

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MINUTES
Tuesday, June 24, 2025

7:00PM

REMOTE

Present

Ravi Simon, *Chair*, Cathie Bitter, *Vice Chair*, Maura Carty, Lucy Maulsby, Charles Morton, Jack Ryan

Also Present

Meghan Notari, *President of the Teachers' Association*
Kirsteen Patterson, *Director of Finance and Operations*
Leslie Patterson, *Director of Curriculum, Instruction, and Assessment*
Andrew Stephens, *LSRHS Superintendent/Principal*

Call to Order

Chair Ravi Simon called the meeting to order at 7:02PM.

Public Comment

No Comment(s)

Motion to Enter into Executive Session with Return to Open Meeting

Ravi Simon motioned to adjourn to executive session with return to open meeting to discuss strategy with respect to collective bargaining and/or litigation (#3) and approve minutes from the June 10, 2025 Executive Session. Jack Ryan seconded the motion. Six(6) out of six(6) members of the School Committee were in favor via roll call vote. The meeting adjourned at 7:03PM.

Return to Open Meeting

School Committee members returned to open meeting at 7:43PM

Negotiations Announcements

Cathie Bitter, Vice Chair of LSSC

- The School Committee approved a three year (Managers) contract for LSRHS Associate Principals and Directors, including Curriculum, Instruction, Assessment; Counseling, Student Supports, Student Services, and Athletics/Activities.
- The School Committee approved a one- year contract for Susan Bottan as the 'Interim Director of Finance and Operations', starting at the end of July.
- The School Committee also approved a M.O.A, negotiated with the Teacher's Association, to continue the 'Advisory Program' for the next two years.

- Cathie Bitter and Jack Ryan were thanked for their work with the contract negotiations.
- Thanks were also given to Maureen Bolton and Chris Herbert for their work negotiating the M.O.A regarding Advisory.
 - Both processes were collaborative!
- Meghan Notari was thanked for her contributions over the past two years as she stepped down from the Teacher's Association, highlighting her professionalism, collaboration and problem-solving skills.

METCO Program Report Updates

No Update(s)

Teachers' Association Updates

Meghan Notari, *President of the Teachers' Association*

- The school year ended with a large number of retirees who were celebrated with a 'clap-out' tradition.
 - Phillip James, after 39 years, received the final 'clap-out' with students and staff lining the hallways.
- Thank you to the School Committee members who attended the 'End-of-Year' event at Pierce House.
 - Ravi's citations were appreciated.
- Summer ED&E workshops for teachers started, offering opportunities for professional development.
- FELS awarded five grants to LS staff.
- Work to prepare the building for the fall is underway.

Presentations

- [L-S AP Survey Presentation](#)

Leslie Patterson, *Director of Curriculum, Instruction, and Assessment*

Andrew Stephens, *LSRHS Superintendent/Principal*

The School Committee appreciated the transparency of the 'LS AP Survey' presentation provided by Leslie Patterson and Andrew Stephens. The survey aimed to determine if limited AP course offerings are a disadvantage to students in the college admission process. The presentation is the culmination of this effort to identify problems and concerns.

A School Committee member questioned whether college application diversity has changed over the past 5-20 years, and suggested using data from a score to investigate if students are applying to a more geographically diverse range of colleges.

Furthermore, a school committee member suggested analyzing data from alumni surveys and courses of study to identify gaps between current offerings and the majors students pursue in college.

The goal is to ensure the LSRSD provides relevant AP courses that prepare students for their chosen fields, rather than focusing solely on enrollment numbers in existing courses.

The School Committee looks forward to further conversations regarding this topic.

- [L-S Strategic Plan Presentation](#)

Leslie Patterson, *Director of Curriculum, Instruction, and Assessment*

The School Committee appreciated the 'LS Strategic Plan' presentation provided by Leslie Patterson. The presentation discussed narrowing the opportunity and achievement gap by implementing improvement plan cycles to identify students needing support. Data was utilized to track progress, aiming for a percentage improvement in academic outcomes, attendance, or behavior. The goal is to reduce the number of identified students through targeted interventions and communication between teachers.

School Committee members appreciated the comprehensive plan and its connection to the department's review process. A school committee member inquired about streamlining the review process to reduce workload while maintaining its value in identifying collaborations between departments. School Committee members appreciated and commended the existing framework and ongoing process and contributions.

Information and Discussion

Policies Under Review (2nd reading)

Lucy Maulsby, Chair of Policy Subcommittee

Maura Carty, members of the Policy Subcommittee

Charles Morton, member of the Policy Subcommittee

Kirsteen Patterson, *Director of Finance and Operations*

[Policy Materials for 6/10 LSSC Meeting \(1st Reading\)](#)

- The following policies were for informational purposes only- second reading. A potential vote will take place at the next school committee meeting in the upcoming fall.
 - GCQG_Medicaid Penalty
 - DJE_Procurement
 - DD_Funding Proposals
 - DI_Fiscal Accounting
 - DIE_District Audits
- School Committee members and Kirsteen Patterson discussed the listed policies. Updating the mentioned policies will meet legal requirements and align with current operations and best practices.
 - **For Informational Purposes:** A Medicaid policy was adopted to allow the district to pay a “penalty” to enroll retirees in a lower-cost Medicare plan.
- A School Committee member inquired about the number and accessibility of audits. Kirsteen Patterson explained that the number of audits depends on the amount of federal funding received, with a regular financial audit and end-of-year report audit being typical, and additional audits triggered by exceeding a \$750,000 federal funds threshold.
- School Committee members thanked Lucy Maulsby and the Policy Subcommittee for their recent work with the policies in clarifying and updating records.

Non-voting METCO Parent Representative

Andrew Stephens, *LSRHS Superintendent/Principal*

- The School Committee is considering adding a non-voting parent representative to the METCO Program, similar to neighboring districts.
 - This topic was brought to the committee for discussion to explore potential benefits of incorporating another perspective.
- School Committee members inquired about this existing in other public schools and the structural changes needed for implementation, specifically regarding policy and the procedure for adding a new member.
 - **For Informational Purposes:** Welcoming a 'Non-voting METCO Parent Representative' doesn't create structural impacts because the person involved is a non-voting member who provides insight, without affecting policy decisions.
- School Committee members agreed to explore the idea further, engaging with the Boston community together for input and gauge interest.

Chairperson and Liaison Updates

Policy Subcommittee Update

Lucy Maulsby, Chair of Policy Subcommittee

Maura Carty, members of the Policy Subcommittee

Charles Morton, member of the Policy Subcommittee

- The final meeting of the academic year took place on Wednesday, June 18th. The subcommittee discussed goals for next year, including information sharing and bringing things forward for the School Committee consideration.

Superintendent/ Principal Evaluation Subcommittee Update

Lucy Maulsby, Chair of Superintendent/ Principal Evaluation Subcommittee

Cathie Bitter, member of the Policy Subcommittee

Charles Morton, member of the Policy Subcommittee

- The subcommittee met briefly on Wednesday, June 18th to organize a schedule for the upcoming academic year.

Lincoln250 Feast and Fair

Catherine Bitter, Vice Chair of the LSSC

- Despite the weather, the 'Lincoln 250 Feast and Fair' had a decent turnout.
 - Although limited questions were asked, LSRSD's presence was appreciated as a way to interact with the community.
- A School Committee member suggested participating in more community events, like, 'Sudbury Pride'- where the School Committee has a table.

LSSC End-of-Year Newsletter

Ravi, Simon, Chair of the LSSC

Catherine Bitter, Vice Chair of the LSSC

Maura Carty, member of the LSSC

- School Committee members thanked and appreciated Cathie Bitter and Maura Carty for compiling and designing the 'End-of-Year Newsletter', making it accessible and visually appealing.

Superintendent/Principal Updates

Andrew Stephens, LSRHS Superintendent/Principal

- Andrew Stephens was impressed by the 'clapout' tradition for retiring staff, where students and colleagues affirm retirees during their last class period.
 - The tradition continues to be a phenomenal display of community support.

L-S 2024-2025 School Improvement Plan Summary

- The "Improvement Plan" aims to inform the community about the actions and progress taken throughout the year to achieve said plan's goals or improve the overall experience.

L-S Cell Phone Committee Recommendation

- Based on faculty feedback, research, and school culture, the decision to implement a middle-ground cell phone policy next school year was decided- students must keep phones away in caddies during class.
- Details will be communicated to families and students, and operational procedures will be developed over the summer.
- A School Committee member sought clarification regarding the cell phone policy; for medical exceptions to exist and for a process to be in place for those students.

- As a reminder, the procedure for obtaining work permits during the summer, which involves requirements like a doctor's note (depending on age) and employer commitment, finalized with school sign off.
 - Work permits will be available at 10am to 2pm during the summer, with an alternate location provided.
- School Committee members were invited to attend the '2025 MASS and MASC Joint Conference from November 12th to the 14th at the Emerald Resort in Cape Cod.
 - Interested members should contact Sharita Langston to express their interest for planning purposes.
- Andrew Stephens mentioned this meeting being Kirsteen Patterson's last school committee meeting with the district. He appreciated Kirsteen Patterson's phenomenal work aligning procedures with best practices.

Director of Finance and Operations Updates

Kirsteen Patterson, *Director of Finance and Operations*

- Kirsteen Patterson thanked everyone for the past five years serving Lincoln and Sudbury, highlighting and navigating the challenging times, as well as the 'field house' achievement. Kirsteen expressed pride and confidence in future success for LSRSD, acknowledging the hard work of the Business Office team- Ivonne Henriquez and Alicia Palmer, especially during a difficult time- COVID.
- The district's 'EV Charging Stations' generated \$1,100 in revenue, covering maintenance and potential utility offsets.
- A successful bid opening for out-of-district transportation, resulting in consistent three-year pricing with current vendor- Vanpool.
- The district secured fixed utility rate costs for electricity and gas for three years at a better rate than the market.

entire 4th Qtr folder

- The fiscal year-to-date expenditure total is \$37,953,000 against a budget of \$38,357.10, leaving \$114,000 in encumbrances.
- Bus transportation invoices were paid through June.
- The financial system required a hard close as of June 30th.
- A current positive balance of \$289,567.00 will be reduced after the final warrant is processed prior to June 30th.
- A report with updated deficit amounts, projecting categorical deficits in bus transportation, contracted services, employee and non-employee insurance, pension, and building and grounds.
 - The mentioned categories were flagged in the third quarter, and some amounts were still materializing.

- There will be an additional component to offset and correct employee insurance entries regarding dental contributions.
- Out-of-district tuition savings, combined with the circuit breaker offset, helped balance the budget despite overspending in areas like special education bus transportation.
 - Locking in rates for out-of-district transportation will improve future cost predictions, and those costs are reimbursable.
- Deficits in flagged categories are offset by tuition savings.
- A deficit in instructional supplies will be balanced by positive areas, and expenses will be reconciled to determine necessary transfers.
- There are incorrect categorizations for dental insurance and flexible spending accounts needing correction via a general entry.
- The salaries category, with a remaining balance, will cover these adjustments, as salaries and benefits are related.
 - The mentioned is a basic step to close out the year.
- School Committee members thanked Kirsteen for compiling the previous financial data.
- As a reminder- The data is preliminary and will be updated slightly prior to June 30th when encumbrances are released.
- School Committee members expressed their appreciation for Kirsteen Patterson's services to the Lincoln and Sudbury community, especially during the pandemic, and for guiding the district through financial difficulties.
 - Kirsteen expressed her gratitude for the kind words, stating her service was driven by a love for the community and the students. Kirsteen offered her availability of continued support.

Action Items:

-VOTE: Lucy Maulsby motioned to approve "transfers as recommended". Cathie Bitters seconded the motion. The motion passed unanimously.

-VOTE: Maura Carty motioned to approve the [Donations](#). Jack Ryan seconded the motion. The motion passed unanimously.

-VOTE: Maura Carty motioned to approve the [Vouchers](#). Cathie Bitters seconded the motion. The motion passed unanimously.

Approval of Minutes:

-The Minutes for Tuesday, June 10, 2025 were approved as read.

Public Comment

No Comment(s)

Adjournment

Ravi Simon motioned to adjourn the open meeting. Cathie Bitter seconded the motion. Six(6) out of six(6) members of the School Committee were in favor via roll call vote. The meeting adjourned at 9:53PM.