

Sudbury School Committee (SSC)
Meeting Minutes
School Committee Meeting
January 7, 2019
Sudbury Senior Center

Members Present:

Lisa Kouchakdjian, Chair
Margaret Helon, Vice Chair
Christine Hogan
Silvia Nerssessian
Richard Tinsley

Also Present:

Brad Crozier, Superintendent of Schools
Kimberly Swain, Assistant Superintendent of schools
Donald Sawyer, Director of Business and Finance

Public Budget Hearing

Chair Lisa Kouchakdjian called the budget hearing to order at 7:15 PM.

Mr. Crozier presented a brief overview of the three budget scenarios which have been previously discussed: Tier One (Level Service); Tier Two (Priority Needs); and, Tier Three (Development Needs). Mr. Crozier offered to answer any questions from the public.

Maia Proujansky Bell, resident, inquired as to transportation funding and whether the issue of a bus driver shortage has been resolved. Donald Sawyer noted there is a fleet of 27 buses; the funding and contractual obligation will remain the same next year. Mr. Sawyer noted that the issue of driver shortages has, for the most part, been settled.

Mr. Sawyer noted that they were able to reduce the FY20 forecasted budget amount by \$410,000. The areas where the reductions were made was discussed.

Jean Nam, resident, inquired as to whether benefits are included in the \$38 million, and asked the Committee to give an overview regarding benefits. Mr. Sawyer noted \$38,535,652 includes the operating budget only and does not include health insurance benefits, we do not have a breakdown for yet, as the municipal offices are still computing their cost. The amount has been earmarked and should not need to be increased.

Ms. Bell discussed areas she believes may be underserved, and inquired as to the need for positions listed in the Tier Three budgets, such as Network Technician, Math Coach and Custodians. Mr. Crozier discussed how, through the budget process, they determined which positions to prioritize; they will continue to look at both the positions and the District's needs as they move forward in the budget process. Ms. Kouchakdjian added that the School Committee

is currently working on a Strategic Plan; some Tier Three positions may be part of the Strategic Plan initiatives in conjunction with the Administration.

Ms. Bell inquired about options regarding the hiring of an Assistant Principal, to which Mr. Crozier responded that Administration is assessing the needs of the schools, and whether the district will see an increase in enrollment.

Motion: Ms. Helon made a motion to close the public hearing. Ms. Nerssessian seconded the motion.

Vote: 5-0. Motion carries.

At 8:07 PM the public hearing closed.

Regular Session Meeting

Ms. Kouchakdjian called the regular session meeting to order.

1. Open Forum - None.

School Committee Members agreed to consider Agenda items 3(e) and 3(g) out of order.

(3.e.) After School Music Fees - Mr. Crozier explained that they would like to change the hourly rate for the instructors in order for the instructors to be competitive. The fees would be retroactive and would begin this year through next year.

Motion: Ms. Hogan made a motion to approve the \$5 increase for music lesson fees. Ms. Nerssessian seconded the motion.

Vote: 5-0. Motion carries.

Motion: Ms. Helon made a motion to approve the \$5 increase per lesson for the instructors, effective September 2018, Ms. Hogan seconded the motion.

Vote: 5-0. Motion carries.

(3.g.) 7th Grade Overnight Spanish Trip for Fall 2019 - Angela Menke discussed the proposed 7th grade overnight field trip to New York in October 2019. This would be the first opportunity for students enrolled in Spanish classes to travel and would be similar to the Quebec trip for students enrolled in French. Ms. Menke discussed the costs, length of stay, and numbers of students and chaperones. Ms. Menke discussed how this trip was conceived, and felt the presented itinerary offered the best cultural experience. There are 225 students enrolled in Spanish, and the expectation is that most will participate in the field trip. Fundraising opportunities and scholarships will be available. Mr. Crozier noted this is an exciting opportunity and he is glad to see this program added for the 7th grade students.

Motion: Ms. Helon made a motion to approve the 7th grade overnight Spanish trip for the Fall of 2019. Ms. Nerssessian seconded the motion.

Vote: 5-0. Motion carries.

2. Educational Matters

a. Superintendent Goals - The Superintendent Evaluation Subcommittee met with Mr. Crozier and followed the process based on the DESE guidelines. Mr. Crozier then outlined his four goals during his first year as Superintendent:

Goal 1: Work with stakeholders on Entry Plan;

Goal 2: Maintaining momentum within the District;

Goal 3: Continuing the work the Principals had done in becoming effective evaluators;

Goal 4: Fully participate in the New Superintendent's Induction Program.

Mr. Crozier discussed the specific elements of the standards he must follow because he is a new superintendent; going forward his goals would be based on District needs. Ms. Helon discussed the process they must follow to properly evaluate Superintendent Crozier. Mr. Crozier will provide content to the Committee to show areas of progress. The School Committee Members discussed moving up the date to receive a mid-cycle report, to which Mr. Crozier agreed. Ms. Swain noted there is a template available which she will provide to the Committee Members. The School Committee Members agreed to continue this discussion and will put this on the February meeting agenda.

Motion: Ms. Nerssessian made a motion to approve the Superintendent Goals for FY19. Ms. Helon seconded the motion.

Vote: 5-0. Motion carries.

b. District Reports

i. SEA Report - Nothing at this time.

ii. Business and Finance Director's Report - Donald Sawyer discussed the year-to-date Munis report included in the packets; there are no issues, SPS is performing at-or-under budget. Mr. Sawyer noted there was an update to the formatting/ recategorizing requirement in the Munis report.

Mr. Sawyer noted that CPC met on Jan 2nd and reviewed and approved the School Committee's application for CPA funding for the Nixon Playground Project. The district was awarded \$235,000 for this purpose. Mr. Sawyer thanked the CPC for their support, and noted he will draft language for a warrant article that the School Committee will need to sponsor for the transfer and appropriation of the funding at Town Meeting. This is due to the Board of Selectmen by January 31st.

The School Committee discussed whether they could be provided with subcategories in the report, showing the next level up in the budget, for benchmarking purposes. Mr. Sawyer noted that once the budget is finalized, they will have the additional detail.

iii. Assistant Superintendent's Report - Assistant Superintendent Kim Swain thanked the Board of Selectmen for approving the first part of mitigation funds. The district has assembled its website redevelopment team and have begun work on the new website that will be purchased using the mitigation funding.

Ms. Swain noted that she has reached out to the EDCO facilitator and a meeting is on the books.

iv. Superintendent's Report-Space Utilization Report - Mr. Crozier discussed having a residency at each of the schools which provided him the opportunity to talk and observe during lunch and recess; he felt these residencies were very productive and he may try to hold them more often.

3. Business and Policy Matters

- a. Final FY19-FY20 District Calendar - The final school year calendar was included in the packets. The School Committee thanked Ms. Swain for researching the DESE recommendations regarding which holidays should be included.
- b. Topics for Legislative Forum - The School Committee agreed to invite the district's State Legislators to attend the March 4th School Committee meeting. The suggested topics for discussion include:
 - Do they know of other districts that have worked together to create effective initiatives;
 - New strategic ways of funding, mandates, grants, special education, charter schools, summer learning programs;
 - Thoughts on the Dyslexia Bill, the impact on the District, expectations going forward;
 - Are there any opportunities for support on initiatives or programs to support social / emotional well-being, and school safety;
 - Where they are with school start time considering the social/emotional wellness of students;
 - Recent talk of changing funding formula - economically challenged districts receiving greater share of funding, does this mean reduced funding in other towns such as Sudbury?

Ms. Kouchakdjian will put this on the January 28th agenda at which time the School Committee will narrow the topics for discussion to three or four subjects.

- c. School Start Time - Ms. Hogan discussed the work the School Start Time Subcommittee (SSTSC) has been doing, including communicating with other towns where later school start times have been implemented, such as in Weston, and Monomoy, both having had positive roll outs. Ms. Hogan referenced the draft letter in the packets to the SPS community, outlining the work of the SSTSC and inviting the community to a forum with Dr. Chun Lim, neurologist at Beth Israel

Deaconess Hospital and Assistant Professor at Harvard Medical School. The forum will be held at Curtis Middle School on Thursday, January 31st at 7:00 PM; Dr. Lim will discuss the most recent medical research on adolescent sleep. The School Committee Members acknowledged that it is challenging having two Districts; decisions will be made in the best interest of Sudbury Public School Students while recognizing any impacts to the larger community. Ms. Hogan noted that the Subcommittee was charged with coming up with recommendations for the developmentally-appropriate school start times for Sudbury Public Schools students and the science is irrefutable. Ms. Hogan also said she wants to be careful the Committee does not set any group or district up for backlash or resentment from members of the community looking for action to be taken on this issue. A survey will be created and sent to the community. School Committee Members agreed that the letter should be sent from Mr. Crozier; any edits can be sent to Mr. Crozier. The SSTSC will present to the SPSC at the March 4th School Committee meeting; a tentative vote is planned for March 18th.

- d. Planning for the State of the Schools - A tentative date of April 1st has been scheduled for the State of the Schools presentation; Ms. Kouchakdjian would like to discuss alternate ways to market the presentation to the community.
- e. Blizzard Bags - The School Committee's packet included information and research provided by Ms. Swain on "blizzard bags", remote learning opportunities that replace snow days. Ms. Swain noted that she and Ms. Nerssessionian attended an EDCO roundtable where districts that have implemented the program discussed operational strategies and the challenges, such as equity. Mr. Tinsley expressed interest in researching ways to effectively use remote learning, not as part of a snow day program, but rather as an educational program. Ms. Swain will conduct further research and report back to the Committee.
- f. Subcommittee Reports
 - i. School Start Time – Previously discussed.
 - ii. Strategic Planning - A Strategic Planning meeting is scheduled for January 18th, Ms. Kouchakdjian will provide an update at the next meeting.
 - iii. Superintendent Evaluation – Previously discussed.
 - iv. SPS Administration Relocation - Waiting for information.
- i. Acceptance of Gifts
 - i. Lueder's Donation -
Motion: Ms. Hogan made a motion to accept the Lueder's Donation in the amount of \$75, with gratitude. Ms. Nerssessionian seconded the motion.
Vote: 5-0. Motion carries.
- j. Liaison Reports

Ms. Helon reported that SEPAC will be meeting at the Nixon Library on January 9th, and a parent social will follow at 8:30 PM at the Oak Barrel Tavern.

Ms. Nerssessian noted that the Haynes community was invited to a meeting to discuss concerns regarding the development of Quarry North, at which they had the opportunity to learn about issues regarding safety and walking to school. Mr. Crozier and the Administration have begun discussing these concerns.

Ms. Nerssessian noted that the Finance Committee budget presentation and hearing are scheduled for February 11th, and noted the reconciliation sheet is due to Finance Committee.

Ms. Kouchakdjian noted that the Tri-District meeting is scheduled for March 11th.

Lincoln-Sudbury Regional High School has voted to replace a Member of their School Committee after a resignation.

A Strategic Financial Planning Committee for Capital Funding meeting is scheduled for this Friday, recommendations will be made to the Board of Selectmen soon.

k. Future Agenda Items - Ms. Hogan noted that she will be running late for the January 28th meeting. Mr. Tinsley discussed ID bracelets which could be used to understand the bus issues, to know what time things are being done, and for safety.

l. Minutes - Regular Session, 12/3/2018 - Ms. Kouchakdjian made a few edits to the draft minutes.

Motion: Ms. Nerssessian made a motion to approve the minutes from the Sudbury Public Schools December 3rd meeting with the amended changes. Ms. Helon seconded the motion.

Vote: 4-0-1. Motion carries (Ms. Hogan abstained as she was not present at that meeting).

5. Adjournment

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

Vote: 5-0. Motion carries.

The meeting adjourned at 10:47 PM.

Respectfully submitted,
Laura Clifford

Sudbury School Committee
Documents Reviewed during the 1/7/2018 meeting

1. Sudbury Public Schools Year to Date Budget; SPS FY20 Budget Development Overview; FY 2020 Budget Update
2. SPS 2019-2020 School Year Calendar
3. Letter from the SPS School Committee to the SPS Community
4. Dr. Lim Presentation Notice
5. SPS After School Private Music Fees
6. Blizzard Bags Memo from Assistant Superintendent Kim Swain
7. Late Night or Overnight Travel Proposal Memo
8. ACIS "Spanish on Location: New York" Flyer
9. ACIS "Travel Changes Lives" Flyer
10. ACIS, Inc., Certificate of Liability Insurance
11. US Dept. of Transportation Decision MC-306168
12. Federal Highway Administration Permit MC-306168
13. Leuder's Environmental Inc. - Donation Check
14. Letter from Michael Leuders to Superintendent Brad Crozier
15. Sudbury School Committee Regular Session Meeting Minutes for 12/3/2018