

Sudbury Public Schools Committee (SPSC)

Meeting Minutes

School Committee Meeting

September 17, 2018

Sudbury Senior Center

**Members Present:**

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

**Members Absent:**

Richard Tinsley

**Also Present:**

Brad Crozier, Superintendent of Schools  
Kimberly Swain, Assistant Superintendent of Schools  
Don Sawyer, Director of Business and Finance  
Ben DeMott, SEA

**Open Regular Session**

Chair Lisa Kouchakdjian called the meeting to order at 6:42 PM.

1. Open Forum

Harish Parwani, resident, agrees with the change to the kindergarten entrance age but would like the School Committee to consider phasing-in the implementation.

2. LINC Club Charter Program (Judy Battat and Kim Swain)

Kim Swain thanked Judy Battat for her work on the LINC Program and with the senior residents. Ms. Battat discussed the LINC after school program and noted that the students and the seniors are enjoying the program, particularly comparing technology and sharing stories. The after school component is positive due to the relaxed environment. School Committee Members agreed that intergenerational programs are important and that seniors have much to offer.

**Motion:** Ms. Helon made a motion to make LINC an after school program in our District. Ms. Hogan seconded the motion.

**Vote:** 4-0. Motion carries.

3. Melone Update and Review of Draft Communications to the BOS

School Committee Members reviewed a letter drafted by Mr. Crozier on behalf of the School Committee to the Board of Selectmen that addresses the concerns of the School Committee regarding the Melone Development Project and its potential impacts on the Town and schools. The Board of Selectmen is in the process of meeting with the site's developers; School Committee Members agreed it is imperative that the Selectmen understand where the School Committee stands, and the concerns they would like conveyed to the developers. School Committee Members agreed on certain edits to the letter including a request for a stipend to be used for the SPS administrative office

space. The letter addressed issues such as space allocation, long term impacts, safety and well-being of students, staffing/budget impacts, and transportation costs. The School Committee Members agreed to wait for a full Committee to be present to approve the letter before it is finalized, which is expected to be during the next School Committee meeting. School Committee Members agreed that once the letter is approved, it will be sent to the Board of Selectmen and copied to the Town Manager.

4. Facility Use Policy Regarding Bulk Users and Associated Fee Schedules

See below.

5. Review of District Policy Manual

a. Section G - Personnel -

G(C)(I)(A), a minor edit was made.

b. Section JEB - Kindergarten Start Date

School Committee Members are in agreement that the Kindergarten start date will be changed from October to September, the question of when it will be implemented was discussed. Stephanie Juriansz, Director of Student Services, joined the School Committee meeting to discuss this. The recommendation was made that, beginning in 2020, a child would need to have turned five years old by September 1, 2020. Ms. Kouchakdjian thanked the community for sending their thoughts and concerns regarding the process. Ms. Kouchakdjian thanked Ms. Juriansz and Mr. Crozier for their extra work on this. Ms. Juriansz will begin letting families know about the forthcoming change.

c. Section KF - Facility Use

School Committee Members considered adding language to Facility Use, Section 6.1 Fees, of the Policy. The Facility Use policy with regard to bulk users was discussed, including how it would affect current contracts; right now it will affect only one user group. School Committee Members agreed to include the new language into the draft Policy. Section KF, with amendment, will be included on the next agenda as a first reading.

6. Topics for Joint SPS / LS Meeting

Ms. Kouchakdjian noted that the process of having monthly meetings with LS Chair, Radha Gargeya has begun; they are working to put together a joint meeting or possibly a tri-District meeting. Members were asked to suggest agenda topics, which included:

- School Start Time
- Transportation
- Special Education
- Transition from Middle School to High School

School Committee Members also discussed holding a summit to include the three Superintendents; Mr. Crozier will speak to his counterparts at LS and Lincoln.

7. Review of Draft School Committee Smart Goals for 2018-2019

School Committee Members reviewed a draft document created by Ms. Kouchakdjian containing a list of five Smart Goals for the Committee to prioritize and was based on Committee discussions during the July 16th Retreat Meeting. Members agreed to prioritize three of the five Smart Goals from the list.

1. Adoption of a new District Policy Manual and determine future goals of the Policy Subcommittee. - School Committee Members will request MASC to incorporate the edits

and present the final document to the School Committee. Ms. Kouchakdjian will submit changes to Michael Gilbert and will discuss timeline.

2. Assess and prioritize capital needs of the District. - School Committee Members agreed to remove this Smart Goal for now and defer the conversation.
  3. Assess options for the relocation of SPS Administrative Offices. - School Committee Members agreed that the sub-committee will be an important part of the process, and noted there is a \$50,000 earmark in the budget for space allocation assessment. School Committee will follow up with the Town Manager.
  4. Assess and assure equity and consistency across the District. - The Committee agreed this is an important Goal for the Committee to focus on; agreed to specify the area, possibly enrollment and class size, and maintaining equity across the District.
  5. A self-evaluation of the School Committee - Remove.
8. Acceptance of Gifts:
- a. JFK Letter from Goodnow Library-  
The Goodnow Library has offered to the Sudbury School Committee a framed letter written by John F. Kennedy. Mr. Crozier suggested the letter could be displayed in the Superintendent's Conference Room, noting its historical value to Sudbury.  
**Motion:** Ms. Hogan made a motion to accept the generous gift of the JFK letter from the Goodnow Library. Ms. Helon seconded the motion.  
**Vote:** 4-0. Motion carries.
9. District Reports
- a. SEA Report - Nothing to report at this time.
  - b. Business and Finance Director's Report  
Mr. Sawyer noted that he will work the School Committee in setting up goals with a three month map towards an officially approved budget request before the holiday break in December. 80% of the basic budget work for FY20 and beyond occurred last year.
  - c. Assistant Superintendent's Report  
Ms. Swain noted invitations for a Title 3 multilingual event have been distributed; Dr. Suzanne Flynn will be the Presenter. The event is open to all Lincoln and Sudbury families.
  - d. Superintendent's Report  
Mr. Crozier noted that as part of his entry plan he is continuing to attend many meetings with community members, staff, principals, including visits to the classrooms. Mr. Crozier noted he also met with the PTO presidents and was impressed by their energy and visions. Mr. Crozier recently attended some of the open houses as well as the 9/11 Memorial at Heritage Park.
10. School Committee Reports (Liaison/Subcommittee Reports)
- Ms. Nerssessian attended the Budget Strategies Task Force meeting and noted that she, Mr. Sawyer and Jean Nam from the Finance Committee discussed presenting an amended budget reconciliation worksheet that is representative of our budget numbers and data trends. Ms. Nam will discuss with Finance Committee on behalf of the School Committee at the Finance Committee's October 24th meeting, and will report back to the School Committee.

Ms. Hogan noted that the 2017 presentation regarding School Start Time is on the District website. LS has been discussing starting later next year, but may only be looking at starting at 8 or 8:10, so a ten to twenty minute difference. Ms. Hogan would like to discuss where other Members would like to see this go; the science and data supports increasing the amount and quality of sleep for adolescents. Ms. Hogan added that she is planning to attend a seminar at University of Vermont to learn of any more recent data available, and is eager to move forward. Ms. Helon noted that this will be put on the November 5th School Committee agenda.

Ms. Kouchakdjian attended the recent Board of Selectmen meeting, at which the Historical Committee discussed a new pilot Civics class for 8th grade students that they are implementing. Applications are due by October 2nd, and while there is a \$100 participation fee, scholarships are available. Last week, Ms. Kouchakdjian attended Leopard Festival and the back-to-school barbeque at Loring Elementary School, and she thanked that building's PTO for the invitation.

11. Members' Forum

Ms. Hogan discussed attending the Curtis Open House and the 9/11 Memorial. Ms. Hogan thanked Mr. Crozier for also attending the 9/11 Memorial, and noted it was a touching event.

12. School Committee Communications - none

13. Personnel Actions - none

14. Future Agenda Items - Ms. Kouchakdjian thanked the School Committee Members for agreeing to the additional meetings that were scheduled.

15. Regular Session Minutes (August 30, 2018)

School Committee Members reviewed the minutes and the suggested changes. The majority of Members agreed that the minutes should be kept more succinct. Ms. Hogan agreed to retract a portion of the additional wording added under Members' Forum. Ms. Kouchakdjian noted she would put Minutes on a future agenda to discuss.

**Motion:** Ms. Hogan made a motion to approve the minutes as amended. Ms. Nerssessian seconded the motion.

**Vote:** 3-1. Motion carries (Ms. Helon opposed).

A discussion ensued regarding regular session start times beginning at 7:00 PM.

16. Adjournment

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

**Vote:** 4-0. Motion carries.

The meeting adjourned at 10:30 PM.

Respectfully Submitted,

Laura Clifford