

Sudbury School Committee (SSC)
DRAFT Meeting Minutes
School Committee Meeting
October 29, 2018
Sudbury Senior Center

Members Present:

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

Also Present:

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

Open Regular Session

Chair Lisa Kouchakdjian called the meeting to order at 6:37 PM.

1. Open Forum

Sharon Schmidt-Gross, resident, expressed concern regarding ongoing bus issues, noting that she does not receive communications when it comes to changes in the bus schedule.

Sean Bevan, resident, is glad to see School Start Time on the agenda and hopes this topic will remain a priority.

2. Bus Transportation Issues (Jessica Quint, Area General Manager, First Student)

Jessica Quint discussed the impact that bus driver shortage is having on communities across the state. She discussed the increased recruitment processes, including sign-on bonuses to encourage new drivers. They have recently hired four new drivers who are currently in training, adding that safety is paramount and training takes time. School Committee Members discussed their concerns and requested a written outline delineating the processes being followed, as well as data and reports documenting any issues that may arise.

Ms. Quint noted that in some communities, coaches have been trained to be bus drivers. First Student would pay for the training and ensure a bus is available. She also noted that they are always trying to improve and implement more drivers; she will continue to update the Administration and the School Committee. School Committee Members agreed they will stay on top of this matter until it is resolved.

3. District Policy Manual (Michael Gilbert, MASC)

School Committee Members reviewed the revised District Policy Manual with Michael Gilbert and discussed the proposed revisions made by the School Committee, these revisions were also reviewed by Counsel.

- a. Review District Policy Manual Section EEAG
Section EEAG, regarding Transportation, Mr. Gilbert reviewed and recommended approval of this Section.
- b. Review District Family and Medical Leave Act (FMLA) Policy
Section GBGF, regarding FMLA, states that the District shall comply with law; Mr. Gilbert noted the abbreviated version is recommended, the School Committee concurred.
- c. Review Section Policy Manual Section G
The School Committee reviewed Section G, and the subsections therein. Mr. Gilbert recommended the Conflict of Interest Law remain in Section GBEA.
The School Committee Members agreed to the suggested use of Personnel “Records”, rather than “Files”, throughout. School Committee Members agreed to strike the sixth paragraph in Section GCRD, Tutoring for Pay.
- d. Approve Final Draft of SPS District Policy Manual
Motion: The School Committee reviewed sections of the proposed Policy Manual, including final edits the Committee wanted to see made prior to a vote. Mr. Tinsley made a motion to approve the entirety of the Policy Manual as edited. Ms. Nersessian seconded the motion. The School Committee discussed and reviewed the at least one year process it undertook to get to this final phase of approval of the District Policy Manual.
Vote: 3-2. Motion carries.
- e. Hosting and Maintenance of Policy Manual
The School Committee discussed whether to enter into a contract to allow MASC to host the Policy Manual at a cost of \$3,500 plus a \$950 annual maintenance fee. School Committee Members weighed the advantages of having multi-search features with live links, or a more cost-effective approach of hosting on the SPS website.
Motion: Ms. Helon made a motion to go forth with having MASC host. Ms. Kouchakdjian seconded the motion.
School Committee Members continued to discuss whether there is the capability to host on the SPS website, and the possibility of utilizing those funds for Sudbury technology.
Vote: 2-3. Motion fails.

4. FY20 Budget Presentation (Don Sawyer)

- a. School Committee Budget Initiatives
The School Committee agreed to devote the November 19th meeting to the budget, with the caveat that if any other issues arise, they may be added to the agenda. The meeting will begin at 6:00 PM. Committee members requested that budget documents come well in advance of the meeting.

Mr. Crozier noted that he would like to see school principals involved in the budget process, and, if possible, that questions are asked in advance of presentations to allow for the collection of information.

b. Utilities Forecast

Mr. Sawyer discussed last year's budget work with the School Committee and noted that the forecast will not change very much. School Committee Members discussed the School District's expected budget of a 2.5% increase and expressed concern that they are starting out with a \$548,500 deficit. School Committee Members discussed finding ways to advance, reallocate, and reinvest. Mr. Sawyer noted that the Superintendent will also be putting forward a recommended budget, but this is the target. The FY 2020 total Utilities Budget recommendation is \$739,452.

c. Transportation Forecast

Mr. Sawyer reviewed the projected and actual costs for general education transportation, at which time he noted that two buses were added last year. For FY 2020, there is a projected \$30,000 increase from FY19 due to a contractual increase in fleet size. There are 1,961 registered Sudbury bus riders, and 800 Lincoln-Sudbury riders. The FY 2020 total General Education Transportation budget recommendation is \$801,959.

d. Technology Infrastructure System

Michael O'Brien summarized the three main line items: computer software, computer network and new equipment. Mr. O'Brien discussed the Department's strive to maintain equity between buildings, their emphasis on efficiency, and advocated for additional staff support. School Committee Members discussed any areas of savings that may be available, such as partnering with the Town. Mr. O'Brien noted that the municipal side may not be leverage for purchasing. The FY 2020 total District Wide Technology budget recommendation is \$422,225.

e. SPS Capital Projects (Facilities Director Bill Barletta, Facilities Supervisor Joe Kupczewski)

Mr. Sawyer reviewed the Facilities budget which includes custodial staff and a shared maintenance staff, custodial supplies, rubbish removal, maintenance of building and equipment, contracted maintenance, and vehicle maintenance. Facilities Director William Barletta discussed the small capital projects he will be recommending to the Town Manager, such as replacement of kitchen equipment, and heating and valve repair work at Curtis. All agreed that projects which focus on the safety and well-being of students must be prioritized. The FY 2020 Total Facilities & Maintenance Budget is \$1,593,011.

5. District Reports

a. SEA Report

Nicole Lamoureux reported that this week's update focuses on community building, professional development, and teacher goals. Ms. Lamoureux discussed See-Saw, a digital app using digital portfolios of students. Ms. Lamoureux thanked Sudbury resident and veteran Jeff Klinger, who was invited to speak to the Fourth Grade students about the meaning of Veteran's Day. They also wrote letters to

veterans, learning about writing and addressing letters. Students have begun working on PBL (Project Based Learning) styles.

- b. Business and Finance Director's Report- Transportation Update – Postponed to November 5, 2018 School Committee Meeting.
- c. Assistant Superintendent's Report- Accountability Classification – Postponed to November 5, 2018 School Committee Meeting.
- d. Superintendent's Report- Enrollment Update, School Visits, Entry Update
Mr. Crozier noted that until Building Permits are issued, additional developments are not reflected in the NESDEC enrollment projections.

6. Review Draft Template for SPS Relocation Subcommittee – Postponed to November 5, 2018 School Committee Meeting.

7. Recommendations to School Start Time Subcommittee

The School Committee Members discussed the work and expectations of the School Start Time Subcommittee. Ms. Hogan would like to see the same Committee Members and Subcommittee Members continue to work together. Committee members discussed issues that need to be worked out will be budget, transportation, impact on METCO students, impact on before- and after- school programs, and a realistic timeline for implementation.

8. Review Draft Template for Superintendent Evaluation Subcommittee – Postponed to November 5, 2018 School Committee Meeting.

9. Appoint Members to Strategic Planning Subcommittee

Motion: Ms. Hogan made a motion to appoint Lisa Kouchakdjian and Silvia Nerssessionian to the Strategic Planning Subcommittee. Ms. Helon seconded the motion.

Vote: 5-0. Motion carries.

10. State of School Scheduling – Postponed to November 5, 2018 School Committee Meeting.

11. EDCO Quarterly Report

- a. Vote on bylaw changes – Postponed to November 5, 2018 School Committee Meeting.

12. School Committee Reports [Liaison/Subcommittee Reports]

Ms. Nerssessionian reported that the Finance Committee has requested that the School Committee complete the provided spreadsheet template which should include closed contracts over the next three years, COLA's (cost of living adjustments), any other expected salaries and stipends, a summary of the "circuit breaker" and how it works, as well as any line items in Munis for tracking circuit breaker funds. They have also requested the School Committee provide incremental cost per student analysis in reference to new Developments.

Ms. Helon noted that on Wednesday, November 7th, SEPAC is having a Meet & Greet with the SPS Administration at 7:00 PM at the Curtis Library. A parents' social will follow at 8:45 PM at the Oak Barrel Tavern.

13. Members' Forum - None.

14. School Committee Communications

a. Review Draft Letter to SPS Community Regarding School Committee Work

The School Committee discussed sending an informational letter to the community regarding the commencement of the budgeting process, as well as other issues being reviewed by the School Committee. The letter will be sent to the community and posted in the newspaper. Edits were made to the letter, a revised draft of which will be reviewed at the November 5 meeting.

b. Possible Ratification of Contracts: Custodial Union

A Memorandum of Agreement has been entered into regarding the Custodial Contract which the School Committee must vote to approve.

Motion: Ms. Nersessian made a motion to approve the tentative agreement between the Sudbury School Committee and the Sudbury Education Association of Custodial Employees. Ms. Helon seconded the motion.

Vote: 5-0. Motion carries.

15. Personnel Actions - None.

16. Future Agenda Item Discussion - None.

17. Minutes- Regular Session Minutes (9/24/18,10/1/2018) - Postponed to November 5, 2018 School Committee Meeting.

18. Adjournment

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

Vote: 5-0. Motion carries.

The meeting adjourned at 11:48 PM.

(See following page for a List of Documents)

Respectfully submitted.

Laura Clifford

Sudbury Public Schools
Documents Reviewed during the 10.29.2018 meeting

1. Transportation Contract with First Student Bus
2. District Policy Manual
3. Presentation regarding FY 2020 Budget Preparation
4. Budget Guidance document from Town Manager
5. Draft Community Communication Letter from School Committee