

**LINCOLN-SUSBURY REGIONAL SCHOOL DISTRICT  
SCHOOL COMMITTEE MINUTES  
JUNE 19, 2018**

**6:30pm**

**Conference Room A**

**Executive Session**

To review and approve executive session minutes related to collective bargaining, contract negotiations with union and non-union personnel and/or litigation issues because to do so in public session would be detrimental to the District's position. To discuss strategy with respect to contract negotiations with union and non-union personnel and/or litigation because to do so in public session would be detrimental to the District's position.

**7:30pm**

**Conference Room B**

**Open Session**

**Present**

Radha Gargeya, Chair; Patty Mostue, Vice Chair; Carole Kasper; Ellen Winer Joachim (arrived at 10pm); Kevin Matthews. Craig Gruber was absent.

**Also present**

Bella Wong, Superintendent/Principal; Sherry Kersey, Director of Finance and Operations; Caroline Singler, TA President; Virginia Blake, Curriculum Coordinator; Dennis Phillips, IT Department; Christine Granahan, Paul Hambelton, and Kelly Finn, LS Safety Review Subcommittee; Kevin Mahoney, candidate for District Treasurer; Workers for CleanCo.

**Call to Order**

The meeting was called to order at 6:35pm.

**Approval of Minutes**

Mr. Gargeya requested a motion to approve the Minutes for June 5th, 2018. Patty Mostue proposed the motion to approve the minutes and it was seconded by Carole Kasper. There was no discussion; all were in favor.

**Introduction of Candidate for District Treasurer**

Sherry Kersey introduced Kevin Mahoney, candidate for LSRSD District Treasurer. Mr. Mahoney is currently a school business official at Minuteman Regional Technical School and acted as their District Treasurer from 2010 to 2013. Mr. Gargeya inquired if he would have the capacity for the job at LS in combination with his current job. Mr. Mahoney indicated that he is very conversant with BudgetSense and has been using it for over 12 years. Mr. Matthews asked what Mr. Mahoney's expectations were with regard to facetime with the School

Committee. Mr. Mahoney anticipates spending initially 15 to 20 hours per month setting up accounts and preparing for the end of year audit. Bella Wong was acquainted with Mr. Mahoney from her work representing the Weston School System in the past and remarked on his calm command of his discipline.

***VOTE: Mr. Gargeya requested a motion to approve the hire of Kevin Mahoney as District Treasurer. Kevin Matthews offered a motion, seconded by Patty Mostue. All were in favor; there was no further discussion.***

### **Presentation**

Virginia Blake and Dennis Phillips introduced the ASPEN Student Information System to the School Committee members.

LS has been using the iPass Student Information System since 2003. Over time, iPass has been customized to our particular needs thanks to the expertise of Math Teacher Seth Weiss. It has become apparent, however, that a sustainable and effective solution for student data collection was necessary and one that included a mobile friendly interface and something that will interface with other systems in use at LS. iPass is an aging system and its parent company does not seem to be investing in keeping it current with the needs of schools today.

There are many benefits to ASPEN including the fact that data storage is cloud-based and housed outside the school so local power outages, cooling system breakdowns, and vendor support are an integral part of the total package. ASPEN contains powerful data tools, a powerful scheduler, is configurable and customizable and has a network of users nationwide that are able to share innovative solutions. In addition, it is cloud-hosted which means it will be more reliable and have automatic system backups. It integrates well with google apps, meets state reporting requirements, and offers customer support and training. The cost of the system is based on student enrollment and an annual license. There are additional components available that may prove useful to LS, such as the Special Education component.

Research into available Student Information Systems began in 2015. Ms. Blake and Mr. Phillips asked each vendor questions regarding data manipulation. Seven vendors were considered, which then became 3 finalists. ASPEN was chosen as the finalist in February 2018. Input from staff, teachers, students, campus aides, the nursing staff and house assistants was considered. Research included conversations with IT specialists at other schools and other school districts. ASPEN permits sharing solutions among customers and will incorporate suggestions into the product. The complete integration of ASPEN with our Google apps will permit a more streamlined student/teacher access to Google calendar. Additionally, ASPEN meets all state reporting requirements. The cost will be equivalent to the fees charged by iPASS.

The data conversion process will begin this summer. The customization and configuration tasks will be complete by June 2019. Staff training will take place between October and March, and in February 2019 the actual switchover from iPass to ASPEN will take place. The transition will be conveyed to parents and students in late September or early October. It seems optimal to

schedule staff training to the period just before going live with ASPEN. The new system is more intuitive and easier for staff to learn than iPass. User interface via mobile accounts will be very easy to manage.

Bella Wong thanked Ginny Blake and Dennis Phillips for their complete study of student information systems and for their strong recommendation of ASPEN.

### **Presentation of the Staff Handbook**

The presentation of the Staff Handbook will be tabled until the meeting scheduled for June 26, 2018.

### **Public Comment**

Christine Granahan, vice chair of the LS Safety Review Subcommittee, responded to a statement made by then Chair Kevin Matthews at the May 30th School Committee reorganization meeting regarding his voiced concerns regarding Patty Mostue's candidacy for Vice Chair. She especially expressed concern with Mr. Matthew's statement that he could not support a vice chair who "forgot her place." Ms. Granahan was disturbed by this act of micro-aggression against a fellow school committee member. She found it ironic to be part of a Safety Review Subcommittee in which Ms. Mostue is a valued, competent and diligent member and who Craig Gruber had described as insightful and prescient, to then hear the then School Committee Chair disparage incorrectly. Ms. Granahan urged safety in relationships between genders and urged the committee members and, by extension, members of the LS community to do a better job understanding the humanity of all people. She hopes that LS does not become a microcosm of the world at large regarding treatment of women. Ms. Granahan added that unless every member of the committee sets oneself to seeing the humanity of every member, the work of the Safety Review Subcommittee will be nil.

Mr. Cruz, CleanCo worker, expressed his hope that employees of CleanCo not lose their job if the cleaning contract with LS is not extended. He implored LS to encourage employees of CleanCo to be considered for employment with the company receiving the cleaning contract.

### **Recognitions.**

Laura Rotondo was recognized by Framingham State University with a Professional Development Certificate for serving as a supervising practitioner in the Framingham State University Teacher Preparation Program for Shera Demchak.

On May 16th, LS held an "L-S Unplugged: A Phone-Free Day." Students and staff voluntarily unplugged for the day by leaving their phones at home or powered off in their backpack. The day was followed by a survey and writing prompt to collect thoughts from students and staff who participated. The goals of the day were to raise awareness of our dependence and obsession with smartphones; to find a better balance between useful technology and mindless scrolling; to increase in-person communication; and to live more in the moment. Our thanks to Dan Schuler, South House Guidance Counselor and Co-Liaison of the LSRHS Counseling Department.

Annalisa Notaro and Danielle Weisse arranged for visiting poets to attend LS classes on May 17th. As a result of a generous SERF Grant, 10 poets provided poetry workshops in various English classes.

The Annual Community Sing was held on Thursday, May 17th in the LS Auditorium. Directed by Michael Bunting, the choir was joined by community members, alumni of the choir, parents, staff members and a chamber orchestra of LS instrumental students with members of the Civic Orchestra. Included in the program was the first half of Mozart's Requiem. The Technology Open House and AP Art Exhibit were also held that evening. It was a wonderful evening. Our thanks to Tom Grandprey, Paul Sarapas, Sara Fine-Wilson, Michael Bunting and Paul Shultz.

The LSB Players presented Collage XXIV on Friday and Saturday June 8 and 9 in the Rogers Theatre. Collage is composed of collected student-directed shorts in which plays are chosen and cast by student directors. Student directors included TJ Hall and Cal Hamandi, Devon Sllsby, Vanessa Smith-Boyle, Sofi Block, Erin Elzig, Elana Rose, Ava Liepert, Ella Grandprey, Emmett Klein, Tim Lucey, Matt Young, Ethan Weisman, Haley Lopes, Olivia Bodley and Erica Cordischi.

Coach Brendan Wimberly, Assistant Coach John O'Connell and the LS Boys' Rugby Team have been chosen to receive the State's Rugby Sportsmanship award for 2018. The team will be honored at the State Championships on Saturday, June 23rd at Newton South High School, during halftime of the Girls Rugby Game which starts at 2pm. Congratulations to all! The Boys' Rugby team has 75 players.

The LS Girls' Rugby Team is playing in the State Championship Game on Saturday, June 23rd at 2:00pm at Newton South against Belmont. Congratulations to Sarah Greeley, Charlie Asta-Ferrero, and Amy Skenderian and the LS Girls!! The LS Girls Rugby Team is currently composed of 33 students!

Hamilton College wrote that 3 former LS students graduated from Hamilton College this spring. Paula Weiman graduated Magna Cum Laude; Sarah Ostrow, Summa Cum Laude; and Ian Baize, Summa Cum Laude. Congratulations to these students and their families.

Mark Sobkowicz has been granted a SERF grant for *Mobile App Development*, which will support his learning to develop Android Mobile Apps. He plans to offer a course in Mobile App Development at LS during the 2019-2020 school year.

SERF has approved a grant application from Charles Despotopoulos and Shawn Miller for a *Lincoln-Sudbury African Rift Lake Aquarium* which will be installed near the Auditorium balcony doors in Building A. They have also initiated an Aquarium Club to teach students about the care and upkeep of large aquariums.

SERF has approved a grant for an *All Staff LS Summer Read* submitted by Bella Wong. Staff will read “Why are the All the Black Kids Sitting Together in the Cafeteria?” over the summer and discuss at the beginning of school.

FELS Grants have been awarded to:

Stephanie Kunst for *Daring Greatly: An Adventure to Banff*

Jessica Sperandio for *Graphic Design*

Mark Sobkowicz for *a Kilimanjaro Climb*

Judy Katalina for *Birding in Belize*

Aida Ramos for *Alaska Unplugged*

Chris Collins for *Exploring England*

and

Paul Sarapas for *Chinese Culture and Art*

Congratulations to all!

### **Student Representative Report**

There was no student representative report.

### **METCO Parent Report**

There was no METCO Parent Report.

### **TA Report**

Caroline Singler thanked the LSPO for hosting the annual Staff Appreciation Lunch. The staff members were grateful for the opportunity to be together and enjoy a marvelous luncheon. The Pierce House lunch took place earlier today and is a combined event of the LSTA and LS. Kathleen Thompson and Amanda Klein did a superb job of organizing the event to celebrate colleagues moving on to new opportunities and to staff retiring. Ms. Singler also thanked Patty Mostue for her gracious comments to faculty at the beginning of the Pierce House Lunch.

Final exams are concluding this week. Ms. Singler expressed her gratitude to Tracey Lyon for organizing rooms, proctors, and scheduling the exams. She also thanked the Teaching Assistants for their diligence in working with students to keep them calm and focused and ready for their exams.

As spring sports come to an end, Ms. Singler noted all the teachers who work as coaches, assistant coaches, etc. for the spring sports teams including Matt Wentworth, Brian Fauvel, Mike Guanci, Brendan Wimberley, Kevin Greene, Sarah Greeley, Charli Asta-Ferrero, Bunny McClung, and Judy Katalina to name just a few.

Ms. Singler is ending her tenure as LSTA President and welcomes Paula Myers and Shawn Lingley as the next TA Co-Presidents.

### **Chairman's Report**

Mr. Gargeya distributed the liaison list for the School Committee members in which he attempted to take into account member interests and prior experience in establishing liaison assignments. Assignments will be finalized at the June 26, 2018 meeting.

The Calendar of LS School Committee meetings for the next calendar year was distributed to the School Committee members. Mr. Gargeya requested questions, edits and/or suggestions by the next meeting on June 26th.

Mr Gargeya announced that the LS School Committee would begin holding office hours on Thursday evenings for an hour beginning on June 28th at 7pm to 8pm in Goodnow Library in Sudbury. He plans to meet twice in Sudbury and once in Lincoln over the course of every 3-4 months. He hopes that community members will come to express concerns or areas of interest. He will be there to listen and take notes and to explain why things are done in a certain way.

### **Liaison Reports**

Patty Mostue and Christina Granahan of the LS Safety Review Subcommittee presented a list of 22 recommendations for safety measures at LS. Mr. Gargeya took the opportunity to thank the members of the subcommittee, particularly the staff and community members who attended meetings for 10 weeks straight, an example in the best in community self governance. Ms. Mostue indicated that she would prefer to submit a more complete report to the School Committee and that may necessitate additional meetings of the subcommittee in the fall. Mr. Hambelton added that it might be timely to implement some of the safety recommendations during the summer. Mr. Gargeya stated that there would be one additional school committee meeting on June 26th and a summer retreat date in August. Kevin Matthews suggested that perhaps the School Committee could prioritize the recommendations made by the Safety Review Subcommittee. Ms. Wong said that a polished finished product was not entirely necessary since a number of the recommendations are consistent with projects already being worked on by the high school.

### **Superintendent Report**

Ms. Wong informed the committee members that she would be sending notice to families that key cards would be issued to students in the fall. Kimberley Walch, our School Resource Officer, has been getting acquainted with the school. The security cameras are in and being fine tuned.

In other news, the Coordinating Program Review has been completed. Each district is subject to a review every six years. The report from the coordinating program review includes corrective actions that LS will then respond to with a plan for accomplishing the corrective action. The findings were minimal and will require a simple shift in protocol and require no additional training and no additional costs. One of the findings was that LS seniors must take physical education course in their final year of school. Our wellness program is very robust but requires only three years of physical education. The Wellness Department is working on this

requirement to develop a meaningful final year that is aligned with our current program. LS will be updating the discipline code and is required to send notifications when a student does not graduate until the age of majority.

### **Superintendent/Principal's Goals Report: June 13, 2018**

This school year, the faculty meetings at the beginning of the year were tremendously productive and subjects such as ways to share information, the Sleep Assembly, You are Loved project, and beginning work on academic honesty and policies for academic honesty were in development. We had students visiting from Spain and Germany and LS students travelling to Europe.

An incident occurred in early December which impacted the LS community, followed by winter break and the Parkland, Florida, shooting on February 14th, 2018. It took time to reestablish our equilibrium and regain our momentum. The Safety Review Subcommittee began meeting. On March 14th, students organized a walkout to protest against gun violence. The LS timeline was interrupted by 6 snow days. The Jane Doe lawsuit was filed just after April vacation while LS students travelled to Tanzania and Italy and we welcomed students from France. The incidents listed above required that teachers and administrators re-establish equilibrium by reaching out to stakeholders to inform them of the social/emotional programs that are already in place at LS. All this led to growth and positive outcomes and was an excellent time for learning. There was also time for reflection as well as feedback from faculty and staff. Faculty want to receive more information about students in their class that might be fragile or troubled so that they are better prepared to respond.

**NEASC Review Year.** Next year will be our self-reflection year for NEASC. Standards of accreditation require that a school have: a learning culture, personalization of educational experience; professional practices for current school improvement or growth plan; and learning support such as social/emotional support and learning to use school resources.

### **End of Year Reflections**

Ms. Wong continued her report with End of Year Reflections which included re-examination of the goals set by the institution at the beginning of the school year and include: what we want LS students to be able to do by the time they graduate. Habits of mind in this regard include growth mindset/tenacity; self awareness/reflection; curiosity/open-minded; creativity/innovation; and social/emotional intelligence. Another goal is narrowing achievement gaps by: ensuring access to equity and excellence by strategies for instruction; using data to inform teaching practice; understanding youth culture; teaching leadership skills, and engaging our families into partnering with LS in the education of our students. Examination of our current discipline outcomes and policies will be a focus of the coming year.

LS has applied and is waiting for certification for SEVIS, Student Exchange Visa Program. Ms. Wong hopes to apply fee generated by visiting students to provide scholarship monies for LS

students interested in travelling with LS trips during the year as a means of enhancing equitable access to travel.

The work to ensure social/emotional supports for students and staff to promote health and wellbeing has included: developing and offering strategies to successfully balance academic and social and emotional needs; understanding the findings of the Metrowest Health Survey; working on the homework guideline pilot; reflecting on the 9th grade experience including the 9th grade advisory pilot and the 9th grade history course; reflecting on our traditions and rituals; hosting a staff fun day; resurrecting the LSTA Silent Auction; and participating in a large number of assemblies and events showcasing the talents of LS students. Other endeavors have included networking with the Department of Elementary and Secondary Education, Visions, and IDEAS courses for staff.

Projects to continue are the question of school start time, an update to our crisis response protocol, and a stand-alone social media policy.

This school year included contract negotiations for the new Teachers' Contract. The LS Document Viewer, which permits parents to access student information, was launched, the staff handbook has been updated, the FY19 Budget has been approved and the E&D Fund has been certified. Research, evaluation and selection of the new LS Student Information System has been completed with an expected activation date of second semester. Teaching high school students during the current political climate has been a challenge requiring strategies for engaging in political conversations. The Music Working Group was created to discuss concerns parents and students have with the LS Music Program. Lastly, as discussed earlier, the Coordinated Program Review was completed this year.

School safety is an ongoing concern at LS. Safety improvements this year include additional security cameras, a School Resource Officer, improved utilization of the campus aides, reconsideration of teacher duties, student key cards, and recommendations suggested by the LS Safety Review Subcommittee. Work to renovate and repair 420 Lincoln Road has made it usable in the near future. Our next capital needs project will be the football stadium field, which needs addressing.

Radha Gargeya noted that it was remarkable to capture in one place the many events hosted by LS; goals pursued by faculty and staff; student enrichment assemblies, projects etc.; and general yearly demands of a large school district accomplished. Mr. Gargeya thanked Ms. Wong for her excellent stewardship of LS.

### **Director of Finance and Operations Report**

Ms. Kersey reported on the current bidding process for Cleaning Services. Initially, 15 vendors submitted applications but only 5 vendors arrived for the mandatory site visit. We now have applications from 3 vendors including our current provider. The contract will be awarded to the low bidder, MP Cleaning Services.

***VOTE: Patty Mostue offered a motion to award the Cleaning Contract to MP Cleaning Services. Kevin Matthews seconded the motion. There was no discussion. All approved.***

Ms. Kersey indicated that there would be a bid document in late July for an August award to have traffic study take place in September when the students return with October slated as the date for the delivery of the traffic study results.

Ms. Kersey announced that LS's E&D account was certified today at \$986,775 which means that the Chapter 70 funds will be released. LS Administration and Business Office worked closely with the Department of Revenue and responded to all requests with a steady, methodical approach.

The Food Service contract will be tabled until the next meeting on June 26, 2018.

#### **Action Items**

Vouchers were signed. The LS Staff Handbook will be addressed at the June 26th meeting.

***VOTE on Annual Appointments; Radha Gargeya called for a motion to vote on the annual appointments of Assistant District Treasurer; District Clerk, and District Secretary.***

***VOTE on Assistant District Treasurer: Patty Mostue moved to appoint Diane Kaufman for Assistant District Treasurer for another year. The motion was seconded by Kevin Matthews. All were in favor and there was no discussion.***

***VOTE on District Clerk: Mr. Gargeya requested a motion to reappoint Donna Cakert as District Clerk. Patty Mostue offered a motion and Carole Kasper seconded the motion. All were in favor and there was no discussion.***

***VOTE on Secretary: Patty Mostue moved to appoint Franczy Zingale as Secretary, seconded by Carole Kasper. All were in favor; there was no discussion.***

***VOTE on School Physician: Patty Mostue moved to appoint Dr. Peter Hoenig as School Physician for the next year. Carole Kasper seconded the motion. Kevin Matthews abstained. Four members were in favor; there was no discussion.***

#### **Other business**

Mr. Gargeya suggested August 16 or 17 as possible dates for the LS School Committee Summer Retreat.

#### **Calendar**

Final Exams	June 18-22, 2018
Teachers' Workshop	June 25, 2018

## **Adjourn**

On a motion from Patty Mostue, seconded by Kevin Matthews, the meeting was adjourned to enter into Executive Session. All were in favor; there was no discussion. The meeting was adjourned at 10:46pm to go into Executive Session in order to:

- To review and approve executive session minutes related to collective bargaining, contract negotiations with union and non-union personnel and/or litigation issues because to do so in public session would be detrimental to the District's position.
- To discuss strategy with respect to contract negotiations with union and non-union personnel and/or litigation because to do so in public session would be detrimental to the District's position.

Respectfully submitted,  
Francy Zingale