

Sudbury School Committee
Meeting Minutes
September 9, 2019
Community Room, Goodnow Library

Members Present:

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

Also Present:

Brad Crozier, Superintendent
Don Sawyer, Director of Business and Finance
Kim Swain, Assistant Superintendent
Melissa Morabito, SEA President

Regular Session Meeting

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

1. Public Comment
 - a. None
2. Special Matters
 - a. Update Regarding EEE Action Plan
 - i. Phyllis Schilp, Public Health Nurse for the Town of Sudbury, and Bill Murphy, Health Director for the Town of Sudbury, joined the Committee to discuss the Town's response to the elevated risk of eastern equine encephalitis (EEE) in Sudbury. Mr. Murphy informed the Committee of actions being taken by the Board of Health to confront this issue, including discouraging citizens from being outdoors between dusk and dawn and spraying pesticides to control the mosquito population. The Committee also discussed the risk posed by standing water, how often bug spray should be applied to children, and the interdepartmental procedures for how to manage a public health concern such as a diagnosis of EEE.
 - ii. Superintendent Brad Crozier detailed steps being taken by Sudbury Public Schools, including having the Sudbury Administrative Leadership Team (SALT) hold an emergency weekend meeting, maintaining frequent communications with families, and obeying the Department of Health's dusk-to-dawn recommendations.
 - b. MASC Superintendent Evaluation Update

- i. Dorothy Presser, from the Massachusetts Association of School Committees, joined the Committee to discuss the superintendent evaluation process. Ms. Presser informed the Committee about changes made to the evaluation rubric, and why those changes were made.
 - c. School Committee Policy Regarding PTO's
 - i. The Committee discussed the nature of its relationship with the District's Parent-Teacher Organizations (PTOs). Dorothy Presser advised the Committee in this discussion, confirming that the Committee does not have the purview to regulate PTOs. The Committee will continue to accept or reject gifts from the PTOs and provide space to those organizations, but will otherwise recognize the autonomy of the PTOs.
- 3. Educational Matters
 - a. District Reports
 - i. SEA Report
 - 1. Sudbury Education Association (SEA) President Melissa Morabito reported to the Committee on how specialist teachers started their school year, and explored the themes and subjects that will be covered in their classrooms over the course of this year.
 - ii. Business and Finance Report
 - 1. Business and Finance Director Don Sawyer reported to the School Committee on the final budget report for FY19, the year that ended June 30, 2019. With FY19 closed and balanced, work is transitioning to FY20. The first report on FY20 will be ready for the Committee in October.
 - iii. Assistant Superintendent's Report
 - 1. Assistant Superintendent Kim Swain updated the Committee on the expenditure of grant funds secured by State Representative Carmine Gentile. Ten SPS educators will be participating in a Wilson Phonics training program purchased using the award.
 - 2. Ms. Swain also reported that the district will be bringing a team of educators, special educators, and administrators to a conference hosted by DESE on access and equity.
 - iv. Superintendent's Report
 - 1. Superintendent Brad Crozier informed the Committee that he has been attending each school's Open House, and he will continue to do so throughout the month of September.
 - 2. Mr. Crozier also reported to the Committee on the latest student enrollment data. Recently volatility in the enrollment data can be explained, according to Mr. Crozier, by a discrepancy between the district's ability to collect information over the summer months on students moving out of the district and those moving into it.
 - 3. Mr. Crozier discussed the FY21 budget process with the Committee, describing his desire to build the budget from the

“bottom-up.” Mr. Crozier’s desire is to bring a budget to the School Committee in December, but his ability to deliver on this timetable will be impacted the new Town Manager.

4. Business and Policy Matters

a. Sudbury Extended Day Contract

i. Superintendent Brad Crozier recommended that the Committee exercise the 2020-21 and 2021-2022 options in the contract with Sudbury Extended Day (SED) for before and after school care. Sudbury Extended Day Director Suzie Kornblum joined the Committee to explain that doing so would allow SED to begin the work necessary to meet the changing start times of SPS.

1. Silvia Nersessian motioned to extend the lease agreement between Sudbury Public Schools and Sudbury Extended Day, Inc., for two years, as permitted by the current lease agreement. Christine Hogan seconds.

a. **VOTE: 5-0.** Motion carries.

b. Communication Template

i. Due to the template not being included in the School Committee’s Agenda Packet, this item was not discussed and will be placed on the agenda for a future School Committee Meeting.

c. FY19 Budget Book and Feedback

i. The Committee reviewed and discussed the previous year’s Budget Book in preparation for the development of the FY21 budget book. Suggested edits include avoiding the use of acronyms and abbreviations; adding more information on General Fund offsets; and reconsidering which communities are used as SPS’s “peers.” Superintendent Crozier estimated that the next iteration of the budget book will be ready in February 2020.

d. Preliminary Review of Transportation Contract

i. Director of Business and Finance Don Sawyer led the Committee in a review of the district’s contract with First Student, Inc., which is in its final year but includes two additional one year options. Mr. Sawyer reviewed the recent history of the transportation program, including how many buses are in the district’s fleet and how the district arrived at that number; and how the change in school start times are expected to impact the district’s transportation needs. The Committee requested information on safety records for First Student; breach of contract and damages provisions; and an analysis of what costs may be if the district goes out to bid.

e. FY20 School Committee Goals

i. The Committee continued to review and revise their goals for 2019-2020. In accordance with discussion from earlier in the evening, the Committee agreed to revise its goal regarding PTOs. The Committee also edited its

goal regarding administrative office space to more accurately reflect how SPS and the Town are managing that process. Committee members discussed the possibility of adding language about teacher workload and class size to their goal on equity, but ultimately decided not to make those additions.

- f. School Committee Strategic Plan Letter
 - i. The Committee reviewed its letter to accompany the strategic plan, and considered possible revisions. The discussion centered around how to possibly measure accountability and use that data to compare SPS to other districts.
 - g. Liaison Reports
 - i. Maggie Helon reported to the Committee on the latest SEPAC Meeting, including information on their upcoming events.
 - ii. Christine Hogan informed the Committee about matters discussed during the latest Curtis Parent Organization meeting. Ms. Hogan also reported that METCO Coordinator Sandra Walters is in the process of filling a seat at the School Committee table for a METCO representative who will join the meetings by telephone.
 - h. School Committee Minutes
 - i. The Committee reviewed and made revisions to the meeting minutes from July 15, 2019.
 - 1. Silvia Nerssessian motioned to approve the meeting minutes from July 15, 2019, as edited. Meredith Gerson seconded.
 - a. **VOTE: 5-0.** Motion carries.
 - ii. The Committee reviewed and made revisions to the meeting minutes from August 26, 2019.
 - 1. Christine Hogan motioned to approve the meeting minutes from August 26, 2019. No second, motion fails.
 - iii. The Committee proceeded to discuss the proper level of detail for minutes to include, as well as which edits to the minutes for August 26, 2019 should remain in the final document.
 - 1. Maggie Helon motioned to approve the meeting minutes from August 26, 2019 as edited at the table, Silvia Nerssessian seconds.
 - a. **VOTE: 4-1,** Christine Hogan opposed. Motion carries.
5. Adjournment
- a. Silvia Nerssessian motioned to adjourn the meeting, Maggie Helon seconded.
VOTE: 5-0. Motion carries. Meeting adjourned at 9:30 P.M.

Respectfully Submitted,

Justin Dulak

Documents Reviewed During the September 9, 2019 School Committee Meeting

1. Massachusetts Model System for Educator Evaluation: Superintendent and District Administrator Rubric, July 2019
2. DRAFT Indicator Rubric for Superintendent Evaluation
3. FY19 YTD Budget Report
4. FY20 Enrollment Data-September 3, 2019
5. Lease Agreement: Sudbury Public Schools-Sudbury Extended Day, Inc.
6. Sudbury Public Schools Budget Book: Superintendent's Recommended Budget FY20
7. Transportation Contract Sudbury Public Schools and Lincoln-Sudbury Regional High School
8. Sudbury School Committee 2019-2020 Smart Goals
9. Sudbury School Committee Strategic Plan Draft Letter
10. Regular Session Meeting Minutes Draft for July 15, 2019
11. Regular Session Meeting Minutes Draft for August 26, 2019