

Sudbury School Committee  
Meeting Minutes  
December 12, 2019  
Goodnow Library  
21 Concord Road  
Sudbury, MA 01776

**Members Present:**

Lisa Kouchakdjian, Chair  
Silvia Nerssessian, Vice Chair  
Meredith Gerson  
Maggie Helon

**Members Absent:**

Christine Hogan

**Also Present:**

Brad Crozier, Superintendent  
Don Sawyer, Director of Business and Finance  
Kim Swain, Assistant Superintendent

**Regular Session Meeting**

Chair Lisa Kouchakdjian opened the meeting at 7:00 PM.

1. Public Comment
  - a. Maia Proujanksy-Bell came before the Committee to discuss the development of the FY21 budget, particularly as it applies to the assurance that funds are used to provide equal opportunities for all learners.
2. Special Matters
  - a. Haynes School, HOP Donation
    - i. Haynes Organization of Parents (HOP) Co-Chairs Emily Amico and Bridget Riesenbergr presented to the Committee regarding a donation their organization would like to make to Haynes Elementary School. HOP's gift carries a cash value of \$9,950.31 and would fund the purchase of a 75" Clevertouch Board, RedCat, and Chromecast (with installation); Beebots; Ozobots; and Cubetto coding tools.
      1. Silvia Nerssessian motioned to accept the donation of \$9,950.31 for the items as presented, Maggie Helon seconded.
        - a. **VOTE: 4-0.** Motion carries.
  - b. Superintendent Proposed Budget Presentation 2020-2021
    - i. Superintendent Brad Crozier presented his proposed budget for the 2020-2021 fiscal year. Mr. Crozier explained how enrollment considerations, contractual obligations, level services, and new strategic

initiatives all affected the development of his proposed budget. Additional positions included in Mr. Crozier's budget are a 1.0 FTE Reading Tutor at Curtis, 0.5 FTE SPED Teacher at Loring, and a 1.0 FTE SPED Teacher at Curtis. Priority items Mr. Crozier would like included in the budget are an additional METCO bus, a network specialist, summer work days for certain staff members, administrative support, an ESL teacher, and additional custodial staffing.

- ii. FY21 budget drivers include Steps and Lanes costs of \$530,532; Cost of living adjustment of \$712,644; new position costs of \$138,825; and healthcare costs of \$250,482. There is currently a \$106,354 gap between the current budget plan and the Town's budget target. Superintendent Crozier will advise the Committee in the coming weeks on how this deficit will be closed.

1. Following the Superintendent's presentation, the Committee and Administration discussed how to present the budget for the greatest clarity and transparency; requested that Mr. Crozier prioritize the items in his Tier II budget; reviewed the sustainability and dependability of the grant funding included in the proposed budget; and inquired about the co-teaching model proposed in the Tier III budget, the district's custodial needs, and the kindergarten registration deadline. The Committee also sought to ensure that the budget included sufficient transportation funding to cover the change in school start times that will begin in the 2020-21 school year.

- iii. Haynes Elementary School Principal Jeff LaBroad, Loring Elementary School Principal Sara Harvey, Nixon Elementary School Principal Susan Magoveny, Noyes Elementary School Principal Annette Doyle, and Curtis Middle School Principal Jeff Mela joined the Committee to discuss how the budget supports the district goals.

### 3. Educational Matters

#### a. Districts Reports

##### i. SEA Report

1. None

##### ii. Business and Finance Director's Report

1. Business and Finance Director Don Sawyer updated the Committee on the rollout of Transfinder, the district's transportation tracking and communication app. Mr. Sawyer reported that there has been a noticeable reduction in transportation-related phone calls since the app's launch.

##### iii. Assistant Superintendent's Report

1. Assistant Superintendent Kim Swain reported to the Committee on the professional development day that was scheduled for December 2nd, 2019, but ultimately cancelled due to inclement

weather. Ms. Swain informed the Committee that the administration is working collaboratively with SEA to fulfill the objectives of the day.

2. Ms. Swain also reported that she recently attended the METCO Directors Conference.

iv. Superintendent's Report

1. Superintendent Brad Crozier informed the Committee that the administration is working the SEA in contemplation of several scenarios to replace the cancelled professional development day.
2. Mr. Crozier also credited the student musicians from Curtis for their recent concert series, and acknowledged the nine SEA members who reached twenty-five years in SPS.
3. Mr. Crozier reported that the EDCO Board, of which he is a member, is working toward closing a budget deficit.

4. Business and Policy Matters

a. School Committee Financial Roles

- i. Chair Lisa Kouchakdjian shared with the Committee several financial presentations that were given at this year's MASC Conference, which she attended in early November. Ms. Kouchakdjian encouraged the Committee members and public alike to review the presentations. Ms. Nersessian then highlighted passages from the presentations that she considered of particular import.

b. Review Draft School Committee Newsletter

- i. The Committee reviewed and revised a draft bi-annual newsletter from the Committee to the public. If approved, the newsletter would be distributed by Superintendent Crozier.
  1. Silvia Nersessian motioned to approve the School Committee Bi-Annual Newsletter as amended, Meredith Gerson seconded.

a. **VOTE: 4-0.** Motion carries.

c. School Committee Self-Evaluation and Template

- i. Chair Lisa Kouchakdjian shared with the Committee documents from Dorothy Presser's MASC Conference workshop on school committee self-evaluations, including information on a new, online method for self-evaluation data collection facilitated by Ms. Presser. The Committee then discussed the strengths of this new survey, with an emphasis on the types of data it would request. The Committee agreed to pilot the survey, and to have all of their individuals responses submitted by February Break.

d. Minutes

- i. November 4, 2019
  1. The School Committee reviewed and revised the minutes from the Committee's November 4, 2019 meeting.

- a. Silvia Nerssessian motioned to approve the minutes from November 4, 2019, Meredith Gerson seconded.
    - i. **VOTE: 4-0.** Motion carries.
  - ii. November 7, 2019
    1. The School Committee reviewed and revised the minutes from the Committee's November 7, 2019 meeting.
      - a. Silvia Nerssessian motioned to approve the minutes from November 7, 2019, as edited, Meredith Gerson seconded.
        - i. **VOTE: 4-0.** Motion carries.
  - iii. November 18, 2019
    1. The School Committee reviewed and revised the minutes from the Committee's November 18, 2019 meeting.
      - a. Silvia Nerssessian motioned to approve the minutes from November 18, 2019, as edited, Meredith Gerson seconded.
        - i. **VOTE: 4-0.** Motion carries.
5. Adjournment
  - a. Meredith Gerson motioned to adjourn the meeting, Silvia Nerssessian seconded.  
**VOTE: 4-0.** Motion carries. Meeting adjourned at 8:59 P.M.

Respectfully Submitted,

Justin Dulak

**Documents Reviewed During the December 12, 2019 School Committee Meeting**

1. HOP Donation Letter to School Committee
2. 2020-2021 Proposed Budget
3. "70 Minutes on Chapter 70" Presentation
4. "School Finance More than Numbers" Presentation
5. Sudbury School Committee At-a-Glance Bi-Annual Newsletter
6. Eight Characteristics of Effective School Boards: At A Glance
7. Governance Rubric for Continuous Improvement
8. "School Committee Self-Evaluation" Presentation
9. "MASC School Committee Self-Evaluation"
10. Regular Session Meeting Minutes Draft for November 4, 2019
11. Regular Session Meeting Minutes Draft for November 7, 2019
12. Regular Session Meeting Minutes Draft for November 18, 2019