

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT**  
**SCHOOL COMMITTEE MINUTES**  
**Tuesday, February 7, 2023**

**7:02PM**

**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*; Danielle Weisse, *President of the Teachers' Association*.

**Call to Order**

The meeting was called to order at 7:02pm.

**Public Comment**

No comment

**Presentation**

Student Mental Health Updates

LS Counseling Department:

- Martha Wall-Director of Counseling & Student Supports
- Emily Phillips- Clinical Counselor/Counseling Department Co-Liaison
- Dan Schuler- School Counselor/counseling Department Co-Liaison

What if a student needs support?

Identification of need can come from many sources:

- Students themselves
- Peers
- Teachers
- Counselors
- Family/Guardians
- Coaches
- Administrators
- Any concerned individual
- Advisory-beginning Fall of 2023

**REMINDER-** Anyone who supports the concerned student can be a source of a referral.

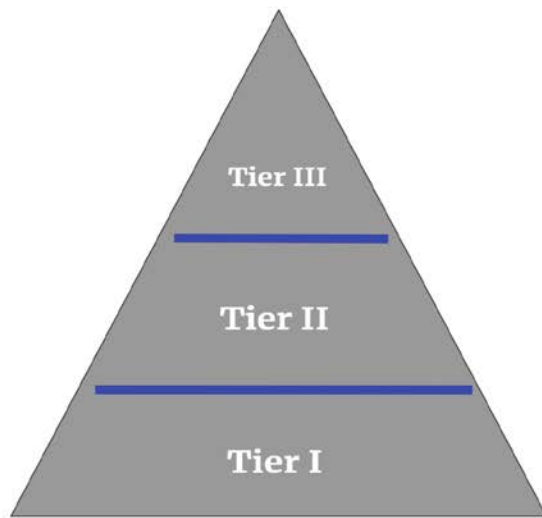
### Foundation: Communication Chain

Teachers, students, and parents are encouraged to utilize the A.C.T model.

- Acknowledge
- Care
- Talk/Tell

Individuals can reach out to the student's house team, a school counselor, and/or any trusted adult.





## **Tiered System of Mental Health Services & Supports**

### **Tier I:**

- Grade level Seminars
- Psychoeducational Workshops
- Counseling & Clinical Support
- Transition Orientation
- Wellness Curriculum
- Advisory Fall 2023
- Referrals to Community Resources

### **Tier II:**

- Identified students' are given specialized support(s).
  - Peer Mediation
  - Mentors for Violence Prevention
  - Skills for Well-Being Course
  - Wellness Committee
  - Beacon Program
  - Academic Support Center (ASC)
  - Strategic Skills Academic Interventionist
  - ACE Alternative Program

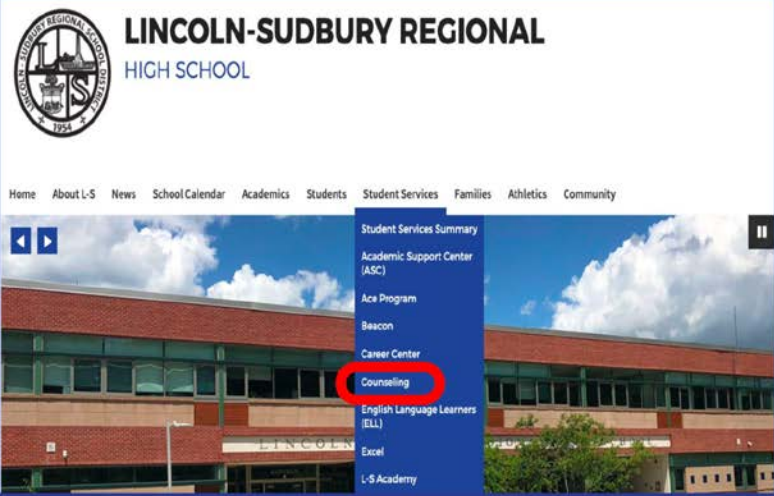
### **Tier III:**

- Outside supports
- Provide special education services
- Specialized instruction

## Student Awareness of Supports

- LS website
- Hallway/library screens
- Reminder communications
- All counseling seminars
- All psychoeducation events
- Advisory

# LSRHS Website



- LS Specific Resources
- Project Interface Referral Resource
- Resources for Social & Emotional Support
- MWAHS Data

## 9th Grade Level Supports

- First week of school grade level meetings.
- Counseling seminar -Quarter 2.
- SOS- Signs of Suicide- Semester 1 (all students).
- Ongoing counseling and clinical support as needed.

## 10th Grade Level Supports

- Counseling Seminar- Quarter 4.
- Depression Workshop.
- Substance Use Awareness (SBIRT).
- Ongoing counseling and clinical support as needed.

### 11th Grade Level Supports

- Counseling Seminar-Quarter 3.
- Ongoing counseling and clinical support as needed.

### 12th Grade Level Supports

- Individualized meeting.
- Mentors in Violence Prevention Escalation Workshop.
- Ongoing support as needed.

A House Team consists of an Associate Principal, Two school counselors, one clinical counselor, school nurse, METCO representative, and campus aide.

Each house team meets once a week, every week.

When identifying a concerned student, the attendance data, discipline data, grades, team member reports, teacher reports, and family/guardian concerns are all taken into consideration during a house team meeting.

## **Counseling Examples for Identifying Students**

Part of the grade level workshops includes requiring all students to complete a feedback form which allows them to confidentially request support from a counselor.

- 9th grade - SOS
- 10th grade - Depression Workshop & Substance Use Lesson
- 11th grade - Counseling Seminar
- 12th grade - Escalation Workshop



- Teacher Training in Mental Health - PD Day Workshops
- Annual Bullying Prevention Training
- Teacher Training in the A.C.T. Model (Signs of Suicide)
- Ongoing Collaboration between teachers and house team
- Optional Summer Trainings
  - e.g. Dialectical Behavior Therapy

## Ongoing Partnership with Teachers

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### **Ongoing Partnership with Family/Guardianship**

- House team-Family/guardian collaboration
- Teacher or counselor-family/guardian collaboration
- Family.Guardian-teacher meetings;504 & IEP meetings supporting ongoing family/guardian participation and access
- Special Education Parent Advisory Council (SEPAC) Connections

*“Preparing students for the outside world in building coping skills.”*

### **Information and Discussion**

*Kevin Matthews, Superintendent Search Subcommittee Chair*

Kevin Matthews suggested the “Superintendent search job profile” to be the final draft, and approved as such.

### **Student Senate Representative Report**

No Student Senate Report

### **METCO Program Report**

No METCO Report

### **Teachers’ Association Representative Report**

*Danielle Weisse, President of Teachers' Association*

-Thank you to the LSRHS's counseling team who facilitated the college planning presentation to the families of the 11th graders.

-Overseen by Carly Evans, LS seniors had the opportunity to direct "ONE ACTS" on Saturday, February 4, 2023.

-With the help of student leaders and teachers, Lori Hodin facilitated the 9th Grade Diversity Assembly on Thursday, February 2, 2023.

-Math department hosted a fun week of stats, which included statistics about rap lyrics, inequalities of COVID, and wealth information.

-"Egg Babies"- students were excited about the project held by the psychology department. It gave students a sense of parental responsibilities.

-MLK action project hosted an annual MLK assembly on February 17, 2023. LS Alumni and Historian Elise Lemire, presented her book "Black Walden", which addressed the monuments and memorials in Lincoln, MA., Sudbury, MA., and Boston, MA. In addition to the history that's been maintained and even discarded.

-Upcoming trips to Costa Rica, NYC, and Germany all chaperoned by teachers/staff.

-Singing Valentines on Tuesday, February 14, 2023 facilitated by Micheal Bunting.

-Professional Development Day on Wednesday, February 15, 2023; Teacher Workshops- supporting BIPOC students, continuing the equity and diversity conversations.

-"Upcoming tasks for teachers"- Math teachers will attend Curtis Middle School to combine curriculums. Teachers are looking forward to teaching Hamilton the musical. In addition to training around Special Education accommodations and chromebooks.

**Chairperson and Liaison Reports**

*Heather Cowap, Chair*

There was a Sudbury FinCom meeting on Monday, February 6, 2023. FinCom supported the FY24 budget. Thank you Bella Wong and Kirtseen Patterson.

**Superintendent /Principal Report**

Superintendent/Principal Bella Wong

### LS 2023-24 Program of Studies

-The language for cellphone use within the classroom changed to “**ALL personal electronic devices.**”

*FYI- It is the classroom teacher's overall discretion in deciding if the use of a personal device is a necessity during class time.*

-New state law demands any suspension beyond 10 days, now requires documentation stating there were alternative options considered in modifying the student's behavior.

-The upcoming school year will include new courses in English, FATA, Math and Wellness.

### Further Updates

-On Friday, January 27, 2023, the Musicians Union held a fundraiser for the memory of Jane Young.

-During the February break teachers/staff will be heading to Berlin, Germany, and Costa Rica.

-The French exchange takes place in April of this year.

-Teachers/staff and students will leave in April to Iceland. Everyone is excited and nervous for all of the upcoming trips.

-Keynote speaker of the 9th Grade Depression Workshop-Tessa Kaneene, JFK School of Government; worked and trained students of the SSJAB. One of the leaders being Olivia Gottlieb.

-Inviting all to attend the Legislative Breakfast on Friday, March 3, 2023 in Newton at 9am. If interested please RSVP with Bella Wong.

### **FY24 Budget Presentation**



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
	<b>Actual</b>	<b>Projected</b>						

- 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

\$37,095,789 = Budget Request

Reference:

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

### **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

LSRHS FY 2024 Preliminary Budget Proposal						
Out of District Placement Tuition & Transportation Expenses Updated 2-2-2023						
	FY2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Tuition	\$ 4,940,810	\$ 5,334,034	\$ 5,134,034	\$ 5,841,954	\$ 5,764,550	\$ 6,698,603
FTE Students	51	57	51	51	49	49
Transportation	\$ 655,000	\$ 687,750	\$ 775,642	\$ 800,410	\$ 825,000	\$ 997,000
Circuit Breaker	\$ (1,500,000)	\$ (1,700,000)	\$ (1,500,000)	\$ (1,700,000)	\$ (2,000,000)	\$ (3,050,000)
Net Cost	\$ 4,095,810	\$ 4,321,784	\$ 4,409,676	\$ 4,942,364	\$ 4,589,550	\$ 4,645,603
Annual change Net Cost	4.2%	5.5%	2.0%	12.1%	-7.1%	1.2%

Lincoln Sudbury Regional School District					
FY21 - FY24 Revenue History					
Category	FY 21 Actual	FY 22 Actual	FY 23 Gov. House 1 1/26/22	FY 24 Projection 11/30/22	
<b>State Revenues *</b>					
Chapter 70 Aid	\$3,145,998	\$3,264,670	\$3,567,927	\$3,567,927	TBD - Governor's Budget 3/1/23
Reg Trans Reimb	\$332,472	\$328,098	\$418,724	\$510,000	TBD - Governor's Budget 3/1/23
(Transfer to Transp. Revolving)	-\$10,135	-	-	-	
	\$3,468,335	\$3,592,768	\$3,986,651	\$4,077,927	
<b>Other Revenues</b>					
Medicaid	\$35,000	\$35,000	\$40,000	\$55,000	
E-rate	\$2,500	\$0	\$0	\$0	
Transcripts	\$7,500	\$5,000	\$7,500	\$7,500	
Other Misc	\$10,000	\$10,000	\$10,000	\$10,000	
E & D (or other sources)	\$0	\$0	\$0	\$0	
Interest Income	\$10,000	\$15,000	\$15,000	\$5,000	
	\$65,000	\$65,000	\$72,500	\$77,500	
<b>State and Other Revenue Total</b>	\$3,533,335	\$3,657,768	\$4,059,151	\$4,155,427	
<b>Assessments -</b>					
Lincoln	\$3,676,335	\$3,876,655	\$3,981,820	\$4,142,507	TBD - Using FY23 Required Minimum Contribution
Sudbury	\$26,712,280	\$27,330,369	\$27,869,764	\$28,797,855	TBD - Using FY23 Required Minimum Contribution
	\$30,388,615	\$31,207,024	\$31,851,584	\$32,940,362	
<b>Total Revenue</b>	\$33,921,950	\$34,864,792	\$35,910,735	\$37,095,789	

\* State Revenue and town assessments projected as of 2/6/23 with new total meeting guidance

## 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.

## 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\*

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

*Kirsteen Patterson, Director of Finance and Operations*

The health insurance representative advised us to hold an 8% increase due to health insurance trends and not enough claims data for LS to have an accurate amount so early. A slight increase from the previous presentation reserving 6% increase in health insurance for active members and early retirees.

### **Action Items:**

***VOTE: Heather Cowap motioned to approve the revised ATOD Policy to go into effect immediately upon approval. Mary Warzynski seconded the motion. No discussion. Six out of six members were in favor via roll call vote.***

***VOTE: Heather Cowap motioned to approve the FY24 budget as presented this evening. Cara Endyke-Doran seconded the motion. No discussion. Six out of six members were in favor via roll call vote.***

***VOTE: Heather Cowap motioned to approve the 2023-2024 LS Program of Studies. Mary Warzynski seconded the motion. Six out of six members were in favor via roll call vote.***

***VOTE: Kevin Matthews motioned to approve the edits as sent to the full School Committee on Monday, February 6, 2023; in a document named "Search Profile-KMV2.doc" as the final edition of the search profile to MASC. Mary Warzynski seconded the motion. Six out of six members were in favor via roll call vote.***

### **Approval of Minutes**

- Approval of the January 10, 2023 Minutes were postponed to the March 7, 2023 School Committee meeting.
- Heather Cowap moved to accept the LSSC Minutes of January 24, 2023, as corrected.

### **Future Agenda Items**

- Create a protocol for students ordering/purchasing food during class time hours.
- Invite a local legislator to speak on behalf of all the commonwealth special education private school placements increasing to 14% at a SC meeting.
- Continue to develop/implement a hybrid school committee meeting policy and hone in on the technology issues.

**Public Comment**

No comment

**Adjourn**

Heather Cowap motioned to adjourn the open session. Cara Endyke-Doran seconded the motion. Six out of six members of the School Committee were in favor via roll call vote. The meeting adjourned at 8:45pm.