

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT**  
**SCHOOL COMMITTEE MINUTES**  
**Tuesday, June 11, 2024**

**7PM**

**HYBRID**

**Present**

Ravi Simon, *Chair*; Cathie Bitter, *Vice Chair*;  
Maura Carty, Kevin Matthews, Lucy Maulsby

**Also Present**

Andrew Stephens, *LSRHS Superintendent/Principal*  
Helen Sotiriou, *Co-President of the Teachers' Association*  
Kirsteen Patterson, *Director of Finance and Operations*

**Call to Order**

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

**Public Comment**

Maura Carty, Sudbury, MA.

"At the May 14 LS School Committee meeting, I requested that an agenda item be moved to the next meeting so I could confirm information from MASC. During that meeting, I shared that, "I will forward the information from MASC to the whole committee once I receive it." After receiving the response, I forwarded it to the committee, exactly as it was sent to me, to maintain transparency and help to facilitate effective committee work."

"At the June 3 policy subcommittee meeting, a member suggested that my forwarding the email constituted a violation of the Open Meeting Law. To address this, I contacted Open Government to review the email and provide their guidance."

Here is their response:

*"Your email, standing alone and without expressing any opinion of your own, would not appear to constitute deliberation under the Open Meeting Law. We recognize that it is sometimes difficult to determine whether, under the circumstances, a given*

*communication constitutes deliberation under the Open Meeting Law, and therefore our office specifically cautions public bodies to limit the use of electronic communications to that which is necessary."*

"Their guidance is clear- my email did not constitute deliberation or violate the law. If any members new or veterans ever have any questions or concerns, Open Government is an excellent resource to verify information and concerns."

"Additionally, during the policy meeting there was a question whether the Chair has the discretion to allow public comment, even if "Public Comment" is not on the agenda. Open Government confirmed that the Chair has discretion to allow public comments during meetings even if not on the agenda. For transparency, I will forward this statement and both emails to the clerk for inclusion in the next meeting minutes, ensuring access for the entire committee and community."

[Open Meeting Law/ Public Comment  
Including Emails within the Minutes](#)

### **Student Senate Updates**

No Updates

## METCO Program Report Updates

Andrew Stephens, *LSRHS Superintendent/Principal*

METCO Orientation program expansion for the incoming ninth graders. Damen Kelton, Dwayne Powell, Diana Palaez, Jordan Alonso, Christopher Akoury and myself have made great progress to expand the program to a two-day on-site program to build community, encourage executive functioning skills, and managing social emotional skills:

Main Focus (All students will have)		
Community Building	Executive Functioning	<u>Social Emotional</u>
<ul style="list-style-type: none"><li>• See value in shared experience</li><li>• Get to know each other and student leaders</li><li>• Familiarize themselves with some staff</li><li>• Familiarize themselves with the building</li></ul>	<ul style="list-style-type: none"><li>• Time management</li><li>• Computer setup</li><li>• Email</li><li>• Adjustment to academic rigor</li></ul>	<ul style="list-style-type: none"><li>• Frustration tolerance</li><li>• Conflict resolution</li><li>• Perseverance</li><li>• Academic Risk Taking</li><li>• Delaying gratification</li></ul>

Secondary Focus (All students will have one or the other?)	
Academic Skills	Academic Placement
<ul style="list-style-type: none"><li>• How to take notes</li><li>• Citing in academic writing</li><li>• Skills refresh- writing a paragraph, mathematical notations</li></ul>	<ul style="list-style-type: none"><li>• Academic assessment to test baseline</li></ul>

### Presentation

No Presentation

### Information and Discussion

- Dates for LSSC Retreat & First LSSC Meeting  
Ravi Simon, Chair of the LS School Committee

Anticipate the LSSC Retreat taking place on Thursday, August 22, 2024 at 4pm-9pm. The first LSSC meeting will likely occur on Wednesday, August 28, 2024. Any changes will be communicated.

- Comparable Schools Discussion  
Andrew Stephens, *LSRHS Superintendent/Principal* &  
Kirsteen Patterson, *Director of Finance and Operations*

[Comparable Schools](#) (updated 6/6/24)

**NOTES:** Add Wayland District and Belmont District.

Remove Private Schools and Hingham District.

- Leveling & Transcript Update  
Andrew Stephens, *LSRHS Superintendent/Principal*

Seniors are required to submit to the Common App and/or the SRAR all of their classes with a level designation. Feedback given from individuals within the college admissions' offices were LSRHS's leveling system is not easily understandable. Similar feedback was given from parents/caregivers and students.

## **DIFFICULTIES**

- Inconsistent naming convention for levels between departments that weren't represented on the transcript.
- Different department names for levels include:
  - Accelerated Advanced
  - Advanced
  - Standard
  - Foundations
  - Spanish/French 1/1, 1/2, 2/1, 2/2
  - Humanities: 1-3, 1-4, 2-4, 3-5

## **MOVING FORWARD**

- Guidance was given to this year's seniors as a short term solution.
- The Transcript group worked to identify the problem and identify level designations that work for everyone. This was communicated to all staff.
- Departments were responsible for discussing and identifying which courses will have which levels.
- The Transcript Group anticipates having this task finalized by September 2024.
- The program of studies for 2025-2026 will be updated.
- The Transcript Group plans to retroactively adjust transcripts no later than 2024-2025 school year.
- The school profile will be updated.
- More specific information as to courses and levels will be forthcoming in early Fall, 2024.
- Review of 2024-2025 LSSC Liaison & Subcommittee Assignments List  
Ravi Simon, Chair of the LS School Committee

#### 2024-2025 LSSC Liaison & Subcommittee Assignments

- Identify/discuss descriptions for each subcommittee group and liaison group listed on the "LSSC Subcommittee Assignments 2024-2025"

### **Chairperson and Liaison Updates**

- **Alumni Survey Update**  
*Ravi Simon, Chair of the LS School Committee*

The Alumni Survey has been finalized and ready for distribution. The group is interested in sharing the survey with individuals who graduated within the last decade. The link for the Alumni Survey will be shared with the School Committee in the near future.

- **Policy Subcommittee Update**  
*Lucy Maulsby, member of the LS School Committee*

The Policy Subcommittee met on Monday, June 3, 2024. Individuals discussed the current policies regarding donations and fundraisers. The subcommittee intends to meet in the near future to continue the discussion.

- **Superintendent/ Principal Evaluation Subcommittee**  
*Lucy Maulsby, member of the LS School Committee*

- At the previous Superintendent/Principal Evaluation Subcommittee on Thursday, May 23, 2024 the meeting Minutes were approved.
- A Superintendent/Principal Evaluation Subcommittee meeting will be forthcoming.
- **Catch Connect**  
*Maura Carty, member of the LS School Committee*

Anybody over the age of 12 can utilize this transportation throughout Sudbury for \$2.00 each way. There is also an app available called “Catch Connect”.

### **Teachers’ Association Updates**

*Helen Sotiriou, Co-President of the LS’s Teachers’ Association*

- LSRHS’s Graduation took place on Sunday, June 2, 2024.
- Prom took place on Friday, May 31, 2024.
- Senior Service Day took place on Wednesday, May 29, 2024.
- The Senior Awards ceremony was held on Wednesday, May 22, 2024
- The Senior Scholarship Ceremony was held on Tuesday, May 28, 2024.
- The Science MCAS took place on Tuesday, June 4, 2024 and Wednesday, June 5, 2024.
- The Final Assessments were held Tuesday, June 11th until Friday, June 14th.

### **Superintendent/Principal Updates**

*Andrew Stephens, LSRHS Superintendent/Principal*

- **Associate Principal Recommendation:**
  - In sought of a vote in recommending Timothy Jason for the Associate Principal position.
- **School Improvement Goals and Evaluation Update:**
  - There were discussions this year in regards to narrowing the Academic Council goals, initiatives, and any work going forward that’ll be linked to the Strategic Plan. With feedback and suggestions from the LS School Council the Academic Council is near the final draft phase. The final draft, in addition to, the Superintendent/Principal Evaluation rubric will be utilized to formulate a draft for the Superintendent/Principal evaluation goals for next year.
- Viewings of the “We Are LS METCO” film project were held at LSRHS on Tuesday, May 22nd. In addition to- Wednesday, June 5th at Roxbury Community College.

- On Wednesday, June 5th the “Juneteenth” celebration/assembly took place at LSRHS. The assembly gave students historical context on why Juneteenth is important.
- The Spring Sports was a success! Congratulations Athletes!

## **Director of Finance and Operations**

Kirsteen Patterson, *Director of Finance and Operations*

- [RFP Contract Cleaning](#)
  - [RFP Ranking Grid](#)
- [3rd Quarter Financial Report Summary](#)
  - [Executive Summary by Major Category](#)
- [Preliminary Capital 2025-2026 Discussion](#)

## **Further Updates:**

- The Business Office has been in the preliminary stages of audit work for this year.
- The Business Office has been occupied with consecutive pay periods.

## **Action Items:**

***VOTE: Ravi Simon motioned to accept Timothy Jason as the recommendation for Lincoln Sudbury Regional High School’s Associate Principal. Kevin Matthews seconded the motion. The vote passed unanimously.***

***VOTE: Ravi Simon motioned to accept the “RFP-Contract Cleaning”. Lucy Maulsby seconded the motion. The vote passed unanimously.***

## **Approval of Minutes:**

- The LSSC Minutes for April 2, 2024 were approved.
- The LSSC Minutes for May 14, 2024 were approved.

## **Future Agenda Items**

- Identify/discuss descriptions for each committee and liaison group identified on the “LSSC Subcommittee Assignments 2024-2025”.
- Advisory Program Presentation in the fall.

## **Public Comment**

Maura Carty Sudbury, MA.

“Thank you to all of the Late Night at LS volunteers!”

“Once Again, we kept all the seniors and the community safe. I wanted to also say what a collaboration with Administration, Building and Grounds, METCO Director, Associate Principals, and the 200 plus volunteers who showed up. Thank you to the business sponsors and the parent sponsors who were so generous in their donations in helping us make Late Night at LS successful. Thank you!”

### **Adjournment**

Ravi Simon motioned to adjourn the meeting. Lucy Maulsby seconded the motion. Five(5) out of five(5) members of the School Committee were all in favor via roll call vote. The meeting adjourned at 9:13pm.