

Sudbury School Committee (SSC)  
Meeting Minutes  
School Committee Meeting  
December 3, 2018  
Sudbury Senior Center

**Members Present:**

Lisa Kouchakdjian, Chair  
Margaret Helon. Vice Chair  
Silvia Nerssessionian  
Richard Tinsley

**Members Absent:**

Christine Hogan

**Also Present:**

Brad Crozier, Superintendent of Schools  
Kimberly Swain, Assistant Superintendent of schools  
Don Sawyer, Director of Business and Finance  
Betsy Joseph, SEA

**Open Regular Session**

Chair Lisa Kouchakdjian called the meeting to order at 6:46 PM.

1. Open Forum - None

2. Special Matters

- a. Update of Budget Process Timeline - Superintendent Brad Crozier discussed the FY20 budget process, which began by looking at enrollment projections from NESDEC to determine staffing needs. Meetings with Principals and Department heads also helped to determine needs and priorities. Next Monday, December 10th, Mr. Crozier will provide his recommended budget; there will be a required budget hearing on December 18th with any comments from the public, and a vote by the School Committee will take place on January 7th, 2019.
- b. Superintendent's FY20 Needs Budget - Mr. Crozier presented to the Committee an FY20 Budget needs budget overview designed to build on the momentum of the District Goals. Mr. Crozier reviewed the three budget scenarios. Tier 1 is a level service budget which would include reallocations, additional positions, and development of experiential learning opportunities. Tier 1 is a 2.77% increase over last year; a total budget amount of Tier 1 is \$38,495,652. The Tier 2 budget contains priorities that should be advocated for, including the Bridges Program, and additional positions; Tier 2 is a 3.75% increase over last year, and a total budget amount of \$38,864,083. Tier 3 is a developmental budget and includes some of the bigger ideas. Mr. Crozier recommended a budget between Tier 1 and

Tier 2 to stay within the Town Manager's recommended increase for the operating budget. School Committee Members discussed optimization of substitute teacher positions, how to choose priority items for each of the schools, and the importance of benchmarking and evaluations. The discussion will continue next week.

### 3. Educational Matters

#### a. District Reports

i. SEA Report - SEA Representative Betsy Joseph discussed many of the after-school programs happening at Curtis, including the Robotics Club, Math Club, and the Curtis Angels; she also spoke about the School play and gave an overview of the athletics program. Ms. Joseph noted they are in need of Science Olympiad coaches if anyone is interested in volunteering.

ii. Business and Finance Director's Report - Business and Finance Director Donald Sawyer reviewed the FY19 YTD budget report. School Committee Members were sent copies of FY18 actuals/final numbers for comparative purposes. A1 Forms have been submitted from the Facility Director. Some of the proposed capital projects were discussed; replacement of the worn kitchen equipment is a high priority, as well as plumbing and HVAC repair at Curtis.

iii. Assistant Superintendent's Report - Assistant Superintendent Kim Swain thanked all those in attendance for a very successful Professional Development Day; she discussed the results of the feedback received, which was very positive. A number of the day's sessions focused on culturally relevant teaching as well as mindfulness and wellness training sessions.

iv. Superintendent's Report-Space Utilization Report - Mr. Crozier agreed it was a fabulous Professional Development Day. Mr. Crozier attended the Middle School's Robotics Team competition, it was fun to see the students so engaged. The Town Manager has posted the Space Utilization Report on the Town website for anyone who may be interested.

### 4. Business and Policy Matters

a. School Committee Self-Assessment Regarding Operating Protocols - After reaching out to Dorothy Presser from MASC, Ms. Kouchakdjian suggested School Committee Members utilize a form in which they complete by rating the Committee's operating protocols to then create an analysis to discuss at the next meeting. Mr. Crozier informed the Board that Executive Assistant Justin Dulak has created the online form using a Likert scoring system which will be emailed to School Committee Members by Wednesday. Data will be collected and transferred to a spreadsheet.

b. Initial Discussion Regarding Process for School Committee Goal #3 on Equity - School Committee Members discussed a potential workshop and the possibility of utilizing a facilitator to guide and assist the School Committee regarding Equity. The School Committee discussed whether to hold a separate workshop

meeting or discuss within a School Committee meeting. Mr. Crozier and Ms. Swain will speak to potential facilitators regarding needs and what they think would be the best way for the School Committee to proceed.

c. Subcommittee Reports

i. School Start Time - Mr. Sawyer reviewed the two and three tier busing scenarios from last Spring's discussions. Mr. Tinsley noted the School Start Time Subcommittee is currently evaluating and collecting data, they will be looking at the data more comprehensively, looking at patterns, and working with METCO factors. A gantt chart will be brought to the next meeting to work through scenarios; how this would be implemented through the schools is what is compelling.

ii. Strategic Planning - Ms. Kouchakdjian and Ms. Nerssessian recently met with Mr. Crozier but due to the budget planning schedule they agreed to reconvene in January to continue the work on the Strategic Planning template.

iii. Superintendent Evaluation - This will be taken back up in January.

iv. SPS Administration Relocation - Nothing at this time.

d. District Policy Manual Hosting Update - Comprehensive PDF's of the District Policy Manual are up online on the website.

e. Vote to Approve Non-Union Cost of Living Increase -

Motion: Ms. Nerssessian made a motion to approve the Non-Union Salary increase of 1½ percent for FY19. Ms. Helon seconded the motion.

Vote: 4-0. Motion carries.

f. Vote to Approve School Committee Member to Nurses Negotiating Team -

Motion: Ms. Helon made a motion to appoint Silvia Nerssessian as a School Committee Member to the Nurses Negotiating Team. Mr. Tinsley seconded the motion.

Vote: 4-0. Motion carries.

g. Liaison Reports - Ms. Nerssessian noted that she, Mr. Crozier and Mr. Sawyer will be attending the Finance Committee meeting on the 17th, a list of questions regarding the School Committee budget were sent; Mr. Sawyer will answer the questions in advance. The School Committee will have received the Superintendent's recommended budget by the 17th so they will be able to provide FinCom with further information. Ms. Nerssessian and Ms. Kouchakdjian continue to attend meetings of the Strategic Financial Planning for Capital Funding Committee. The Committee hopes to make a recommendation to the Board of Selectmen on funding for capital for the Town.

f. Minutes-Regular Session Minutes (10/29/2018, 11/5/2018) -

10/29/2018 - Mr. Crozier noted that after watching the portion of the 10/29/2018 meeting pertaining to Section D, Mr. Dulak edited the minutes by moving up the paragraph to above the vote taken. Mr. Tinsley inquired as to whether they should hold off on voting, given the absence of Ms. Hogan. School Committee Members noted that since it was watched and edited by the Executive Assistant, it is accurate. Motion: Ms. Nerssessian made a motion to approve the School Committee meeting minutes of October 29, 2018. Ms. Helon seconded the motion. Vote: 3-1. Motion carries (Mr. Tinsley opposed).

11/5/2018

Motion: Ms. Helon made a motion to approve the minutes of November 5, 2018. Ms. Nerssessian seconded the motion. Vote: 3-1. Motion carries (Mr. Tinsley opposed).

#### 5. Adjournment

Motion: Ms. Helon made a motion to adjourn. Ms. Nerssessian seconded the motion.

Vote: 4-0. Motion carries.

The meeting adjourned at 9:18 p.m.

Respectfully submitted,  
Laura Clifford

**Sudbury School Committee**  
**Documents Reviewed during the 12/3/2018 meeting**

1. Sudbury Public Schools FY20 Budget Needs, 11/30/18 draft
2. Sudbury Public Schools Year-to-Date Budget
3. Town of Sudbury Capital Improvement Budget Request Form FY20
4. Sudbury Public Schools - School Committee Protocols
5. SMART Goals, Sudbury School Committee, 2018/2019
6. Sudbury School Committee Regular Session Meeting Minutes for 10/29/2018 and 11/5/2018