

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT  
SCHOOL COMMITTEE MINUTES  
Tuesday, July 18, 2023**

**7:05 PM**

**Zoom**

**Present**

Kevin Matthews, *Interim Chair*;

Cara Endyke-Doran; Lucy Maulsby; Ravi Simon; Mary Warzynski.

**Also Present**

Dr. Andrew Stephens, *LSRHS Superintendent/Principal*.

**Call to Order**

The meeting was called to order at 7:05PM.

**Public Comment**

No Comment

**Introduction of the new Supt./Principal Dr. Andrew Stephens**

"I'm excited to be at LS. My first official day was Wednesday, July 5, 2023. So far, I've met with everyone from the Administrative team, separately. My plan is to develop an Admin team culture. We've had a couple of meetings, thus far- where we've been developing norms and getting to know one another. We've discussed the evaluation process. We have two new members on the team. I am impressed with the leadership on this team. I am in the midst of meeting members of the LS School Committee. I am getting to know the Lincoln Sudbury culture. I am just overall impressed. Last week, I toured the facilities with Kevin Rossley for two hours. I am incredibly happy with regard to what we have as a facility, and the commitment of the community. This summer, I plan on talking to many people, including the folks from Lincoln and Sudbury (Town Managers, Chairs of the Select Boards, Police/Fire Chiefs, and Chairs of FinCom). I recently met with the community organizations. This upcoming fall, I would like to have discussions with students, as well as, families- to get a better read on LS. Other than that, I am really happy to be here, I really appreciate you all, and I look forward to working with you all."

## **Chairperson and Liaison Reports**

### The process to replace the outgoing LS School Committee member

- The previous Chair-Heather Cowap, resigned as of July 1st. As a result, a new school committee member will be appointed on Thursday, August 10, 2023.
- The application for the position of a School Committee member is open until Friday, August 4th.

[LSRSD SC Vacancy Notice draft.pdf](#)

[LSSC Application-for-Appointment School.docx](#)

### Additional Updates

- A LSSC meeting will be held towards the mid/end of August. If there are any conflicts, please keep Kevin Matthews updated. The school committee will reorganize during this meeting.

### LS Supt./Principal Evaluation Rubric

- The deadline to have the Supt./Principal Evaluation Rubric submitted is Tuesday, August 1st.
- DESE as a resource- The Supt./Principal Evaluation Rubric was created by Mary Warzynski, Kevin Matthews, and Heather Cowap; with input/feedback from Dr. Andrew Stephens.

[LS Eval FINAL.docx](#)

## **Superintendent/Principal Report**

### *Supt./Principal Dr. Andrew Stephens*

- The Building and Grounds team is an unbelievable operation.
- My goal is to continue discussions with teachers/staff- What worked? What didn't work? What are some things you would do differently? What are your challenges? How can I support you? What advice do you have for me?
- The new additions to the Administrative team are Susan Shields, *East House Associate Principal* and Timothy Jason, *West House Associate Principal*.

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

No Report

**Action Items**

**VOTE:** Kevin Matthews moved to approve the LS Superintendent/Principal Evaluation Rubric. Ravi Simon seconded the motion. There was no discussion. The vote was unanimous.

**Approval of Minutes**

The LSSC Minutes for June 29, 2023 were tabled.

**Future Agenda Items**

- Create a protocol for students ordering/purchasing food during class time hours.
- Continue to develop/implement a hybrid school committee meeting policy and hone in on the technology issues.
- Discuss/explore whether the LS School Committee should be appointing potential LSRHS Administration as employees.
- Voting on the 2023-2024 School Committee calendar.

**Public Comment**

***Maura Carty-Sudbury, MA***

"Hi and welcome Andrew to the district. Good luck!"

**Adjourn**

Kevin Matthews requested a motion to adjourn the meeting. Cara Endyke-Doran second the motion. Five out of five members of the School Committee were in favor via roll call vote. The meeting adjourned at 7:46pm.