



## Lincoln-Sudbury School Committee Digest, October 4, 2011

On Tuesday, October 4, the L-S School Committee held a regularly scheduled meeting.

Topics for discussion and/or action included:

- A Presentation by the LSRHS Buildings and Grounds staff
- Discussion and vote of a donation to the LSRHS FATA department
- Presentation to the Committee regarding the donation of an outdoor Sand Volleyball Court
- Discussion on revision to the LSRHS Residency Policy
- Discussion on revision to the LSRHS Donations and Fundraising Policy
- Discussion on possible funding of the OPEB Trust Fund

### **Presentation by Buildings & Grounds**

LSRHS Director of Buildings and Grounds Kevin Rossley and B&G staff members Bruce Millet, Don Foss and Steve Henning were welcomed and introduced to the Committee by Chair Nancy Marshall. Kevin Rossley outlined the work that was done on the facilities over the summer. This summer, approximately 25 LSRHS students worked with the B&G staff for 30 hours each, either to earn credit towards their parking permit or to earn community service hours. Students seeking a parking permit must fulfill their required community service hours in order to obtain one for their junior and senior years. Various jobs tackled by the students under supervision from B&G staff working alongside included painting the connector walls, cleaning spaces in the building, assisting with landscaping. Students brought their lunch and dined with B&G staff. Comments were offered from the Administration as well as B&G team that students gained an insight into the efforts behind ensuring the LS building is safe and prepared for optimal learning to take place in the fall. During the school year, students work with B&G staff on recycling and the cleaning and maintenance of the kitchen facilities and Administrative offices.

In looking at the big picture, Kevin commented that budget cuts for FY12 reduced staffing from 10.8 to 9.8 FTE B&G staff members who oversee 93 acres of property on the LSRHS campus, including

- 385,000 square feet of the main LSRHS building, responsibility of over 38,000 Square feet of main building space per B&G staff member
- fields, recreation grounds, conservation space
- the White House Preschool and Wastewater Treatment Buildings

The exterior wood finish to the building was power washed over the summer and re-finished with a wood preservative. A hydraulic lift was rented to reach the higher exterior areas. Half of the building was done and the remainder will be addressed next summer, with the hope that the treatment will last another 7-10 years.

While the hydraulic lift was on site, the newly completed World Language mural was installed on the wall at the second floor level of the AB Connector.

Kevin Rossley explained that the HVAC system at LSRHS has undergone an extensive audit, verifying all devices and equipment. FMC Tech has been retained to audit the system and consult with LSRHS. Issues that were of concern were random outages, replacement of wiring, verifying the equipment, obtaining necessary replacement parts, and updating the shutdown system. Given the changes in technology and the dissatisfaction experienced with the firm who did the initial installment and first few years of maintenance of the system, Kevin said the retention of the new firm, FMC Tech, was progressing very well. Funding of \$7,000 for the audit was provided by a grant from the Sudbury Green Committee. Since the installation of the system seven years ago, Kevin has pursued a variety of continuing education courses to license in HVAC technology and maintenance, as well as energy programming, allowing the District to maintain the system without reliance on an outside firm for routine service. In addition, following the conclusion and non-renewal of the HVAC service contract with the original vendor, LSRHS has saved \$12,000 annually in contractor fees by training a member of B&G, Don Foss, to work with Kevin to oversee and routinely maintain the system.

Ideally, all HVAC and other energy systems at LSRHS should be operational on-site as well as remotely. The PC used to operate the system has now been upgraded with new software, corrupted programs have now been removed, data has been maintained through the process, and as a result more of the building can again be managed remotely. Given the building is open for Community and School events during times outside of normal school hours, the remote operating capacity provided greater flexibility as well as energy efficiency for isolated power and HVAC operations. LS also has the capacity to respond to emergency peak demands, partially powering down parts of the building to provide energy to other demands on the grid.

Looking longer-term, Kevin would like to pursue an open ended web-based system for HVAC operations at LSRHS, versus the current proprietary system. In many circumstances, new equipment is not compatible with old technology/software. The cost for this is included in the five-year capital plan for the District and will be included in discussions with both towns as long-range budget forecasts are prepared alongside the budget request for FY13.

The Buildings and Grounds staff also conduct an annual Health and Safety audit, looking at essential maintenance and programs that aim to reduce the cost of liability insurance for the District. At the conclusion this year, the points earned by the District thanks t the audit increased by 55% over FY11, resulting in a reduction in the liability insurance premium for the District. Included in the audit was an articulated preventive maintenance plan for the roof, which is still under warranty from the construction of the building.

Energy credits from LSRHS's participation in ENERNOC since the District began its participation have amounted to \$9,135.34. The funds are kept in a restricted account to be utilized for maintenance and upgrades of the energy and HVAC systems at LSRHS.

The floors of all gyms at LSRHS were stripped down to the tape and refinished, with the assistance of the company that is contracted by the District for cleaning. Kevin has recommended that the floors be completely refinished, with new tapes, next summer and he recommends that the job be performed by outside contractors. The time sink and cost to perform this with internal staffing would require significant deferral of routine and essential summer maintenance.

Protective capping the chain-link fencing along the turf fields has been completed, using a yellow corrugated plastic being threaded atop the fence, one of the jobs performed by students over the summer. New football goal posts have been installed, with funding from the athletics budget and Sudbury Pop Warner. Questions were directed at Scott about obtaining documentation for this funding and reporting to the Committee about the process for receiving the outside funding.

New energy efficient lighting, including lamps and ballasts, has been installed, and Kevin is looking at newer LED lighting for the auditorium. The initial investment will be mitigated over time with reduced energy costs as well as a lower cost for replacement lamps in the long term. The lighting in the batting cages below B building has been retro-fitted with an energy efficient system, which again will provide savings to the District over time.

With regard to the five-year capital plan, Kevin works closely with the Administration in prioritizing needs to ensure the investment by the towns of Lincoln and Sudbury in the LSRHS is thoughtfully and conservatively maintained. Health and safety of all in the building along with preventive maintenance require concrete yet creative thought. Ensuring efficient work order flow, utilizing tracking of utility use in order to continue to increase efficiency and cost-reduction, as well as investment in capital for the building are all constantly monitored. Projections for budgets and future capital costs are more accurate, given the systems already in place. Director of Business and Operations, Judy Belliveau, remarked that the systems in place have greatly streamlined accounting and budget forecasting.

Capital investment over the next five years for LSRHS includes the following items recommended by the B&G staff:

- Continued upgrading of the HVAC to increase efficiency/reduce energy consumption
- Replace the existing lighting in the LS Auditorium
- Replace decaying window and door hardware – some hardware is already in stock within LSRHS, but some will need to be purchased
- Complete refinish of the Gym 1 floor, including new tapes

Finally, the stadium lighting has been assessed for the fall, all fixtures are working, although the length of life for the current structure remains uncertain. A contractor was brought in, funded through \$3,300 in monies provided by Sudbury Youth Lacrosse. Conduits are beginning to twist and pull away from the wooden poles.

### **Information and Discussion - Outdoor Sand Volleyball Court Donation**

LSRHS students and boys' volleyball team members John Newton and Devin Patel presented a PowerPoint outline of a \$20,000 proposal for a recreational sand volleyball court on the parking lot side of C Building, replacing what is now a lawn. LS Parent Dennis Mortimer has been working with Coach Elizabeth 'Bunny' McClung and the students on the proposal, looking at the site possibilities, design, drainage, etc. The proposal has been worked through with Buildings and Grounds insofar as existing drainage and possible linking to drainage facilities supporting the volleyball court.

Revenue to fund the project would be sourced as follows:

- \$10,000 installation and landscaping donation from Weston Nurseries
- \$ 5,000 individual pledged donations
- \$ 4,000 Boosters funding proposal
- \$ 1,000 Volleyball Student Activity Account (carwash/other fundraising proceeds kept in this account)

Costs would be broken down as follows:

- \$10,000 installation, landscaping
- \$ 7,000 materials – sand, containment materials, posts
- \$ 3,000 net

Installation would take approximately 3 days and could be done over a period to include a weekend to pose minimal disruption on campus during school hours. The students expressed enthusiasm for the project insofar as a good recreational opportunity for all students that would require minimal maintenance, could be used for fundraising events, and possibly could be a facility that could be incorporated into the Wellness curriculum,. Funding going forward to maintain the court would be provided from the Volleyball Student Activity Account, and the team would take responsibility for periodic raking and basic maintenance of the court.

Mark Collins questioned the public bidding issues surrounding the total program. An in-kind donation of services differs from contracted services, but Judy will confirm that a donation would preclude a bidding process.

The Committee asked that a copy of the proposal be sent electronically and discussion was tabled for a future meeting. Patty Mostue also asked the representatives presenting for documentation with regard to a long-term maintenance schedule and any necessary funding would be necessary prior to further consideration of the proposal. The presenters responded that should the Boosters fund the hoped-for amount, that the Student Activity account would be capable of subsidizing maintenance, which would amount to \$200 annually.

A question with regard to the nature of the funding for the Student Activity Account was raised by Mark Collins. John Newton responded the funds were the result of years of fundraising efforts such as car washes. Judy said accounts that are truly Athletic program and budget-related are revolving accounts. Student Activity Accounts are maintained separately to house fundraising proceeds. Each fund-raising body has a separate, distinct Activity Account balance within the total Student Activity funds.

Pledges have been offered but funds will be provided once the School Committee has voted its approval. Patty Mostue also reiterated that having a revised policy in place prior to approval would be best. Scott commented that of the many proposals for athletic donations that have been suggested lately, he feels the strength of this proposal along with the time, thought, effort and student interest has been well-demonstrated. Judy also confirmed that a dedicated account for this would be established to receive donations. Mr. Mortimer offered to participate in soliciting pricing for the equipment to ensure the lowest price was received.

### **Recognitions**

Scott Carpenter recognized Alison Sanders-Fleming and BJ Pegram for their efforts in organizing the annual Block Island Field Trip, which took 27 students this year for a day of bird banding and studies of geological formations on the island.

Sarah Greeley, Emily Phillips and Susan Shields for their work with members of Students Against Destructive Decisions (SADD) in preparation for the roll-out of the MetroWest Adolescent Health Survey. The SADD students have been trained over the course of a few afternoons and will be presenting some of the survey results as well as be available for questions from the audience. The presentation will be Wednesday, October 5 at 7pm in the LS Auditorium.

Scott also thanked Toni Benhaim, Leslie Belcher, the Front Office and LS Staff and Faculty for their efforts during Back-to-School Night.

Wendy Casey, Jay Flanagan and Kate Howd were re-elected to School Council for another two-year term, and Vincent Cannistraro was newly elected. LS faculty members Annalisa Notaro and Suzanne Peterson will facilitate the faculty election for School Council.

Junior Evan Sobkowicz has been working on the re-design of the LSRHS home page for the school website as part of an independent study. Staff training is ongoing to allow easier updating for LS departments and organizations who have presence on the website.

### **Teacher's Association Report**

LS Teacher's Association President Lisa Weiss reported that warnings and reports are forthcoming as the quarter is half-way complete.

On October 20, the Math Olympiad will take place for LSRHS students and other high school students across the State.

### **Chair's Report**

Nancy Marshall reported that the LSRHS Boy's Varsity Soccer Team participated in the Annual Kicks for Cancer tournament at Concord-Carlisle High School.

Nancy also expressed her appreciation to the Committee for their help in getting a number of initiatives off the ground in the fall, including discussions on the new health insurance legislation, policy revision and a number of additional Executive Session meetings.

Finally, Nancy thanked the Sudbury Board of Selectmen for their invitation to attend their recent meeting outlining their three-year budget forecast as well as their discussion on OPEB.

Nancy also reported that Student Senate President Emily Casey could not attend the meeting this evening due to a girls' soccer match. New Officers for the Student Senate for 2011-2012 are: Emily Casey, President; Alex Greenberg, Vice-President; and Charlotte Balough, Secretary. Freshman statements are being received and elections will be held later this week. The Senate will schedule a meeting with Scott Carpenter to discuss their goals for this year.

### **Liaison Reports**

Insurance Sub-Committee liaison Radha Gargeya reported that Minuteman Nashoba Healthcare, the collaborative to which LS belongs for their health insurance, will be presenting the plans for FY13 in line with the recent State healthcare legislation. Their Annual Meeting will be October 20 at Lincoln-Sudbury, and will be open to the public. Currently, MNHG plans to publish rates for their plans in November, prior to Thanksgiving. Given the timing for the rate publication, Radha suggested that a letter be drafted to request an accelerated process to better inform the District as it deliberates options and decides upon healthcare for the District going forward. The Committee unanimously voted to authorize Chairman Nancy Marshall to sign and send such a letter to MNHG to be drafted by Judy Belliveau and Radha Gargeya.

### **Superintendent/Principal's Report**

Scott Carpenter reported that the student members of the School Council are a great group. The School Council meetings will vary as to time this year, with the idea that a variety of times throughout the year will allow more members to come together more often than a standing time. The Teaching and Learning sub-committee of the School Council will present the outcome of their teaching/learning/ tutoring survey to the School Council and eventually to the School Committee.

The School Climate sub-committee of the School Council will be making a presentation to the School Council with regard to their goals and recommendations for strengthening student connectedness in the District.

The iPass Advisory sub-committee of the School Council will be developing a report to outline how iPass is used in the District, changes and new directions that are on tap to thoughtfully progress effective utilization of the array of offerings using iPass. The sub-committee will offer an open forum on their findings to the faculty in the spring.

The home football opening game against Framingham was a great event, with LS winning. Fans enjoyed the game and Scott complimented the cheerleaders on their efforts. Scott had put out an announcement earlier in the day with regard to the football game being a community event for families and residents as well as the students at LS. He reminded students that modeling appropriate behavior, especially to younger students and children in attendance, should be a main focus for the whole LSRHS community. LSRHS staff and Public Safety officials were at entry gates, and no re-entry was permitted should fans choose to leave. One LSRHS student was transported to the hospital with suspected alcohol poisoning. He encouraged the Committee to attend if possible.

Scott also commented to the recent athletic events where LSRHS students were seen rushing the field at the conclusion of a winning game. As an expression of school pride, this has become a challenge to safely contain as well questionable insofar as sportsman-like

conduct. The practice could result in LSRHS being sanctioned by the MIAA, but the safety risk to players and spectators in the moment is also a concern. The Housemasters and Athletic Department will have a conversation and outline some talking points to help guide students.

The latest Alumni Survey is ready to launch. Dan Conti created, edited and distributed the survey. Parent Lisa Kenny has been very helpful on the design. The main focus group, alumni who have graduated in the last five years, and their outcomes, during and post higher education and/or vocational pursuits, will be closely considered and the information obtained will be used to inform curricular programs at LSRHS for current and future students. The three core areas of interest that will facilitate the findings are:

- Preparation for life after LSRHS
- Quality of instruction, broken down by department
- Adherence to LSRHS Core Values

The survey has been sent via email as well as through LS Alumni social media outlets. The cost to the District when an alumni survey was last administered was over \$10,000. Thanks to progress in electronic communication, the cost will be about \$1,000 for the current survey. Responses will be accepted through Thanksgiving, with results presented in Spring 2012 and respondents will be given the optional opportunity to join an Alumni Network database.

## **Information and Discussion**

### **Donation to FATA Department**

Mounia Ouben, FATA Metal Arts Faculty member, provided a request to the School Committee for a donation from Sudbury resident Vera Schlicter of \$750 in gem stones for use by students in their art projects. The Committee voted unanimously to accept the donation and a letter of thanks and tax information will be provided to Ms. Schlicter.

FATA Department Head Paul Sarapas has also broached the need by the Robotics team to raise \$4,500 to compete in the U.S. Robotics Competition, a nationwide competition where LS has seen success in the past. A full proposal will be submitted to the Committee outlining fundraising efforts and possible donors who may wish to contribute.

### **Residency Policy**

Nancy Marshall circulated a first draft of the residency policy for the Committee's review and discussion. The policy was evaluated and approved by legal counsel prior to the meeting. Language with regard to how long a student may remain in the District was revised to reflect that, absent of payment of tuition for successive semesters, students will only be permitted to remain in the District through the conclusion of the semester during which parents have moved from either Lincoln or Sudbury, versus through the conclusion of the academic year in the previous policy. Language with regard to legal guardianship and actual residence was also revised. During the discussion it was suggested that language with regard to time limits for families in transition to a newly purchased home or home under construction be tightened, moving the permissible grace period prior to occupancy from four months to 45 days, similar to the policy in Weston. Further definition of what qualifies as residence, particularly with regard to students who have one parent residing in Sudbury and one elsewhere, was discussed. Nancy thanked Mark Collins and Elena Kleifges for their contributions to the revision and will amend the policy for further discussion at the October 11 meeting.

### **OPEB**

Director of Business and Operations, Judy Belliveau, met recently with Sudbury Finance Committee members Chuck Woodard, Bob Jacobson, Bill Kneeland, Sudbury Town Manager Maureen Valente and Sudbury Assistant Town Manager Marianne Bilodeau. A vote at the 2012 Sudbury Town meeting authorized the Town to move the budgeted allocation for retirees into the OPEB Trust fund for payments. Any unexpended funds from disbursements would remain in the OPEB Trust to fund future liabilities. The unexpended funds had been returned to free cash for all cost centers, including LSRHS, should the need and authorization come about. The new legislation has no benefit for LSRHS, given its OPEB obligations are separately funded and administered by the District. Past practice for unexpended funds within LSRHS has been for the funds to go into Excess and Deficiency for eventual reapportionment of all funds, calculated on a three-year rolling average, and return funds to both towns. Judy has recommended that the Committee consider re-directing any unexpended funds for health insurance funding to LSRHS's OPEB Trust, versus reapportioning that amount back to each town. Judy said she would review the Regional Agreement between Lincoln and Sudbury to ensure such a move would be within the terms of the agreement. She does not believe that there would be an issue. She also mentioned that if this is effective for the Town of Sudbury, there may be further recommendations of something similar for active employees.

Sudbury Finance Committee member Bob Jacobson spoke to the Committee to address the preliminary talks in Sudbury with regard to directing funds collected from the newly instituted meals tax to OPEB Trusts for all Sudbury cost centers, including LSRHS. The total

annual revenue from this tax will be in the vicinity of \$50,000-75,000, which would be split between cost centers in accordance with other revenue allocation.

Judy also spoke to the suggestion that LSRHS consider jointly bidding for the next OPEB audit. The Town of Sudbury has also asked that LS try to align assumptions and parameters for its audit more closely with those of Sudbury. The issue of clarity around how a shift in assumptions and parameters would change the information contained in LSRHS's audit would require clarification to taxpayers and support from the Town.

Judy also notified the Committee that an inquiry with regard to the history of reapportionment amounts has been requested by Town Manager Maureen Valente, to ascertain how the towns would be affected should the reapportionment be based on yearly enrollment actuals versus three-year averages. Judy noted that a School Committee discussion with regard to annual reapportionment had taken place a few years ago; the concern surrounding annual reapportionment was the severity of spikes, particularly downward spikes, on revenue projections for each Town. Basing reapportionment upon three-year rolling enrollment averages mitigates spikes, and the Committee had expressed their support to continue the three-year average reapportionment method.

### **Fundraising/Donations Policy Revision**

A draft revision to the Fundraising and Donations policy was circulated to the Committee for a first reading and discussion. The Committee continued its discussion with regard to the use of funds available from donations and fundraising efforts. Patty Mostue and Mark Collins have considered a number of policies in peer districts provided a draft for discussion to begin review and discussion. Tracking ALL revenue, whether through regular budgeted funding or outside sourcing, is a critical aspect of accounting for how the District is supported in its core and ancillary operations

Mark Collins expressed concern about current fundraising, including but not limited to door-to-door solicitations by student/athletes, whose efforts are managed by LS coaches. He also expressed concern about apparently less than rigorous accounting of funds solicited by students and acquired by coaches.

Judy Belliveau reported that cash receipts and disbursements are tracked in the Business office for Athletics and Activities in a revolving account for programs, and the Student Activities account for which LS is the custodian and within which separate balances are kept for each organization. Funds raised for equipment or officials are 'programmatic' donations and are directed towards the revolving account. Funds raised for student enrichment, such as banquets, go into the Student Activity Account. The roles of receiving and disbursing funds are administered by separate personnel in her office, receipts are issued and transactions are tracked, in line with recommendations from previous audits.

Discussion continued as to how to ensure all cash raised from any activity is appropriately accounted for and use of funds is appropriate. Funding of stipends or salaries from funds independent of the budget can be problematic from a variety of standpoints. The Committee wants to ensure staff and outside donors and support organizations are apprised of the policy and wants better regulation and transparency of all fundraising and donation practices.

Scott and Judy both agreed that continued education of staff as to the current policy and the revision, once it is voted, is needed. Scott remarked that when cuts take place in areas such as Athletics, it's hard to witness the rallying around Athletics and ensuing offers that are made to restore Athletic programs when equal reductions are being made to core academic programs for the next year with no recourse.

Mark spoke to supporting donations, but wanting an appropriate process to ensure the Committee's support. He wants to ensure that explicit articulation in the policy that no fundraising efforts will be permitted to sustain staffing outside of the core budget for programs at LSRHS, with particular emphasis to funding staffing for Athletics. Patty Mostue responded that the revised policy contains such a statement and will reinforce the Administration's ability to audit how fundraising can be directed. Further annual reminders to coaches and "Friends of" organizations as to the policy and its intent will also be necessary. Patty Mostue also reported that the base amount triggering presentation of a proposal to the Committee has been reduced. Any amount under the Committee's required baseline would still necessitate reporting to the Superintendent/Principal and a quarterly summary from the Superintendent/Principal to the Committee of all such donations.

Radha Gargeya spoke to the need for the Committee to take responsibility for funds coming into the District, whether through fundraising, tax monies, etc.

Nancy Marshall requested that further elaboration in the draft revision be provided to articulate the point at which a Request for Proposals is required, to allow potential proposals to be complete before coming to the School Committee for consideration as well as a

procedural form/process for making an application. Outreach to support organizations, including the Boosters, LSPO, etc. will also be needed.

### **Other Business**

Judy Belliveau reported that preliminary enrollment data has enrollment at LSRHS at 1600 students, down from a projected 1612. Official data will be presented at the October 11 meeting and projections for the next three years will be presented at the October 25 meeting.

Scott reported that the upcoming MCAS report to the Committee will address the new area of tracking by the Department of Elementary and Secondary Education (DESE) around class size. LSRHS is now tracking 4 students more per classroom than the State average.

The Massachusetts Association of School Business Officers (MASBO) will host a webinar with regard to the new State health legislation. The period for Open Comments from Districts and Municipalities will close on October 10, and the regulations will be finalized by the end of October.