been accepted to the Advisory Board of the Girl Up Boston Coalition which is made up of over 80 middle school, high school, and college clubs in the New England area. Girl Up is an international charity of the United Nations Foundation working to empower girls everywhere through advocacy, education, fundraising and leadership development, especially in areas “where it is hardest to be a girl.”

On September 12 and 13th, students were invited to “Shop Around” for LS Clubs and Activities which is a great time for students to learn about clubs and activities at LS from students who belong to them. Thank you for the preparation done by Art Reilly and the Athletics Office.

Food Truck Fundraiser Day for Jamaica Jammin’ will be held on September 18th behind school during and after school games from 3:30 to 6:30pm.

Successful first Fire Drill and ALICE Training took place on September 6th. Thanks to Peter Elenbaas and the Buildings and Grounds Team for excellent work on the Fire Drill, and thank you to all classroom teachers for working through the A.L.I.C.E. Protocol with their students.

Back to School night was a great success. Thanks to all faculty and staff that participated in the evening. Thanks to Thomas Grandprey and the student musicians that enlivened the class transitions with their artistry. Our thanks to Nate Aistrup, Reetom Gangopadhyay, Keaton Silsby, Tommy Kneeland, Ryan Gies, Matt Termine, Julian Flack, Blake Thomas, Enzo Goodrich, Johan Schoener, Pierre Regensburger, Halden Aistrup, Richard Yao and Chris Li.

Congratulations and thank you to the new parent representatives for School Council: Jennifer Dudgeon, Subhasri Gangopadhyay, Lauren Hochberg, Glenn Merrill-Skoloff, and Sofyia Reznick.

Thank you to the LS staff, teachers and administrators who worked a lot of days this past summer to prepare for this school year and made progress on several initiatives. I also appreciate the work of the Tech Team and Buildings and Grounds. Along with extensive maintenance care over the summer, the wifi infrastructure and our website were updated. The front circle was re-paved and security cameras in the parking lot were installed. And we continued to work on our implementation of our student information system ASPEN. It has clearly been a herculean task. I am so impressed by the efforts of our tech team to make such an effort manageable by taking turns every other day to 'teach' our staff mini-lessons on another new way to use ASPEN.

Thank you to members of the School Committee, our liaisons to the Lincoln and Sudbury FinComs and Boards of Selectmen (Lisa Gutch, Ron Brumbach, Pat Brown, Nancy Marshall, Andy Payne, Jennifer Glass and Dan Carty) for your special attention this past summer to write on our behalf and/or attend the July 18 meeting of the Sudbury Historical Commission and then to the August 29th Public Hearing to support our application for partial demolition permission. To the hard work of our architect Glenn Davis and Director of Facilities and Operations Kevin Rossley. They were both critical meetings affecting the progress of the LS Academy and benefited from your input and attendance.

A very special thank you to the Sudbury Department of Health, the Town Manager, and staff. When I made a request of the Sudbury Health Department on our first day of school - if we could be sprayed for mosquitoes even though Sudbury was at the moderate level of risk - the funding for the request was approved within a couple of hours by the Town Manager and we were placed in the state queue. By Friday, Sudbury was elevated to critical level of risk and LS was treated before dawn on Sunday. I don't know if it was possible to have had a faster response than that.

I want to be sure everyone knows what a great infrastructure you have here in Sudbury and in Lincoln. Police, Fire, DPW, Health Departments and town employees are each excellent at what they do and amazingly responsive to our needs. As the Superintendent/Principal of the school that houses your children, I am so appreciative and grateful for it.

And, finally, a thank you to our new Interim Director of Finance and Operations for stepping right in and making good sense of all our operational pieces. It is really a pleasure to be working with Peter again. I thank him for taking on the assignment!

Superintendent/Principal Report

There were 76 workshops for professional development with 133 teachers participating in one or more workshops during the summer months. We have welcomed 19 new full or part-time staff members spread throughout staff departments. Seven staff members have assumed new responsibilities: Tracie Lopez, Program Director for the LS Academy; Brendan Wimberly is now Special Educator for EXCEL; Jen Cameron is now working in the Learning Center; Kevin Greene from METCO is our new intervention specialist; Deb Proctor is now a teaching assistant; Bill Davison is now working within the building and Fred Hernandez is working as a groundskeeper. Additionally, we have welcomed Tracy Ryan as new North House Associate Principal. We welcomed 1570 students to the district.

On October 23rd, the results of the Metrowest Youth Health Survey will be shared with staff and parents. The most concerning trend has been the increased incidence of vaping or developing experimentation and increased habit as users. The findings will be reported by students during the meetings with parents in the evening and staff during the school day. Education regarding vaping has been undertaken by LS Staff in collaboration with the League of Women Voters, Kimberly Walch, our School Resource Officer and Officer Ian Spencer from Lincoln. There will be a Collaborative Vaping Panel held at LS on December 4th, 2019.

Initiatives in progress at LS include the Decennial NEASC Site Visit which will take place on October 21-22, 2019. The Self-Study has been completed. In the coming year, LS will be creating a growth plan using priorities identified in the self-study. The priorities identified in the self-study are also the school goals for this year: narrow the achievement gap, review and update curriculum templates; improve connectedness among identity groups especially student feelings of safety and belonging. These initiatives are part of the Portrait of an LS Graduate. We anticipate that these goals and growth plan will become a more comprehensive strategic plan for LS. The strategic plan endeavor will be chaired by Leslie Patterson and Dan Conti.

LS Academy is temporarily located in First Parish Church classrooms in Sudbury. After FY18 E&D was certified, Architect Glenn Davis and Kevin Rossley met with the Sudbury Historical Commission, which included a site visit in June. The Historical Commission required a Demolition Plan be developed which added five months to our timeline. Opening bids for the project will take place at the end of October. Ms. Wong expressed her

gratitude to all involved in the project. The lease with First Parish extends to the end of November and will need to be extended further by as much as five months. Current enrollment at LS Academy is within our target range of 5-10 students. Consequently we are optimistic that the cost savings will provide the funds necessary to complete the LS Academy project. A request for use of FY19 E&D Funds will be required again. Students at LS Academy are doing well.

LS is planning for a change in school start time. Optimization of bus routes continues to be worked on. We are looking into possible revision of the LS schedule as well; however, there would be no change until 2021-2022.

LS will begin implementing the Narrative 4 Initiative, Story Telling, as described by Beverly Daniels Tatum, which supports student inclusion and belonging. Additionally, Nicole Digenis, Sandy Crawford and Mark Sobkowicz attended Challenge Success this past summer. To be a Challenge Success district requires a program fee - it is a framework for dealing with high levels of stress among students.

Last spring the faculty approved the adoption of a Portrait of a Graduate, which was completed as a part of our self-study in which LS seeks to nurture students as wholistic learners, to be critical thinkers, innovative, self-aware, reflective, and creative, discerning and open to growth. By the time students graduate, we hope that they fully appreciate the relevance and strength of our core values: pursuit of academic excellence, fostering caring and cooperative relations, respecting human differences, and cultivating community and that they will learn to think of themselves and think of others.

An LS faculty working group is exploring an experiential program called e-term. Faculty will be asked whether they will be interested in moving forward with this program in which the last two weeks of school year, after seniors have graduated, experiential learning will be offered. The courses tend to be one week long and will explore project-based learning. June 2021 would be the first opportunity to explore this program if approved by Faculty.

The Spanish exchange students arrive at LS next week for two weeks. Parent coffees with Bella have been scheduled, the first scheduled coffee will be October 10th at 8am.

Director of Finance and Operations

Peter Rowe has focused on closing fiscal 2019. The end of year report to be filed with the Department of Education will be submitted by the end of the week. The Department of Revenue report will be filed by the end of October. Powers and Sullivan have been scheduled to review the combined balance sheets on October 8th, 2019. Work has begun on FY20 projections of private placement. The process for Excess and Deficiency for FY20 has also begun. Capital proposals for Lincoln and Sudbury will be completed this fall. Discussions have begun with the Lincoln Finance Committee and the Sudbury Finance Committee regarding the assessments that will be required for each town.

METCO Parent Report

There was no METCO Parent Report

Teachers' Association Report

Danielle Weisse, Vice-President of the Teachers' Association, reported on the successful Back to School night meeting parents. Many teachers continue to advise student activities without compensation and work has begun to address the stipend process. Teachers have participated in professional development workshops and are working to prepare for the NEASC site visit. Kudos to faculty who ran the First Adventure Program, which welcomes 9th graders in a very special way: Mike Guanci, Melissa Shen and Rachel Cooke.

Information and Discussion

Ellen Joachim introduced the subject of assignments for School Committee subcommittee and liaisons and discussion ensued regarding the nature and demands of the assignments. LS School Committee office hours/listening sessions for community members was discussed. Ellen Joachim recommended that two committee members be present at each listening sessions.

Regarding the Superintendent/Principal evaluation timeline, Ms. Wong will submit her self-assessment by October 1st. LS School Committee will discuss the superintendent evaluation on October 29, 2019.

Peter Rowe introduced the request to apply for a School P-Card. There are a number of instances when faculty or staff have been forced to use their personal credit/debit cards to purchase things on behalf of LS or students for instances that cannot be addressed with a purchase order, and, consequently, there is a need for a school credit card. When faculty/staff make an expenditure, they must wait for two weeks to be reimbursed. The credit card would be a corporate card; users will ask for permission from the business office. Discussion ensued. The general consensus among School Committee members was that there should be one card with limited use.

VOTE: Candace Miller proposed "Where as the Lincoln-Sudbury Regional School District has the authority to enter into an agreement with the Bank of Montreal for purchasing cards, now therefore be it resolved by the Lincoln-Sudbury Regional School Committee, Peter Rowe, Director of Finance and Operations and Chief Procurement Officer of the District is authorized to enter into an agreement with the Bank of Montreal to secure a procurement credit card for any employee of the district under such terms and conditions as approved by the Superintendent/Principal. The School Committee authorizes the Director of Finance and Operations to execute a P-Card program agreement." Kevin Matthews seconded the motion. All were in favor; there was no discussion.

Action Items

Vouchers signed.

Other Business

There was no other business.

Calendar

Jamaica Jammin' Food Trucks	September 18, 2019
LS Job Fair	September 25, 2019
Rosh Hashanah	September 30, 2019
LS School Committee	October 1, 2019

Executive Session

Ellen Joachim requested a motion to enter Executive session, not to return to open session. Candace Miller moved to move to Executive Session and not return to Open Session to discuss strategy with respect to contract negotiations with union or non-union personnel and/or litigation because to do so in public would be detrimental to the district's position and to discuss the deployment of security personnel or devices, or strategies with respect thereto. Kevin Matthews seconded the motion, all were in favor and there was no discussion.

Adjourn

The Open Session meeting was adjourned at 10:02 pm.

Respectfully submitted,
Francy Zingale