

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MINUTES
Tuesday, December 6, 2022**

**7:05PM
Zoom**

Present

Heather Cowap, *Chair*; Cara Endyke-Doran, *Vice Chair*;
Candace Miller; Harold Engstrom; Kevin Matthews; Mary Warzynski (tardy).

Also Present

Bella Wong, *Superintendent/Principal*; Kirsteen Patterson, *Director of Finance and Operations*; Danielle Weisse, *Teachers' Association*.

Call to Order

The meeting was called to order at 7:05pm.

Public Comment

No comment

Presentation

FY24 Budget Presentation

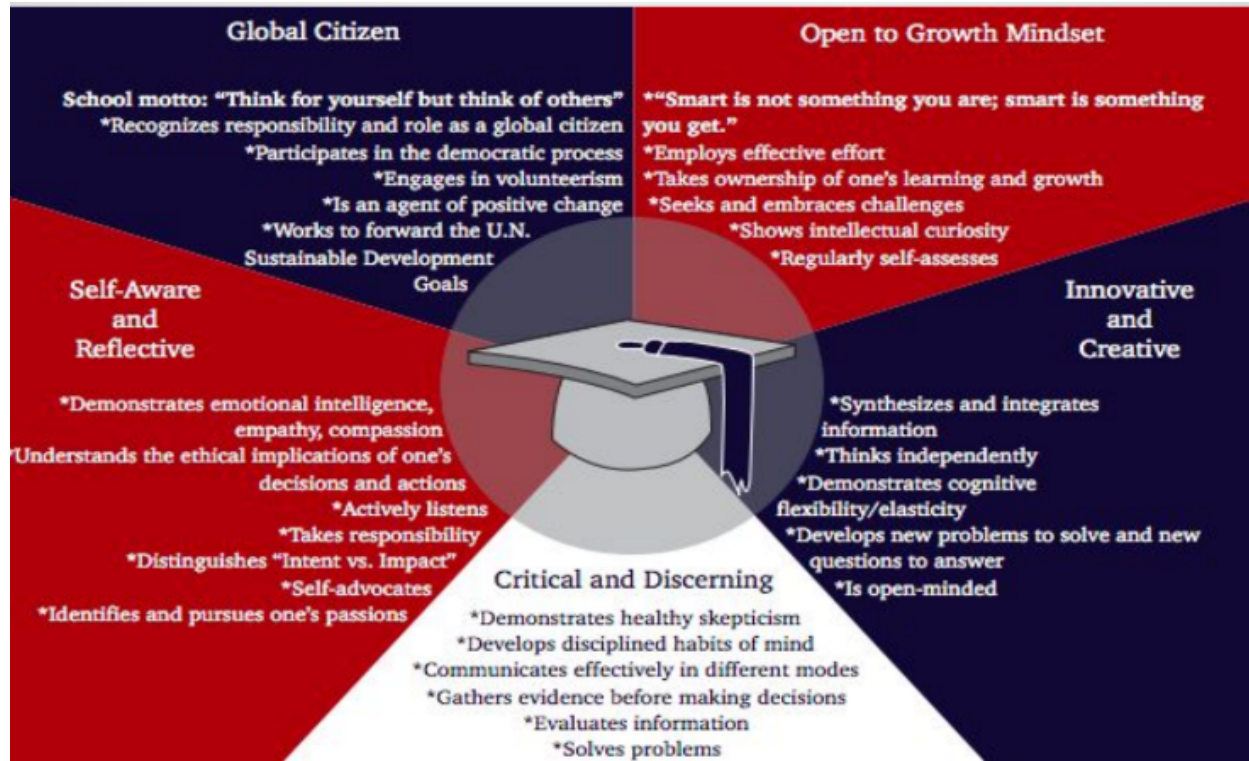
Bella Wong, *Superintendent/Principal*

Kirsteen Patterson, *Director of Finance and Operations*

- Thank you Kirsteen Patterson for your expertise, Richard Whitehead, and Virginia Blake for the mentioned information regarding the tuition expenses and class sizes.

What the budget does.....

- Supports LS Core Values
- Supports our strategic objectives
- Enables us to recruit and retain high quality faculty and staff
- Supports an educational program to realize the LS Portrait of a Graduate for all students
- Anticipates the comprehensive needs of our projected student enrollment.



- Thank you, town of Sudbury, for providing 3.3% of the budget; the highest budget guidance over last year's budget. Thank you town of Lincoln for providing a 4% increase over last year's budget, including opportunity for growth.

Preliminary FY 24 Budget

\$37,095,789 = Budget Guidance

\$37,248,519 = Budget Request

(\$152,730) = Budget Gap

Reference:

1% = \$359,107 comparison refers to total FY23 budget

- The FY24 budget supports, yet sustains the recent increased staffing to student services.
- The FY24 budget supports, yet sustains all recent general and special education program improvements.
- The FY24 budget replaces the speech language pathologist with the reading specialist.
- The FY24 budget increases staff time to support increased enrollment of global scholars (83-127-150/160 members).
- The FY24 budget supports implementation of the new Advisory Program.

Financial Assumptions

- Health insurance (6%).
- Increase to non-MTRS pension funding (1%)-guidance from state.
- Increase to regular bus transportation (3%) and (3% Special Education Transportation).
- Fund to address OPEB liability.
- Increase to OOD tuition reflects a 14% increase followed by the MA OSD-appeal for additional costs to bridge this cost.
- FYI- The annual capital request to replace aging structures and equipment will derive from the Lincoln-Sudbury Budget, not LSRHS's budget.
- FYI- The state and federal grants regarding the annual entitlement grants for FY23/24-received a much larger allocation grant, due to the COVID and ESAR grants. Totaling a \$480,000 reduction.

LSRHS FY 2024 Preliminary Budget Proposal						
Out of District Placement Tuition & Transportation Expenses Projection as of 12/2/2022						
	FY2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Tuition	\$ 4,940,810	\$ 5,334,034	\$ 5,134,034	\$ 5,841,954	\$ 5,764,550	\$ 6,698,603
FTE Students	51	57	51	51	49	49
Transportation	\$ 655,000	\$ 687,750	\$ 775,642	\$ 800,410	\$ 825,000	\$ 997,000
Circuit Breaker	\$ (1,500,000)	\$ (1,700,000)	\$ (1,500,000)	\$ (1,700,000)	\$ (2,000,000)	\$ (3,000,000)
Net Cost	\$ 4,095,810	\$ 4,321,784	\$ 4,409,676	\$ 4,942,364	\$ 4,589,550	\$ 4,695,603
Annual change Net Cost	4.2%	5.5%	2.0%	12.1%	-7.1%	2.3%

Lincoln Sudbury Regional High School FY 2024 Expenditure Projection 12/4/2022

1. SALARIES							
Account	FY22 Actual Exp	FY22 Final Budget	FY23 Budget	FY24 Proposed	Change from Prior Yr	FY24 Change %	
ADMINISTRATOR SALARIES	\$ 1,620,206	\$ 1,601,652	\$ 1,652,869	\$ 1,697,198	\$ 44,329		
CLERICAL SALARIES	\$ 1,045,427	\$ 1,034,072	\$ 1,066,267	\$ 1,060,380	\$ (5,887)		
TEACHER SALARIES	\$ 15,710,835	\$ 16,449,887	\$ 17,141,016	\$ 17,619,221	\$ 478,205		
OTHER SALARIES AND STIPENDS	\$ 859,326	\$ 834,209	\$ 892,394	\$ 954,630	\$ 62,236		
SUBSTITUTE WAGES	\$ 547,937	\$ 86,000	\$ 150,000	\$ 125,000	\$ (25,000)		
MAINTENANCE WAGES	\$ 751,910	\$ 714,783	\$ 738,265	\$ 721,083	\$ (17,182)		
PARAPROFESSIONAL WAGES	\$ 601,478	\$ 670,201	\$ 771,220	\$ 937,416	\$ 166,196		
SUBTOTAL SALARIES	\$ 21,137,119	\$ 21,390,804	\$ 22,412,031	\$ 23,114,928	\$ 702,897	3.29%	
2. BUSING & FOOD SERVICE	\$ 1,710,373	\$ 1,345,229	\$ 1,381,000	\$ 1,873,500	\$ 492,500	36.61%	
3. CONTRACTUAL SERVICES	\$ 664,560	\$ 820,124	\$ 929,500	\$ 879,450	\$ (50,050)	-6.10%	
4. EQUIPMENT	\$ 158,933	\$ 228,467	\$ 230,456	\$ 208,025	\$ (22,431)	-9.82%	
5. EMPLOYEE INSURANCES	\$ 3,316,551	\$ 3,405,843	\$ 3,577,375	\$ 3,719,517	\$ 142,142	4.17%	
6. NON-EMPLOYEE INSURANCES	\$ 120,081	\$ 133,500	\$ 155,500	\$ 152,500	\$ (3,000)	-2.25%	
7. PENSION ASSESSMENT	\$ 756,986	\$ 793,652	\$ 772,126	\$ 845,000	\$ 72,874	9.18%	
8. OPEB CONTRIBUTION	\$ 250,000	\$ 250,000	\$ 383,109	\$ 383,109	\$ -	0.00%	
9. OUT OF DISTRICT TUITION	\$ 4,082,775	\$ 4,141,954	\$ 3,764,550	\$ 3,698,603	\$ (65,947)	-1.59%	
10. TEXTBOOKS	\$ 42,903	\$ 82,666	\$ 80,500	\$ 69,310	\$ (11,190)	-13.54%	
11. INSTRUCT/ADMIN SUPPLIES AND MATERIALS	\$ 301,481	\$ 354,839	\$ 335,630	\$ 343,152	\$ 7,522	2.12%	
12. B & G CONTRACT SVCS, SUPPLIES, EQUIP.	\$ 580,490	\$ 554,525	\$ 549,000	\$ 554,000	\$ 5,000	0.90%	
13. UTILITIES	\$ 594,593	\$ 526,000	\$ 516,000	\$ 586,000	\$ 70,000	13.31%	
14. MISCELLANEOUS (Conf., Member, Trav., etc.)	\$ 249,075	\$ 254,764	\$ 261,908	\$ 284,525	\$ 22,617	8.88%	
15. DEBT SERVICE	\$ 582,425	\$ 582,425	\$ 562,050	\$ 536,900	\$ (25,150)	-4.32%	
Total General Fund	\$ 34,548,345	\$ 34,864,792	\$ 35,910,735	\$ 37,248,519	\$ 1,337,784	3.84%	
PROJECTED LOCAL REVENUE AS OF: 11/28/22				\$ 4,150,427		\$1185.054	
GAP				\$ (152,730)		3.30%	

ASSESSMENT

- The net operating cost for LS minus other revenue sources such as Chapter 70 State Aid, Transportation Aid, Circuit Breaker Reimbursement, Medicaid, and other receipts is a shared cost between Lincoln and Sudbury. Historically, LS have apportioned the shared cost by using a formula that combined minimum contribution levels determined by the state for each town plus a ratio reflective of the comparative three-year enrollment for the remaining difference in excess of the minimum contribution per the regional agreement.

Per the regional agreement capital expenses will be apportioned 87.44% for Sudbury and 12.56% for Lincoln.

Enrollment is slowly declining for the town of Lincoln, then it is for Sudbury.

Lincoln Sudbury Regional School District					
FY21 - FY24 Revenue History					
Category	FY 21 Actual	FY 22 Actual	FY 23 Gov. House 1 1/26/22	FY 24 Projection 11/30/22	
State Revenues *					
Chapter 70 Aid	\$3,145,998	\$3,264,670	\$3,567,927	\$3,567,927	TBD
Reg Trans Reimb	\$332,472	\$328,098	\$418,724	\$510,000	TBD
(Transfer to Transp. Revolving)	-\$10,135	-	-	-	
	\$3,468,335	\$3,592,768	\$3,986,651	\$4,077,927	
Other Revenues					
Medicaid	\$35,000	\$35,000	\$40,000	\$55,000	
E-rate	\$2,500	\$0	\$0	\$0	
Transcripts	\$7,500	\$5,000	\$7,500	\$7,500	
Other Misc	\$10,000	\$10,000	\$10,000	\$10,000	
E & D (or other sources)	\$0	\$0	\$0	\$0	
Interest Income	\$10,000	\$15,000	\$15,000	\$5,000	
	\$65,000	\$65,000	\$72,500	\$77,500	
State and Other Revenue Total	\$3,533,335	\$3,657,768	\$4,059,151	\$4,155,427	
Assessments -					
Lincoln	\$3,676,335	\$3,876,655	\$3,981,820	\$4,156,492	TBD
Sudbury	\$26,712,280	\$27,330,369	\$27,869,764	\$28,936,600	TBD
	\$30,388,615	\$31,207,024	\$31,851,584	\$33,093,092	
Total Revenue	\$33,921,950	\$34,864,792	\$35,910,735	\$37,248,519	

* State Revenue and town assessments projected as of 12/2/22

FY 24 Capital Request

All items for replacement

FACILITIES	YEAR IN SERVICE	USEFUL LIFE (years)	CONDITION	FY' 24	TOTAL FY'24 Request
Pavement/Masonry (Exterior stairwells)	2004	20	Failing	\$150,000	\$150,000
Lighting Controls (replace analog panels)	2004	15	Okay	\$175,000	\$175,000
SUBTOTAL - FACILITIES				\$325,000	\$325,000
TECHNOLOGY				FY'24	TOTAL FY'24 Request
Replace Camera System	2014	10	Okay	\$200,000	\$200,000
SUBTOTAL - TECHNOLOGY				\$200,000	\$200,000
ATHLETICS				FY'24	TOTAL FY'24 Request
*Chevrolet Express Van-14 passenger	2011	10	Okay	\$62,732	\$62,732
SUBTOTAL - Athletic Vehicles				\$62,732	\$62,732
FY24 TOTAL ALL DEPT REQUESTS:				\$587,732	\$587,732

*Replacement van was requested and approved for FY22 Capital, however, due to supply chain issues the vendor could not provide during the applicable fiscal year and the cost increased by \$20,000.

Information and Discussion

Heather Cowap, Chair

- Schedule Communication training with MASC- Request suggested dates?

Student Senate Representative Report

Olivia Gottlieb, Secretary of the Student Senate

- Finalizing the Winter Fundraiser Event.
- Partnering with the Student Run Club to plan the bake sale Wednesday before break.
- Completed the order for the Winter Fundraiser Event. The Student Senate will then discuss advertising for the upcoming events, to get students, teachers, and faculty members in the spirit.

METCO Program Report

Yolanda Parker, METCO Parent Representative

- Ten of LS staff members attended the METCO Directors Association (MDA) conference on Friday, December 2, 2022.
- Saturday, December 10, 2022- METCO Showcase-recruiting students to LSRHS.
- METCO's parent group discussed planning for more events, along with applying for the student scholarships.

Teachers' Association Representative Report

Danielle Weisse, President of Teacher's Association

- Thank you to the Advisory Team for assembling a great workshop-in teaching us how to connect with students and faculty members.
- Thursday, December 8, 2022, the counseling department facilitated a Depression workshop for 10th grade students and/or missed the workshop last year and/or who are new to LS.
- Thank you to the teachers who are continuing to assist with the hiring committee.
- Thank you, Nancy Goldstone, for facilitating the Speech and Debate tournament on Saturday, December 3, 2022.
- Thank you [Kim Bennett](#) for engineering the "Build It Better" workshop-addressing everyday issues. For example: how to keep the refrigerator door from opening?
- Thank you to LS nurses for offering PD workshops. Wednesday, November 30, 2022- Concussion workshop.
- Thank you Lori Hodin and Tim Jason for offering the MVP workshop on Monday, December 19, 2022.

Chairperson and Liaison Updates

- Update from Heather Cowap, the OPEB Trustee met. The meeting was very positive and reinforcing.
- Update from Kevin Matthews, Superintendent Search Subcommittee contacted three firms. Interviews are scheduled with three firms (NESDAC, MASC, and The Collins Center) Monday, December 12, 2022.

- Superintendent Search Subcommittee will recruit teachers/faculty, families, and sending towns to assist with interviews for the new Superintendent/Principal.
- Update from Candace Miller, friendly FYI- page 24 of the Program of Studies- all electronics devices are not allowed in the classroom, unless permitted by the classroom teacher.

Superintendent/Principal Updates

Bella Wong, *Superintendent/Principal*

- Sending a huge thank you and appreciation to Sarah Greely for representing the League of Women Voters forum on Mental Health.
- Great job to the student musicians who participated in the POP's Concert last week.
- The METCO Directors Association (MDA) Conference hosted in Norwood, MA was at capacity on Friday, December 2, 2022. The conference was very informative.
- On Thursday, December 8, 2022- Depression Workshops.
- Fun Friday- December 9, 2022 will be hosted by the Ice Hockey teams. W2W (Warriors 2 Warriors) annual fundraiser on Saturday, December 17, 2022 at 1:30pm-in memory of Scott Milly an alum of LSRHS. Scott Milly served for the U.S.A, and unfortunately lost his life in Afghanistan.

Director of Finance and Operations Report

Kirsteen Patterson, *Director of Finance and Operations*

- Notification from DESE, regarding the school national lunch program-paid participation is up 35% for school lunch. LS students are eating approximately 8,000 meals a week.
- OPEB actuarial review- results will be included in the financial statements (audits).
- Auditors for the FY22 were onsite at LS. Thank you, Business Center Team,!
- Reminder- Lincoln CapCom committee takes place the evening of Wednesday, December 7, 2022. Sudbury FINCOM-Budget is Monday, December 12, 2022. Lastly, the Lincoln FINCOM- First Budget Workshop will be Tuesday, December 13, 2022.

First review federal grant procurement policy

- The policy is in response to the FY22 audit for the federal funding grants, due to LS receiving more federal funding. This audit has not been done before, due to never meeting the dollar threshold in federal funding grants.
- Federal guidance requires all districts to have a separate procurement policy that references the state, federal guidance and now LSRHS.
- The document for the procurement policy was previously submitted to the DESE representative.
- Kirsteen Patterson anticipates presenting the documentation as a first draft to the school committee; with the subsequent meeting requesting approval for said documentation; Finally, posting the documentation with the other procurement documentations.

Approval of Minutes

Heather Cowap moved to accept the LSSC Minutes of November 22, 2022, as corrected.

Future Agenda Items

- Create a protocol for students ordering/purchasing food during class time hours.
- Invite a local legislator to speak on behalf of all the commonwealth private school placements increasing to 14% at a SC meeting.
- Continue to develop/implement a hybrid school committee meeting policy and hone in on the technology issues.
- Create a policy to encourage and acknowledge large donations.

Public Comment

No comment

Adjourn to Executive Session

Heather Cowap motioned to adjourn to executive session without returning to open session. Mary Warzynski seconded the motion. Six out of six members of the School Committee were in favor via roll call vote. The meeting adjourned at 8:24pm.