

Special Session
Tri-District School Committee Meeting Minutes
Wednesday, April 9, 2025
7:00PM
Hybrid Meeting

Sudbury School Committee

Nicole Burnard
Jessica McCready
Mandy Sim
Karyn Jones (remote)

Absent: Meredith Gerson

Lincoln School Committee

Matina Madrick
Jacob Lehrhoff
Kenneth LePage
Abbey Salon (remote)
Susan Taylor (remote)

Absent: Laurel Wironen
Kim Mack

Also Present

Brad Crozier, Superintendent, Sudbury
Parry Graham, Superintendent, Lincoln
Dr. Andrew Stepens, Superintendent, LS
Rob Ford, Director of Education Operations

Lincoln Sudbury School Committee

Ravi Simon
Maura Carty
Cara Endyke-Doron
Catherine Bitter

Absent: Kevin Matthews
Lucy Mason-Maulsby

Special Session, Tri-District Forum:

1. Call to order of each School Committee by its Chairperson.

- a. Chair Matina Madrick opened the Tri-District meeting at 7:00 p.m., performed a roll call, made an announcement that the session is being recorded and shared live for the public to see and hear and stated that because the meeting is hybrid, all votes will be by roll call. Matina Madrick, Jacob Lehrhoff, Kenneth LePage, Abbey Salon all affirmed in the positive.
- b. Chair Nicole Burnard made a motion to open the Sudbury School Committee meeting and join the Tri-District meeting. Member McCready seconded the motion. A roll call vote was taken, Mandy Sim, Jessica McCready, Nicole Burnard and Karyn Jones all affirmed in the positive.

- 1 c. Chair Ravi Simon opened the meeting of the Lincoln Sudbury School Committee
2 and performed a role call. Ravi Simon, Maura Carty, Cara Endyke-Doron, and
3 Catherine Bitter all affirmed in the positive.
4

5 **2. Opening Remarks**

6

- 7 a. Chair Simon went over the benefits of the three Districts meeting annually and
8 opened a discussion to make a good faith effort to align the Sudbury, Lincoln,
9 and Lincoln-Sudbury calendars. The discussion will include holidays, cultural
10 observances and policies, absentee data from Administration, aligning the
11 timelines for calendar approval and potentially approve a Subcommittee to
12 further the work of aligning calendars.
13

14 **3. Public Comment**

15

- 16 a. Chair Madrick noted several citizens signed up to make public comment and
17 asked for a motion to extend public comment from 15 to 30 minutes. Seconded by
18 Member LePage. A roll call vote was taken of the Lincoln School Committee:
19

- 20 i. Matina Madrick aye
21 ii. Jacob Lehrhoff aye
22 iii. Kenneth LePage aye
23 iv. Abbey Salon aye
24 1. **Vote** 4 - 0. Motion carries.
25

- 26 b. Chair Burnard made a motion to extend public comment from 15 to 30 minutes.
27 Seconded by Member Sim. A roll call vote was taken of the Sudbury School
28 Committee:
29

- 30 i. Mandy Sim aye
31 ii. Jessica McCready aye
32 iii. Nicole Burnard aye
33 iv. Karyn Jones aye
34 1. **Vote** 4 - 0. Motion carries.
35

- 36 c. Chair Simon made a motion to extend public comment from 15 to 30
37 minutes. Seconded by Member Carty. A roll call vote was taken of the
38 Lincoln-Sudbury School Committee:
39

- 40 i. Cara Endyke-Doran aye
41 ii. Ravi Simon aye
42 iii. Maura Carty aye
43 iv. Catherine Bitter aye
44 1. **Vote** 4 - 0. Motion carries.

- 1
2
3 d. Murtuza Khan, Sudbury resident, commenting on school calendar and
4 noted both MCAS and Town Meeting were scheduled on March 30, on
5 Eid al-Fitr, which his family celebrates. Mr. Khan requested Eid al-Fitr
6 and Eid al-Adha be recognized as official holidays and noted the challenge
7 of balancing academics versus recognizing observance of holidays.
8
9 e. Vidya Parwani, Sudbury resident, requesting inclusion of Diwali and to
10 recognize that our community is becoming increasingly more diverse. Ms.
11 Parwani also stated it's difficult to choose between attending important
12 holiday celebrations over meeting academic responsibilities and
13 requests consideration in the approach of creating a clear policy to either
14 expand inclusion of all holidays, or remove all holidays.
15
16 f. Maria Afzal, Sudbury resident, commenting to support the inclusion of
17 Muslim holidays.
18
19 g. Preeti Joshi, Sudbury resident, commenting to support the inclusion of
20 Diwali as it helps to promote cultural identity and education within the
21 community.
22
23 h. Sahidya Devadoss, Sudbury resident, explained that Diwali was celebrated
24 during Halloween last year and she was able to incorporate a Diwali
25 celebration during a Halloween event. She's requesting the addition of
26 Diwali as an official holiday on the school calendar.
27
28 i. Samta Maheshwari, Sudbury resident, advocating for the inclusion of
29 Diwali. Samta works at Acton Boxborough who has off for Diwali however
30 her children who attend school in Sudbury do not have the day off.
31
32 j. Leena Muntaseer, Sudbury resident and attends Lincoln-Sudbury High
33 School. Ms. Muntaseer is also the co-president of the Muslim Citizens
34 Associate and voiced support of adding Eid al-Fitr to the holiday calendar.
35 Ms. Muntasser expressed a disconnection between her school and her
36 her faith when forced to choose between academics and her cultural and
37 religious holidays.
38
39 k. Sneha Chaturvedi Lalit, Sudbury resident, advocating for addition of Diwali
40 to the school holiday calendar. When students are in school for
41 Diwali, her family is unable to perform the all day holiday rituals if they
42 attend.
43
44 l. Neeraj Kasi, Sudbury resident, sophomore at LS who shared his personal

1 experiences of having to choose celebrating Diwali over attending school
2 and his academics.

- 3
4 m. Sarah Thompson, Sudbury resident, advocating for an additional classroom
5 section in the current 4th grade at Haynes Elementary school, citing her son is
6 in a class of 27 students. She also noted there is classroom space available to
7 accommodate the additional 4th grade section.
8

9 **4. Business and Policy Matters**

10 11 a. Relevant Data of Districts

- 12
13 i. Superintendent Graham discussed student and staff attendance over the
14 last three years and noted students coming from Hanscom Air Force Base
15 (HAFB) may slightly skew numbers given HAFB students may leave in the
16 Spring based on government orders and typically travel far over the
17 holidays.
18
19 ii. Superintendent Crozier discussed student and staff data and attendance
20 over the last three years. SPS students average 120 absences a day.
21
22 iii. Superintendent Stephens discussed Lincoln Sudburys' three year look
23 back on student and staff absenteeism which ranges from 40 - 80 on any
24 given day.
25

26 Susan Taylor from the Lincoln School Committee joined the meeting at 7:51pm.
27

- 28 iv. Chair Madrick discussed the holiday comparison sheet and outlined the
29 importance of HAFB families attending both Bedford High School
30 Lincoln Sudbury. Chairs Burnard and Simon outlined the rationale for
31 the Districts chosen to compare both Sudbury and Lincoln Sudbury
32 schools.
33
34 v. The Committees discussed Districts observe different holidays based on
35 their demographics and other considerations such as bussing. Federal and
36 State holidays and start and end dates of school calendars were discussed.
37
38

39 b. School Committee Timelines

- 40
41 i. Discussions ensued around aligning the timeline of approving all three
42 District calendars to include start and end times, potentially PD days and
43 holidays. Some variables such as Lincoln Sudbury midterms and finals and
44 MCAS dates were discussed. Interest was expressed by all three

1 Committees in aligning calendars however, all agreed further discussion is
2 required and additional details need to be ironed out.
3
4
5

6 c. District Calendars
7

8 i. The Committees reviewed and discussed other District calendars and
9 policies, including Brookline and Wellesley. Further discussion included
10 the students and families who made public comment indicating they're
11 not "being seen" given students are forced to choose academics or
12 celebrating/observing a cultural holiday that is not currently observed on
13 the calendar. Climate control was discussed as adding more holidays may
14 extend the school year into late June during warmer months. It was again
15 noted that HAFB receives transfers in May and typically there is turnover
16 in the Spring. Members noted that most working parents will not have
17 these holidays off, which complicates childcare issues.
18

19 ii. The creation of a Tri-District Calendar Review Subcommittee
20 was discussed to create an intentional, formal process, in building and
21 aligning the three District school calendars. It was recognized that each
22 District may have their own principles and it's possible may not align in
23 some areas. The overall intent is to create and maximize alignment while
24 understanding there may be mitigating factors making it difficult for full
25 alignment.
26

27 iii. Criteria for creating a Calendar Review Subcommittee was discussed. A
28 draft of a Subcommittee Charge was reviewed and discussed by the
29 Committees. Additional measures in creating a charge was discussed,
30 Member Sims recommended reaching out to Districts that only
31 observe Federal and State holidays to provide feedback on absenteeism
32 data on holidays not observed. Further discussion around taking a holistic
33 approach to the calendar, not just looking at start and end dates, holidays
34 but to incorporate all criteria including learning and climate was discussed.
35 Chair Simon recommended we try and establish a timeline to make a
36 decision, aiming for late Fall when our Districts will vote on the FY 26-27
37 calendar. The initial charge discussed was to align the three District
38 calendars by reviewing the calendar for start/end dates, holidays, and review
39 criteria and accommodations, including environmental factors.
40

41 iv. Chair Madrick made a motion to appoint members for a Tri-District
42 Calendar Review Subcommittee. Seconded by Member LePage. A roll call
43 vote was taken of the Lincoln School Committee:
44

1. Matina Madrick aye
2. Jacob Lehrhoff aye
3. Kenneth LePage aye
4. Abbey Salon aye
5. Susan Taylor aye

Vote 5 - 0. Motion carries.

v. Chair Burnard made a motion to discuss and vote to create the Calendar Review Subcommittee and to appoint two members to the Subcommittee. Seconded by Member Sim. A roll call vote was taken of the Sudbury School Committee.

1. Mandy Sim aye
2. Jessica McCready aye
3. Nicole Burnard aye
4. Karyn Jones aye

Vote 4 - 0. Motion carries.

vi. Chair Simon made a motion to create a Calendar Review Subcommittee and appoint members at a later date. Seconded by Member Endyke-Doran. A roll call vote was taken of the Lincoln-Sudbury School Committee:

1. Cara Endyke-Doran aye
2. Ravi Simon aye
3. Maura Carty aye
4. Catherine Bitter aye

Vote 4 - 0. Motion carries.

vii. The Tri-District Calendar Review Charge was briefly discussed and there was a consensus to bring the Charge back to the individual Committees for final approval after the Committees reorganize.

5. Adjournment

a. Chair Madrick made a motion to adjourn the meeting at 8:50pm. Seconded by Member LePage. A roll call vote was taken of the Lincoln School Committee:

- i. Matina Madrick aye
- ii. Jacob Lehrhoff aye
- iii. Kenneth LePage aye
- iv. Abbey Salon aye

Susan Taylor left the meeting prior to adjournment.

Vote 4 - 0. Motion carries.

b. Chair Burnard made a motion to adjourn the meeting at 8:51pm. Seconded by Member McCready. A roll call vote was taken of the Sudbury School Committee:

- i. Karyn Jones aye
- ii. Jessica McCready aye
- iii. Mandy Sim aye
- iv. Nicole Burnard aye

Vote 4 - 0. Motion carries.

c. Chair Simon made a motion to adjourn. Seconded by Member Endyke-Doran. A roll call vote was taken of the Lincoln Sudbury School Committee:

- i. Catherine Bitter aye
- ii. Maura Carty aye
- iii. Cara Endyke-Doran aye
- iv. Ravi Simon aye

Vote 4 - 0. Motion carries, meeting adjourned.

Respectfully submitted,

Nicole Burnard
Chair, Sudbury School Committee

Documents reviewed during the April 9, 2025 Tri-District Meeting:

1. Lincoln - Absence Rates on Select Days of Observance
2. LS School Calendar
3. Data School District Calendar Comparison Sheet - Sheet1
4. SPS Holiday Absences SPS Top 5 Absence Days (1)
5. School Calendar - Attendance Data
6. Brookline 24-25 Homework Letter with list of Observances
7. Lincoln IMDB - ACCOMMODATIONS FOR RELIGIOUS AND CULTURAL OBSERVANCES
8. LS Policy JH - Student Absences and Excuses
9. SPS IMDA - Accommodations for religious and cultural observances
10. DRAFT SPS Calendar SubCom Charge
11. Wellesley Rotating Model

**Lincoln Public Schools
Lincoln, Massachusetts
THE LINCOLN SCHOOL COMMITTEE MEETING OF
Thursday, April 10, 2025
Hartwell Building, 6 Ballfield Road, Lincoln, MA
6:00 p.m. – Open Working Session – Hartwell Multipurpose Room**

PRESENT: Matina Madrick, chair; Jacob Lehrhoff, Kenneth Lepage, Abbey Salon, Susan Taylor, Laurel Wironen. ABSENT: Kim Mack.

1. Matina Madrick called the in-person, open session back to order at 6:00 pm, following the return from executive session. She reviewed the two items on the agenda:
 - Preparation for the Superintendent’s year-end evaluation, and
 - Discussion of liaison assignments and appointments

2. Hanscom Invitation: Laurel Wironen invited all Committee members to the April 30 Month of the Military Child Pasta dinner 5-8 PM in the Hanscom School Commons. Family members are welcome. She will collect ID information and arrange passes. The Military Interstate Children’s Compact Commissioner (MIC3) will present a proclamation honoring Hanscom’s designation as a Purple Star School for its strong commitment to supporting military-connected students and their families.

3. PREPARATION FOR SUPERINTENDENT’S 2025 SUMMATIVE EVALUATION

Matina emphasized the importance of preparing Supt. Parry Graham’s end-of-year evaluation using the state Department of Elementary and Secondary Education (DESE) standardized worksheets and rubrics. Each SchComm member will prepare an individual report, then Matina as chair will average the ratings in each category for a summary report. She will include representative comments.

Abbey Salon stressed the importance to educators of constructive comments in a balance of praise and concern in addition to the numerical ratings.

The Superintendent is the only district employee evaluated in public. Matina explained that following the public evaluation, SchComm then votes on the Superintendent’s salary in executive session. On the advice of counsel, Matina proposed setting May 8 as the date for the public evaluation and the salary decision. This is earlier than in past years due to language in Parry’s contract, now in its second year of three.

Members agreed to a Thursday April 24 deadline for returning completed evaluations to Matina.

1 Members then reviewed line-by-line DESE's *Indicator Rubric for Superintendents* and
2 suggested evidence they saw of Parry's performance that might meet criteria for each
3 of the 21 evaluation categories. In addition, the group referred to Parry's mid-cycle
4 report of progress on his goals.
5

64. LIAISONS AND APPOINTMENTS

7 Matina presented a chart of committee liaison roles and appointments to other
8 committees. She said she and Susan Taylor are gathering information to guide LPS
9 Committee appointments to the Lincoln Public Library Board of Trustees and to the
10 Lincoln Scholarship Committee. Committee members volunteered to be assigned as:
11

12 *Ex officio* voting members to Town government committees:

- 13 • Capital Planning Committee: Jacob Lehrhoff
 - 14 • Community Center Building Committee: Susan Taylor, Kenneth Lepage
 - 15 • IDEA Committee: Abbey Salon
- 16

17 Non-voting liaisons to Town organizations:

- 18 • Lincoln Finance Committee: Matina Madrick
 - 19 • Lincoln Outreach Roundtable/Human Services: Susan Taylor
- 20

21 Subcommittees/coordinators:

- 22 • Communications coordination: Susan Taylor
 - 23 • Finance Subcommittee: Matina Madrick, Susan Taylor
 - 24 • Policy Review coordination: Kenneth Lepage, Matina Madrick
 - 25 • Tri-District Calendar Subcommittee: Jacob Lehrhoff
 - 26 • Warrant review: Matina Madrick, Susan Taylor
- 27

28 Union negotiation representatives:

- 29 • Admin Assistants (LEA unit): Susan Taylor
 - 30 • Custodians (AFSCME unit): Susan Taylor
 - 31 • Teachers (LEA unit): Abbey Salon, Matina Madrick
- 32

33 In addition, LPS District staff are appointed to represent the School Committee as:

- 34 • Parry Graham: voting member C.A.S.E. Collaborative Board of Directors
 - 35 • Amy Pearson: Recording Secretary
 - 36 • David Trant: Video Recorder
 - 37 • Lisa Berard: Outreach Roundtable/Human Services
- 38

395. ADJOURNMENT: Jake moved, Susan seconded adjourning at 9:05 PM. VOTE: unanimously
40 in favor.

41
42 Respectfully submitted,
43 Susan Hands Taylor, member