

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MINUTES
Tuesday, September 12, 2023**

7PM

HYBRID

Present

Cara Endyke-Doran, *Chair*; Ravi Simon, *Vice Chair*;
Catherine Bitter, Kevin Matthews; Lucy Maulsby; Mary Warzynski.

Also Present

Andrew Stephens, *LSRHS Superintendent/Principal*
Damen Kelton, *METCO Director*
Helen Sitiriou, *Co-President of Teachers' Association*
Kirsteen Patterson, *Director of Finance and Operations*

Call to Order

The meeting was called to order at 7:01PM.

Public Comment

Jun Hu-Sudbury, MA

"Today, I want to share two issues with the community. I want to share with the community. The AP courses system. In a nutshell, the system is unfair. My child is in her junior year, she's a very ambitious student. Unfortunately, my daughter was not able to get into any of the AP courses she requested."

"Next, the PSAT registration was sent out by email. However, the registration was written in such fine print, it was hard for parents/guardians and students to not miss the deadline. As a result, my daughter ended up missing registration for the PSATs."

Presentation

• LS Entry Plan

Andrew Stephens, *Superintendent/Principal*

[-Andrew Stephens Entry Plan Presentation 9/12/23](#)

[-Andrew Stephens Entry Plan Narrative - 9/12/23](#)

Information and Discussion

Andrew Stephens, Superintendent/Principal

[-LS SC 2023-2024 calendar](#)

District Clerk Position - Casey Friend

- Donna Cakert retired as Lincoln-Sudbury Regional High School's Registrar and District Clerk for 25+ years. There is a statute law for the school committee to designate an individual as District Clerk. Mr. Stephens is looking for the School Committee to vote/designate Casey Friend as District Clerk.

METCO Program Report Updates

Damen Kelton, Director of METCO at LSRHS

- On August 24, 2023- METCO facilitated an orientation day in Boston, for new/incoming students. In attendance were 11th and 12th grade students, who in turn received community service hours for assisting in the event. Thank you to the LS staff who were able to attend and assist as well.
- As of right now, there are 89 students enrolled in the METCO program at LSRHS, with 91 being the 'magic number'. There are students in the queue- who need to submit certain information in order to start at LSRHS.
- There were five graduates from the METCO program who retrieved the Atkinson scholarship.

Chairperson and Liaison Updates

Cara Endyke-Doran, Chair

Review 2023-2024 LSSC Subcommittee/Liaison Assignment Sheet

- Based upon agreement amongst the school committee members, the 2023-2024 Subcommittee/Liaison assignment sheet will be posted to the LSRHS website.

Teachers' Association Updates

Helen Sotiriou, Co-President of Teachers' Association

- This school year, Meghan Notari will represent the Teachers' Association as President. Ms. Notari will be at the next school committee meeting.
- There were many administrative changes this school year, yet everything seems to be moving smoothly.
- Advisory started! This is the most well organized undertaking!
- The History and English department are reconstructing an area as a "Writing Center", where students can receive additional help with writing assignments.
- Sports are up and running.
- The M-Cube/Math Cafe for the METCO students also started up.
- Back To School Night was Wednesday, September 13th at 6:30pm.
- Thank you, Mr. Stephens for being a presence around the building; visiting and

sitting in on classrooms- taking an interest in what the teachers are doing. Including directing traffic. Many teachers appreciate your efforts.

Superintendent/Principal Updates

Andrew Stephens, LSRHS Superintendent/Principal

- Thank you to the teachers/staff in creating a welcoming/positive environment for the students and for each other.
- In late August, the Academic Council identified important goals, and focus areas for the school year.
- The First Adventure Program was a success for the incoming ninth graders. The program helped students become accustomed to their schedule, while navigating the building easily.
- Thank you LSPO for hosting the 'Boo-Hoo' event on Tuesday, August 29th. This event was for the parents/guardians of the incoming class
- Thank you to the Associate Principals and counseling dept who facilitated the informative ninth grade caregiver night.
- Back to School Night was Wednesday, September 13, 2023 at 6:30pm.
- The Spanish Exchange Program will be up and running again this year. L-S will be hosting 20 students and two teachers from Asturias, Spain- from September 26th to October. In April, 24 LS students will be heading to Spain with Kim Schultz, Angela Medeiros, and another chaperone for the second half of the Exchange Program.

Director of Finance and Operations

Kirsteen Patterson, Director of Finance and Operations

- [FY25 Capital Request - First Draft](#)
 - The Business Office is planning for Fiscal Year 2025.
 - Until a formal bid takes place- it will be difficult to retrieve a fixed number for many of the capital request items.
 - The town of Lincoln requires their requests to be submitted by September 29th, while Sudbury requires their requests to be submitted by October 13th.
- [FY23 Executive Summary](#)
 - The end of year summary has been completed. Fiscal Year 2023 closed with a positive balance of: \$336,205 similar to last fiscal year.
 - The Excess and Deficiency package is in progress, and will be submitted in advance of the DOR requirements.
 - The full audit will take place at LSRHS throughout the month of October.
 - Thank you Alicia Palmer, for implementing the new mandated training platform-ArxEd, this past August.

Additional Updates

- An updated pick up/drop off location schedule for buses will be posted next week.
- LSRHS were the 2023 award group recipient for the Northeast food for schools, which means LS utilizes locally grown, harvested produce dairy beef, and fish for breakfast and lunch offerings.
- The vending machines are in our order queue for late October early in November. It will be directly connected with the lunch program. The purchases will be tracked through students' My School Bucks account. Items can be purchased with Apple pay or Google Pay.
- There are two new members (James Lofton and Akil Reed) on the Building and Grounds team for the second shift at LSRHS.

Action Items

VOTE: Cara Endyke-Doran offered a motion to accept the "2023-2024 LS School Committee Meetings Calendar". Kevin Matthews seconded the motion. There was no discussion. The vote passed unanimously.

VOTE: Cara Endyke-Doran offered a motion to designate Casey Friend as LSRHS's District Clerk. Mary Warzynski seconded the motion. There was no discussion. The vote passed unanimously.

VOTE: Cara Endyke-Doran offered a motion to designate Mary Warzynski as signee for the September 2023 vouchers. There was no discussion. The vote passed unanimously.

Public Comment

Kamal Hadidi-Sudbury, MA

"Good evening and thank you for listening to me. I wanted to talk about the AP classes and the problems that some students are having, including my daughter. For example, she signed up to attend the bio AP class, yet she was not accepted. Even though she was recommended by her teacher last year, being that she met all requirements. When we inquired about this I was told that there was a high demand for the AP classes, that they have been assigned randomly. My questions are, I don't understand how some students were accepted into two AP classes and others couldn't get into any of the AP classes. So what is the criteria? Who defines the criteria? The next question is, how come we only have 9 AP classes when other districts have 14 or 20 AP classes. Why is it that the leadership at the high school didn't anticipate this and offer more AP classes to the students? If there is a demand, it should be met. These classes help to prepare the students, who are not being accepted."

Fei Gao- Sudbury, MA

“I want to bring up the topic about the PSAT registration. I'm a parent of a junior student, this is the only chance for my daughter to take the PSAT this school year. Unfortunately, the PSAT registration is closed; reason being because we missed the deadline. First of all, we didn't get an explicit email like in the past year to remind us to register for the PSAT. The PSAT information was embedded in a LS newsletter, which was easily overlooked. So- I think there are some communication issues this semester. Another thing I want to suggest is, let's reopen the registration. We checked with other neighboring towns. They have a deadline in one or two weeks. I understand, PSATs are full. We checked with the college new board. They told us the school decides on the deadline. So right now, I'm really looking for the community to take action to reopen the registration for PSAT; to extend the registration, to give those junior students an opportunity to register.”

Adjournment

Cara Endyke-Doran motioned to adjourn the meeting. Kevin Matthews second the motion. The vote passed unanimously. The meeting adjourned at 8:44pm.