

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MINUTES
Tuesday, April 8, 2025**

7:00PM

HYBRID

Present

Ravi Simon, *Chair*; Cathie Bitter, *Vice Chair*;
Maura Carty, Cara Endyke-Doran (absent), Kevin Matthews, Lucy Maulsby

Also Present

Maureen Bolton, *Co-President of the Teachers' Association*
Todd Jurcrk, *Powers and Sullivan CPA*
Damen Kelton, *LSRHS METCO Director*
Daniel Lee, *LSRHS Athletic Director*
Kirsteen Patterson, *Director of Finance and Operations*
Andrew Stephens, *LSRHS Superintendent/Principal*

Call to Order

The meeting was called to order at 7:11PM.

Public Comment

No Comment(s)

Student Senate Updates

No Update(s)

METCO Program Report Updates

Damen Kelton, LSRHS METCO Director

- Seniors of the METCO program are receiving acceptance letters into colleges and universities.
- The 'MVP Assembly' was held on Thursday, April 8th.
- On Thursday, March 20th, there were two (2) Juniors who advocated for the METCO Program at the State House. The program is seeking increased funding.
- There were several METCO students who were recipients of the Atkinson Scholarship.
- Admissions continue to be ongoing.

Teachers' Association Updates

Maureen Bolton, Co- *President of the Teachers' Association*

- On Thursday, April 8th, the 'MVP Assembly', primarily facilitated by 11th graders for the 10th grade students, had a significant impact, even influencing students' college relationships.
- Upcoming events include a Global Scholar Capstone presentation Thursday, April 10, 2025, and the start of the French Exchange Program.
- The schedule for the upcoming School Committee visit to LSRHS continues to be finalized.

Presentation

FY2024 Audit Report

Todd Jurczk, Powers and Sullivan CPA

[Audit Docs 2024](#)

[Audit Docs 2024: Financial Statements](#)

- The School Committee appreciated the 'FY2024 Audit Report' presented by Todd Jurczk. A School Committee member asked questions regarding the length of a standard audit. Mr. Jurczk informed members of the School Committee that all future audits are expected to be completed by December or January, starting preliminary work in June or July, and a final push in October. Lincoln Sudbury Regional School District anticipated no obstacles during the FY2024 audit.

LS METCO Program Presentation

Damen Kelton, *LSRHS METCO Director*

[LS METCO Program Presentation](#)

- The School Committee appreciated the meaningful METCO Department presentation provided by Damen Kelton. Mr. Kelton emphasized the importance of promoting funding for the METCO program, highlighting its value based on personal experience and contrasting it with misconceptions. School Committee members asked how (they) as a school organization can better support the METCO program, particularly regarding inclusivity.

Information and Discussion

MASC School Committee Self Evaluation

Ravi Simon, Chair of LSSC

- A school committee member had pointed out that MASC can perform a school committee self-evaluation [for members only] using questionnaires to assess performance on various criteria.
 - A short survey is proposed to gather information on committee performance, benchmarking successes and areas for improvement.

- Anticipate discussions on participation and necessary information.

Proposal to set aside IJOA- Overnight Trip Request- Debate Trip

LSRHS Superintendent/Principal Andrew Stephens

- There were four 'Speech and Debate' alternates who became primary members for a University of Kentucky tournament. The upcoming trip request fell within a 30-day approval window mandated by the School Committee policy.
- Mark Terry (Legal Counsel) suggested a vote of approval to waive the policy due to extenuating circumstances.

Overnight Trip Requests

LSRHS Superintendent/Principal Andrew Stephens

- Anticipate a vote of approval during the Action Items section for the following overnight trip requests:
 - Debate Tournament of Champions
 - Relay for Life
 - Boys Soccer Service Trip

Athletic Fees Proposal Discussion

LSRHS Superintendent/Principal Andrew Stephens

Daniel Lee, *LSRHS Athletic Director*

- Swim and Dive and Ice Hockey fees may increase, potentially costing skiers \$800. Currently, all teams pay the same (except ice hockey), but next year outside teams will pay more with the new proposal.
- A \$20 fee increase was proposed within the first 10 years.
- The recommendations from Daniel Lee and Kristeen Patterson were taken into consideration. A shorter review cycle (3-5 years) was suggested to avoid large infrequent increases.
- Regular fee evaluations, early communications to families regarding available financial assistance is also recommended.
- Currently, the system uses next year's fees to pay this year's expenses, which is undesirable.
 - A School Committee member required assurance that the proposed fee increase covers operational costs and unexpected expenses, rather than building a surplus. The School Committee discussed unexpected athletic department costs, including field and court maintenance, and the need for a financial "buffer" to cover the expenses, as well as other unforeseen expenses, such as ski trip costs.
- A phased-in fee increase is deemed administratively complex and impractical, so a single, larger increase is preferred.
- Better cost estimates are expected by summer and fall, with communication to families planned for August.
- The full School Committee agreed to review these fees within three years.

- Anticipate a vote of approval during the Action Items section.

Discussion of Policies Under Review (2nd Reading)

Lucy Maulsby, *Chair of the Policy Subcommittee*,
 Cara Endyke-Doran, *member of the Policy Subcommittee*, &
 Maura Carty, *member of the Policy Subcommittee*

- Policies Under Review - For Information Purposes (1st reading, no discussion):
 - ACAB - Sexual Harassment Policy
 - ACAB-R-Sexual Harassment/Title IX Procedure
 - ACC-R-Non-Discrimination and Anti-Harassment Procedures Except for Title IX
 - Policy on the Protection of Pupil Rights Amendment

BGB - Policy Adoption (not being revised)

Policy Proposals/Amendments for Information/Discussion

- New policies, including a Sexual Harassment policy (ACAB), comply with legal requirements and best practices.
- The mentioned policies were drafted by Alicia Palmer, reviewed by legal counsel, and accepted by the subcommittee.
- Minor edits were made, including an opt-out option for mandatory surveys.
- Students rights regarding surveys and the need to update contact information was discussed.

Chairperson and Liaison Updates

Tri-District School Committee Meeting

Ravi Simon, *Chair of the LSSC*

- The full School Committee discussed various meeting locations throughout Lincoln, as well as attendance for the upcoming Tri-District meeting on Wednesday, April 9th at 7pm.

Superintendent Evaluation Subcommittee

Lucy Maulsby, *Chair of the Superintendent Evaluation Subcommittee*

Cara Endyke-Doran, *Member of the Superintendent Evaluation Subcommittee*

Kevin Matthews, *Member of the Superintendent Evaluation Subcommittee*

- The Superintendent evaluation is a year-long process.
- LSRHS Superintendent/ Principal Andrew Stephens presented goals, progress was reviewed, and a year-end report was submitted.
- The full School Committee intends to use a rubric to evaluate Mr. Stephens' progress thus far at Lincoln Sudbury Regional High School/District. All reviews

from School Committee members will be submitted to Chair Ravi Simon for compilation and discussion.

- A School Committee member suggested a public presentation of goals, accomplishments, and evidence to improve transparency with the community.
 - Further discussion and feedback are anticipated.

Finance Subcommittee

Maura Carty, *Chair of the Finance Subcommittee*

Cathie Bitter, *Member of the Finance Subcommittee*

Ravi Simon, *Member of the Finance Subcommittee*

- The Finance Subcommittee met Wednesday, April 2nd. The subcommittee addressed year-end transfers. In addition to beginning budget work, comparing LSRSD to peer districts to identify best practices.

Superintendent/Principal Updates

Andrew Stephens, LSRHS Superintendent/Principal

- The FY26 LSRHS Budget was approved at the Lincoln Town Meeting Saturday, March 29th. As we are part of a regional district, the FY26 budget will be considered and voted on at the Sudbury Town Meeting this upcoming May.
- The last day of school for students will be Tuesday, June 17th, while seniors' end on Thursday, May 22nd.
 - Final Assessments are June 12, 13, 16, & 17.
 - Graduation Ceremony will be on Sunday, June 1st at 2PM; with Saturday, May 31st at 2PM as the rain date.
- 'LS Faculty VS.. The Seniors' Basketball game took place on Wednesday, April 16th during ACA!
- Congratulations to Athletic Director Daniel Lee and Swim and Dive coach Julie Nocka. Both individuals were recognized for their achievements by Massachusetts Interscholastic Athletic Association.
- An employee benefit is scheduled for Wednesday, April 16th.

Director of Finance and Operations

Kirsteen Patterson, *Director of Finance and Operations*

- An employee benefits fair was held on Wednesday, April 16th, offering health plan enrollment, giveaways, wellness activities, and health information.

[Vote use of Excess & Deficiency through 6/30/25 requiring 45-day notification](#)

[Advisory on Regional Stabilization Fund](#) (Informational)

[Stabilization Fund Report](#) (Informational for vote)

- Kirsteen Patterson plans to coordinate with the district's treasurer to send letters initiating a 45-day period for E&D utilization.
- Anticipate a vote on the use of Excess and Deficiency funds during the Action Items sections.

Action Items:

-VOTE: Ravi Simon motioned to approve and set aside policy IJOA for "Overnight Trip Request- Debate Trip". Lucy Maulsby seconded the motion. Five(5) out of five(5) members of the School Committee were in favor via roll call vote.

-VOTE: Ravi Simon motioned to approve the "Debate, Relay for Life, Boys Soccer Overnight Trip Requests". Lucy Maulsby seconded the motion. Five(5) out of five(5) members of the School Committee were in favor via roll call vote.

-VOTE: Ravi Simon motioned to approve the "Excess & Deficiency through 6/30/25 in the amount of \$275,000". Maura Carty seconded the motion. Five(5) out of five(5) members of the School Committee were in favor via roll call vote.

-VOTE: Maura Carty motioned to approve the increase in the "Athletic Fees: Swim and Dive \$20 increase to \$385. In addition to Ice Hockey fees increasing from \$150 to \$650 to revisit the fee as needed but within three years from now". Cathie Bitters seconded the motion. Five(5) out of five(5) members of the School Committee were in favor via roll call vote.

-VOTE: Lucy Maulsby motioned to approve the "FELS Grant" Maura Carty seconded the motion. Five(5) out of five(5) members of the School Committee were in favor via roll call vote. [Donations](#) [FELS Grant](#)

Approval of Minutes:

The LSSC Minutes for March 25, 2025 were approved as read.

Public Comment

No Comment(s)

Adjournment

Ravi Simon motioned to adjourn the open meeting. Cathie Bitters seconded the motion. Five(5) out of five(5) members of the School Committee were in favor via roll call vote. The meeting adjourned at 9:30PM.