

**LINCOLN-SADBURY REGIONAL SCHOOL DISTRICT COMMITTEE
MINUTES**

**Thursday, August 18, 2011
School Committee and Administration Retreat**

9:15 a.m.

Lincoln Public Library

Present: Nancy Marshall, Chair, Radha Gargeya, Vice-Chair, Mark Collins, Elena Kleifges, Kevin Matthews and Patty Mostue.

Also present: Scott Carpenter, Superintendent/Principal, Judy Belliveau, Director of Finance & Operations, Lisa Weiss, president of the Teachers' Association, and Leslie Belcher, Leslie Gray, Eleanor Burke, Sandy Crawford, Joanne Delaney and Janine Dailey from the Administration. Lincoln Police Chief Kevin Mooney, Sudbury Police Chief Rick Glavin and Sudbury Det. Lt. Scott Nix also participated.

Agenda Enclosures/Handouts

- 2011 Summer ED&D List
- Lincoln-Sudbury Goals
- L-S Enrollment Status
- Special Education Staffing FY05-FY12

Call to Order

Nancy Marshall called the public meeting to order at 9:20 a.m. Introductions were made and Scott explained that he had asked everyone to give an overview of what they want to present about their particular areas.

Sharing

Janine Dailey, Shared METCO Director, stated that there are 91 METCO students enrolled. Of the 19 freshmen, 9 are coming from Lincoln, 5 from Sudbury and 5 from Boston. There are also 4 students starting at L-S from charter schools and 2 from the Smith Leadership Academy. Orientation will be held next week. Janine described her focus as strengthening academic performance at all levels. She also was excited about a parent meeting in Roxbury scheduled for August 29th and was looking forward to using that meeting to introduce herself and talk about expectations.

ED&E

Leslie Belcher distributed a summary of the ED&E workshops taking place over the summer and explained the funding summary. In addition to the operating budget amount, there are grant funds that pay for additional days and staff who don't get paid but acquire L-S credit for the days they participate in workshops. All of this adds up to many more ED&E workshop days than are reflected strictly by what is budgeted in our operating budget.

There were inter-departmental workshops that cross disciplines and L-S also had a couple of Middle School teachers join a Math workshop in an effort to collaborate more.

The ED&E days also don't reflect the amount of professional development engaged in by teachers at institutions outside of L-S (e.g., taking graduate courses).

Leslie will set up access for the School Committee to the Wiki that provides a summary of each of the workshops.

Superintendent/Principal Goals

Scott distributed a working draft of the School Goals and explained that the feedback process will continue with the Academic Council and with the faculty, as well as School Committee, to incorporate into the final version. Scott described the focus and impetus of the goals and will provide a full presentation in September.

Scheduling/Class Sizes/Courses

Leslie Belcher acknowledged that, in a particular way, the loss of the override made it easier for her department since the original scheduling was done on that basis. She said that the lateness of the vote still required staff to work in the summer who don't normally and were not budgeted and thanked them. She also said that it was a big success using iPASS to issue schedules instead of mailing them – and a cost efficiency.

Her experience has been that parents express more disappointment than anger over their students' schedules and have, for the most part, been more reasonable. The only AP course with a wait list is AP Biology, and she was able to add a section of AP History because a section of another course didn't run.

Leslie distributed the status of enrollments to date and noted that we have 1,610 enrolled versus the projection of 1,612. She noted that we 37 students new to the system – 27 9th graders and 10 students in the upper grades. Leslie was not prepared to share class sizes yet.

Special Education

Joanne Delaney spoke about the correlation between the weakening of in-house supports for

students and the increase in out-of-district placements. She pointed out a notable change in the Lincoln population not coming to L-S.

Joanne distributed a summary of students, staffing and funding changes over time. Radha inquired about establishing a K-12 account to have a reserve for Special Education to allow funds to follow the students, which Wellesley did. Joanne and Judy both noted that Wellesley is a municipal district, which would be a simpler process. With a regional district it would require a careful political process to do something similar.

Public Safety

The Police Chiefs commented on the much stronger relationship with the school, how more information is shared back and forth about students, and the Community Based Justice program is effective. Concerns focused on the summer issues with recent graduates and high school students who were involved in drug and drug-related incidents, and driving accidents involving alcohol. These problems are not specific to L-S alone.

There is a new youth officer in Sudbury, Officer Al Hutchinson, who has been coming by the school and making connections with kids. He appears to be doing a great job so far. He and Kevin Kennedy of Lincoln had also done a law class for students at L-S. A similar connection between the police and the school took place when one Lincoln police officer, who is an FBI certified sketch artist, did a demonstration in an art class.

Given a recent incidents in Wayland, there was discussion about the loss of the Self-Defense class at L-S. It was a full curriculum through the Wellness Department and an organization from outside the district that specialized in this area, but had become too expensive. The police will offer a program after-school conducted by trained female officers, though it is not as comprehensive a program as the one that had been in place.

Housemasters

This discussion began with how the impact of reducing from 4 houses to 3 in FY10 was now being compounded by a counselor reduction in FY12. Housemasters and counselors are still working really hard to get to know students.

Student discipline was discussed and how the housemasters work on counseling parents so there is nurturing in addition to any consequences. Also, the difference between expulsion from school versus exclusion from school was outlined. Exclusion requires the student to be off campus, which can mean an agreement with another school district, so the student can continue his/her academics.

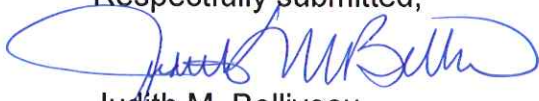
Eleanor and Sandy spoke about the new teacher evaluation system and how it will work, what they like about it and how it will look in the future for L-S. They also described the *Research for Better Teaching* (RBT) model used currently at L-S and how it provides the vocabulary and methods to help teachers improve.

Mark Collins requested a forum to discuss the hiring process and how stability of staff (i.e., longevity) is not a detriment in education the way it is in the corporate culture. We need a way to communicate that effectively.

Executive Session

On a motion by Elena Kleifges, seconded by Radha Gargeya, a roll call vote was taken and all members voted in the affirmative to enter into Executive Session for the purpose of discussion matters related to collective bargaining, because to do so in public session would be detrimental to the School Committee's position. The Committee will not return to public session.

Respectfully submitted,



Judith M. Belliveau
Director of Finance & Operations

Dept.	Proposal Title	Organizer	# Participant x # days	# of paid Days Approv.	Note
<i>Central</i>					
	Designing Point	P Fredrickson	5 x 1		
	Total			5	
<i>Computer</i>					
	Book for Intro to Programming	M Sobkowicz	1 x 3		
	Total			3	
<i>Counseling</i>					
	Compiling Metrowest Youth Survey Data	E Phillips	1 x 2	0	
	DBT - Curriculum	J Reen	3 x 2	2	
	Depression Workshop overhaul	S Leichtman	4 x 1	2	
	Development Counseling & Guidance Curric.	JK Park	2 x 5	9	
	Naviance	C Pitta	1 x 10	5	
	Orientation for New Counselor	TBD	2 x 1	2	
<i>English</i>					
	A New Look at American Lit.	A Kramer, T Burke	6 x 1	2	
	Drama in Production	C Evans	2 x 1	1	
	Poetry Seminar w Helen Vendler	D Conti	13 x 1	13	ARRA
	Using Performance Techniques to Teach Shakespeare	J Wong, C Evans	6 x 1	6	ARRA
	Writing Curric. Units for E9	J Medeiros	9 x 1	4	
<i>FATA</i>					
	Architectural Drafting- course developmt.	K Kimura, S Prince	1 x 3, 1 x 5	4	
	AP Curriculum	S Fine-Wilson	1 x 3	2	
	Integrate Technology into Ceramic Curric.	S Fine-Wilson	3 x 1	3	
	Media Lab & Curriculum	P Sarapas	2 x 2	2	
	Multimedia Music Curric. Develop.	P Sarapas	2 x 2	3	
	Digital Photo	Padden/Sarapas	2 x 2		
	Reassess Curriculum & Materials	S Fine-Wilson	2 x 2	4	
<i>History</i>					
	Asian Studies Curric Dev.	C Han	2 x 1	1	
	Designing Lab for Success	S Lingley	2 x 2	2	
	Develop. Psych curric for the DSMV	L Hodin	3 x 1	2	
	Exploring the Paperless Classrm	C Hanover	5 x 1	2	
	Improving Targeted Units in MEH	C Hanover	6 x 1	2	
	Latin American Unit Development	P Gillespie	3 x 1	1	
	Solo Teacher Sharing	C Han	6 x 1	3	
	US Team Curric. Develop.	M Shen	7 x 1	3	
	New Hires	P James	5 x 1	3.5	
	Global Issues	K McCarthy	2 x1	0.5	
<i>Interdepartmental</i>					
	Adobe CS5 Workshop	M Sobkowicz	4x2	1	
	Community Connections	D Bloom	2x1	2	
	Developing Strategies to Maximize Student Success	S Lingley, S Kahn	6x1	4	ARRA
	Exploring Educational Uses for the Apple iPad	N Errico	14 x 2	13	
	MLKAP - Community Service	S Frommer	4x1, 7x1	4	
	Racial Climate Follow-up	S Leichtman	5 x 2	4	
	School Climate	S Shields	7x2	12	
	The Race to Nowhere & LS	D Conti, L Gray, E	15 x 1	7	
	Wiki Mania	J Berry	25 x 1	12	
	Forum	M Shen	2 x 1		
	METCO Vision	Han	12 x 1	4	ARRA
	Vision Trainers	Thomsen	11 x 2	16	grant

Dept.	Proposal Title	Organizer	# Participant x # days	# of paid Days Approv.	Note
<u>Language</u>					
	Cross-Language Migration Module/Unit	M Lepietre & J Allen	6 x 2	2	
	Exploracion Cultural	K Thomsen	2 x 2	4	
	French Curriculum	A Jarvis	5 x 2	2	
	Strategies to Engage the Applied Learner	T Valentine	3 x 2	2	
	5-1 Curriculum in French & Spanish	C Gonzalez	3 x 2		
<u>Library</u>					
	Extreme Makeover: The Library Website	L Kmiec, P Myers	2 x 3	4	
<u>Math</u>					
	AM2 textbook assessment	M Malone	3 x 2	2	
	EPP Assessment update	V Blake	2 x 1	2	ARRA
	Free online texts	S Weiss	2 x 1	2	
	Geogebra In the Dynamic Math classroom	V Blake	8 x 2, 2 x 1	11	ARRA
	Mixed Level Calculus	K Berry	2 x 2	2	
	New Hire	V Blake	5 x 1	2	
	On-line Assessments	M Notari	4 x 1	1	
	SmartBoard and Notebook software	V Blake	4 x 1	1	
	Stats Activities	J Young	1 x 3	2	
<u>Science</u>					
	Biology Curric Coord.	N Digenis	6 x 2	5	
	Differentiated Instruction in Science	T Danko, N Digenis	6 x 3	7	ARRA
	New Hire - Chemistry	N Digenis	2 x 2	4	
	New to Course Mentoring: PPS	A Honkonen	2 x 3	5	
	New to Course Mentoring: Aquatic	S Roderick	2 x 2	2	
	New to Course Mentoring: Forensics	R Alwan	2 x 2		
	New Course Prep & Plan: Astronomy	A Honkonen	1 x 2	2	
	Physics Wiki	E Mills	3 x 2		
	Physics modification for larger class size	S Parker	3 x 2		
<u>Special Education</u>					
	IEP Preparation	R Reitz	15 x 1	11	grant
	Transition	G Baker	4 x 2	2	grant
	Reach Program Review	B Grant	4 x 4	2	grant
	Link	B Mangano	4 x 1	3	grant
	EXCEL Planning	T Lopez	4 x 1	4	grant
	Psychology and you	A Butler	3 x 2	3	grant
	Annex Planning Day	A Butler	3 x 2	3	grant
	Lang & Lit - curriculum	Fisher/Weinberg	3 x 2	3	grant
<u>Wellness</u>					
	Intro to Wellness	Caburian, V	4x1	1	
	Outdoor Pursuits	Greeley	4x2		
Budget allowance		ED&E	148		
		Admin & Title IIA	20.5		
		ARRA/Grants	86		
		Title IIA <i>News</i>	16		
Total			270.5		

Lincoln-Sudbury Goals 2011-12 Academic Year

Teaching & Learning

- Establish internal curriculum/program review process and cycle, culminating in formal presentation to the School Committee & community
 - Ensure that the L-S curricula prepares all students to met and exceed the new State Common Core [<http://www.doe.mass.edu/candi/commoncore/>]
 - Work with the Academic Council and K-8 Districts to build a stronger K-8/9-12 connections
 - Strengthen mutual K-8/9-12 understanding of curricula and the promotion of curricular connections within and across grades
 - Support K-8/9-12 curricular initiatives that emanate from the collaboration
- Encourage innovation in our classrooms and our educational program
- Expand individualized opportunities for students to pursue interests
 - Exploring E-learning
- Use student data to measure learning and to guide future goals
 - Work collaboratively with the Teacher's Association and Administration to revise our evaluation system to meet the new Massachusetts regulations on evaluation of educators, so that reflections on measurements of learning are part of the goal setting and evaluation process.
[<http://www.doe.mass.edu/lawsregs/603cmr35.html?section=01>]
 - Conduct an Alumni Survey and analyze the results (Fall of 2011)
 - Quantify the "Achievement Gap"
 - Document the successes of our Boston students, relative to resident students, students attending Boston Public, and students attending Boston Charter Schools

Culture & Climate

- Support the School Climate initiative promoting Lincoln-Sudbury's Core Values and student connectedness to adults
 - Continue to measure student connectedness to adults (using a Stan Davis approach) to assess the effectiveness of initiatives to move from the school beyond 89% (with a goal of 95% connectedness or better)
 - Work towards a "formal and ongoing" structure that will connect each student with an adult beyond the guidance counselor and meet our NEASC obligation
- Promote and preserve the grassroots nature of L-S

Communication & Leadership

- Implement Naviance to improve student access to career, college, and scholarship resources.
- Promote structures for teachers to share (both intra- and cross-departmentally) strategies that work
- Update the Lincoln-Sudbury website
 - So that the “front page” and School Committee pages can be kept current, with several staff members (and Committee members) contributing and posting content
 - Support department, program, and organizations to ensure the content of their websites up-to-date
 - Support professional development to expand the use of new web technologies amongst the staff
- Assess the use of online tools for communicating between teachers, students, and parents and support faculty use of these tools

Planning & Budget

- Continue a three-year budget view that will allow the staff, School Committee, and taxpayers to understand the impact of the budget on learning and teaching
- Ensure that there are transparency and accuracy in the budgeting process
- Identify and plan for a future (or end) of the old boiler plant and the White House buildings
- Promote K-8/9-12 out-of-district SPED cost containment
- Investigate and embrace cost-effective sustainable and green opportunities that will save the high school money and/or resources over the long-term
- Articulate a clear, inclusive process for creating yearly school goals
 - Clarify L-S Goals by the end of September
 - Have L-S Goals for next 2012-2013, by the end of June

Next Steps in Goals Focusing, Clarification, and Role-out

- Conversation with the Academic Council at the August 24th retreat
- Presentation to and feedback from staff in September

Superintendent/Principal Personal Goals

- Foster strong connections with a wide array of students
- Routinely communicate with Faculty and Staff to ensure transparency with decision-making
- Improve the FAC-Superintendent/Principal connection so that FAC can better “advise” the Superintendent/Principal
- Routinely communicate with parents via email blast and web postings to keep the greater community apprised of high school current events
- Keep the L-S School Committee “in the loop”

LS Enrollment Tables

User: Donna Cakert Date: 08/17/2011 12:10 pm

Academic Year: 2011-2012 As Of Date: 08/31/11

	C	E	N	S	W	Total
09th 2015	0	122	0	137	139	398
10th 2014	1	122	0	141	138	402
11th 2013	11	130	0	134	129	404
12th 2012	15	125	0	138	128	406
Totals	27	499	0	550	534	1610

	Sudbury M	Sudbury F	Lincoln M	Lincoln F	METCO M	METCO F	T. Waived M	T. Waived F	Tuition M	Tuition F	Total M	Total F	Total
09th 2015	158	148	35	33	7	12	3	2	0	0	203	195	398
10th 2014	160	171	22	21	13	12	2	1	0	0	197	205	402
11th 2013	149	174	33	26	15	6	1	0	0	0	198	206	404
12th 2012	169	153	34	19	13	13	2	1	1	0	219	187	406
Gender tots:	636	646	124	99	48	43	8	4	1	0	817	793	
TOTALS:	1282	1282	223	223	91	91	12	12	1	1	1610	1610	

SP: 2
 Out: 49
 DOE13 = 06 or 07 48

Draft
8/18/11

Special Education Staffing: FY'05 – FY'12

	2004-5	2011-12
Total L.S.	1503	1610
Total Sped.	242	328
% Sped	16%	20%
Out-of-District	31 (Constant through FY'10)	51
% of Sped Out-of-D.	13%	16%

STAFFING RATIOS:

Learning Ctr. (includes Annex)	6.15 FTE 140 students 23/1	7.05 FTE 195 student 28/1 (+ Lang. & Lit. Class added)
LINK	2.0 FTE 30 students 15/1	2.0 FTE 39 students 20/1
EXCEL	1.0 FTE 16 students 16/1	1.0 FTE 21 students 21/1 (+ teaches Eng. and Psychol.)
REACH	1.0 FTE 6 students 6/1	2.0 FTE 12 students 6/1 (+ teaches Gen Ed. Math class (+ teach pull-out Eng, math, + science, voc. training, etc)

Student Services: Programmatic Losses FY'11-FY'12 (due to budget cuts, reduction in grants and loss of ARRA funds)

Counseling: -.5 FTE counselor (INCREASED CASELOADS)

Psychologists: -.25 FTE school psychologist
Also, reassignment of part of addit. school psychologist to
manage out of district caseload.)
(EVALUATION CAPACITY STRAINED)

Academic Support Center:

- 1.0 Tutor/Peer Tutor Coordinator
- 1.0 Eng. Lang. Learner tutor
- 3 FTE math tutor due to grant reduction

After School Program:

- Reduced to 1 afternoon/week and fewer tutors
- No tutoring available Quarter 1

Minuteman Joint Program Option/flexible small size academic classes

- .25 FTE Math
- .50 FTE English
- .25 FTE History
- .166 FTE Wellness
- .25 FTE Science
- Funding for on-line courses through APEX
- .2 FTE Math Tutor

Academic Achievement Evaluations:

- reduced funds for contracted achievement testing to complete
required evaluations

Professional Development:

Significant reductions in funds available for training/workshops

Lack of Available Grant funds for unexpected programming needs due
To increased commitments made with funds available