

Sudbury Public Schools (SPS)
School Committee Meeting Minutes
November 2, 2016 @ 6:45 PM @ Haynes Elementary School

Open Session

Chair Lucie St. George opened the session at 6:49 PM.

Members Present: Lucie St. George (Chair), Ellen Winer Joachim (Vice Chair), Lisa Kouchakdjian, Richard Tinsley, Christine Hogan

Also Present: Anne Wilson, Superintendent of Schools; Kimberly A. Swain, Assistant Superintendent; Justin Dulak, Recording Secretary; Susan Rothermich, Business and Finance Manager; Colleen Kenosian, SEA Representative

I. Budget Workshop

1. Budget Workshop

- A. **Business and Finance Manager Susan Rothermich** presented the School Committee with her proposal to begin sending the Committee budget updates directly from Munis, as opposed to the staff-generated Excel documents they are accustomed to receiving. Ms. Rothermich also explained the difference between budget expenditures and encumbrances, and how she is working with the Town to gain all the necessary permissions within the Munis software.
- B. **Ms. Rothermich** also explained the current state of fiscal planning for the 2018 budget to the Committee.
- C. **Chair Lucie St. George** adjourned the Workshop at 7:31 PM.

I. Regular Session

1. Recognitions

- A. **Chair Lucie St. George** opened the Regular Session at 7:39 PM
- B. **Superintendent Anne Wilson** recognized the family members and staff who are participating in the many committees and teams within the school system. The high levels of community involvement and engagement are sincerely appreciated.

2. Open Forum

- A. None

3. Haynes State of the School Presentation

- A. Sharon MacDonald, Principal of Josiah Haynes Elementary School, led the Haynes State of the School Presentation. Highlights of the presentation included:

- a) Mandy Sim and Dayna Buckley updating the School Committee on the latest projects pursued by the Haynes Organization of Parents (HOP).
- b) Ms. MacDonald listed the new traffic pattern, Stan Davis Survey, and increased parent communication as key accomplishments from 2015-2016.
- c) Assistant Principal Scott Mulcahy explained ways STEAM (Science, Technology, Engineering, Arts, and Mathematics) is being explored within the classroom. He detailed students participating in Math Club, a community garden, and a Special Olympics event.
- d) School Psychologist Cathleen Reynolds presented on DESSA, one way Haynes is measuring the social emotional learning of students throughout the school. Guidance Counselor Kristyn Traversi explained how Open Circle lessons can be used to support both social emotional and academic learning.
- e) To meet the needs of all students, Haynes is providing individualized programming, challenges for those students above benchmark, support for students with learning challenges, and a collaborative and inclusive atmosphere throughout the school.

4. Budget to Actual Report

- A. **Susan Rothermich** provided the Committee with an update on the FY17 budget. 8.0 FTEs for Special Education have been added already this year, and another 0.5 FTEs may be necessary before the year is out.

5. Discussion of Class Size Research Committee

- A. **Christine Hogan** and **Richard Tinsley** explained to the Committee that the Class Size Research Subcommittee is still meeting, but reformulation may be necessary due to poor attendance. Ms. Hogan and Mr. Tinsley requested that size of the Subcommittee be decreased to allow for a lower, more achievable quorum number. The proposed number of committee members would be seven.
 - a) **Lisa Kouchakdjian** moved to reduce the size of the Subcommittee to seven in order to vote on recommendations to the School Committee, **Ellen Winer Joachim** seconded.

(1) **Vote: 5-0**. Motion carried.

6. School Committee Calendar Review

- A. **Chair Lucie St. George** led the School Committee in a discussion about the topics the Committee anticipates covering at meetings over the course of the school year. The list discussed is not final, and is periodically

updated to include topics of interest brought forward by Committee members.

7. Minutes Format Discussion/Vote

- A. The Committee examined how they would like their meeting minutes formatted. The main point of discussion was the inclusion of verbatim quotes in the minutes.

8. School Committee Communications

A. Highlights

- a) **Christine Hogan** moved to accept the Highlights, **Lisa Kouchakdjian** seconded.

(1) **Vote: 5-0**. Motion carried.

B. Op-Ed

- a) The Committee considered the Op-Ed authored by member Lisa Kouchakdjian, to be submitted to community newspapers for publication following Committee approval. The Committee suggested several revisions throughout the document, and agreed to consider the new version at a subsequent meeting.

9. School Committee Report [Liaison Reports]

- A. **Richard Tinsley** informed the Committee about the latest discussions of the Budget Strategies Task Force, highlighting miscommunication on busing costs and the overall budget. Mr. Tinsley also informed the Committee about the progress of the Fairbank Task Force, explaining the updated timeline for the Task Force's proposal and the potential need for two budget overrides.

- B. **Christine Hogan** informed the Committee that the School Start Time Subcommittee has been formed and has begun holding meetings. **Ellen Winer Joachim** added that the Subcommittee is investigating literature on school start times.

10. Open Forum

- A. None

11. Superintendent's Report

A. Report

- a) Colleen Kenosian, SEA Representative, informed the Committee about social emotional learning occurring within the district.
- b) **Superintendent Anne Wilson** then provided the Committee with several updates:
 - (1) The Let's Talk program launched recently, and is now live on the SPS website ([click here](#)).
 - (2) The Strategic Planning Committee has been formed, and has begun meeting.

(3) October's Classroom Observations, with a focus on Special Education, has concluded; November's Observations, focused on math, began today.

(4) Dr. Wilson's PTO visits are now underway.

(5) The next Superintendent's Chat will be on November 30 from 7:30-8:30 AM.

B. Assistant Superintendent's Report

- a) Assistant Superintendent Kim Swain updated the Committee on the professional learning occurring within the district. On the most recent ILAP day, teams that don't typically work together were combined in a small workshop format. Also receiving high praise was the district's first all-departmental Special Education workshop, spanning all grades in SPS.

C. Bill Schedule

D. Personnel Actions

12. Communications

- A. None

13. Minutes- Regular Session Minutes (NONE)

14. Future Agenda Item Discussion

- A. Op-Ed & Budget Pieces for Crier

15. Members' Forum

- A. **Richard Tinsley** called the Town Crier, and the new leadership there expressed interest in increasing coverage of the School Committee.
- B. **Christine Hogan** requested that the School Committee be mindful of the time subcommittee volunteers are committing to those bodies, and be sure meetings are productive as she has been hearing from members of those committees who fear their time is being wasted.

16. Executive Session

17. Adjournment

- A. **Christine Hogan** moved to adjourn at 10:05 p.m., **Richard Tinsley** seconded.

- a) **Vote: 5-0.** Motion carried, meeting adjourned.

Respectfully Submitted,

Justin Dulak