

Sudbury School Committee
Meeting Minutes
June 1, 2020
Virtual Meeting

Members Present:

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

Members Absent:

Christine Hogan

Also Present:

Brad Crozier, Superintendent
Don Sawyer, Director of Business and Finance
Kim Swain, Assistant Superintendent
Sarah Rivera, SEA Representative

Regular Session Meeting

Chair Lisa Kouchakdjian opened the meeting at 7:05 PM.

1. Special Matters

a. Covid-19 Update

- i. Superintendent Brad Crozier, Assistant Superintendent Kim Swain, and Budget and Finance Director Don Sawyer provided the Committee with updates on several topics related to the COVID-19 pandemic. These included: a new centralized hub on the Sudbury Public Schools website for COVID-19 response information, learning guides for each of the elementary grades, and the accessibility of content by families over the summer months.

- a. Committee questions centered on how the learning guides would be disseminated; whether learning guides will be developed for grades 6-8; and if the learning guides are ADA-compliant.

ii. Superintendent's Task Force

1. Mr. Crozier detailed his plans for the reopening taskforce to the Committee. Principals have already been asked to identify staff members from their schools who would be interested in joining the task force. Mr. Crozier then explained his desire to add a School Committee member and several parents, preferably one from

each school, to the taskforce. This taskforce will be charged with reviewing and implementing the reopening guidelines that will be issued by DESE and the State. The taskforce will also examine important questions confronting the District during this process such as the comparative values of in-person and virtual education; curriculum content; what operations and business services will look like; and how the District will address social emotional learning and behavioral health.

- a. Committee questions on the taskforce centered on when the taskforce will start; why only a single Committee member is to be appointed to the taskforce and when the Committee should appoint that person; what the schedule/time commitment would be for taskforce members; and whether the Committee should also appoint an alternate as a back-up for the regularly-appointed member.

2. Meredith Gerson motioned to appoint Maggie Helon as the School Committee representative to the Superintendent's Reopening Taskforce, Silvia Nerssessian seconded.

- a. In discussion after the motion, the Committee discussed the responsibility of the regularly-appointed member to update the alternate on the progress and developments of the taskforce.

- i. **ROLL CALL VOTE**

1. Meredith Gerson: Aye
2. Maggie Helon: Aye
3. Lisa Kouchakdjian: Aye
4. Silvia Nerssessian: Aye

a. VOTE: 4-0, motion carries.

3. Meredith Gerson motioned to appoint Silvia Nerssessian as the alternate School Committee Representative on the Superintendent's Reopening Task Force, Maggie Helon seconded.

- a. **ROLL CALL VOTE**

- i. Meredith Gerson: Aye
- ii. Maggie Helon: Aye
- iii. Lisa Kouchakdjian: Aye
- iv. Silvia Nerssessian: Aye

1. VOTE: 4-0, motion carries.

- iii. **FY20 and FY21 Budget Matters**

1. Superintendent Crozier indicated that Chromebooks for the grades 3-8 1:1 program will ship soon. Within the FY20 budget, additional laptops have been purchased to extend the 1:1 program to grade

2, although Superintendent Crozier noted that these devices may not be operational until September or October, depending on shipment times.

2. The district has worked with the school nurses by building to gather an estimate on quantities of PPE that would last for three months. These needs have been identified and are in the process of being ordered, with a 60 day lead time. Facilities have also indicated their needs for soap and hand sanitizer refills.
3. Questions from the Committee included what constitutes PPE in the budget, grade 2 chromebook additional costs, justification for increases for equipment funding, cleaning supplies and equipment planning and budgeting, circuit breaker reimbursement amount, future circuit breaker availability, what is included in non-salary expenses, and report formatting.

2. Public Comment

- a. Kristen Ranere of Clark Road spoke to the Committee regarding social emotional wellbeing of both students and teachers.
- b. Monica Rogan of Goodnow Road spoke to the Committee regarding student surveys and results communication. She also reiterated a concern for wellbeing of teachers and students and budgeting for that support. Ms. Rogan also indicated a desire for virtual community engagement opportunities.

3. Educational Matters

a. Districts Reports

i. SEA

1. SEA Representative Sarah Rivera reported to the Committee to highlight the work of the special educators in the district, particularly during the challenging times of remote learning.

ii. Business and Finance Director's Report

1. Business and Finance Director Don Sawyer reported to the Committee regarding preparations for closing fiscal year 2020, and opening fiscal year 2021.

iii. Assistant Superintendent's Report

1. Assistant Superintendent Kim Swain updated the Committee on three planned summer courses for teachers: Sliding into Summer, Summer Schoology, and Stepping Up Your Google Classroom. Ms. Swain also thanked SERF for their generous spring grants, which provided Seesaw Pro accounts for K-1 teachers and purchased 26 additional Chromebooks for SPS staff.

iv. Superintendent's Report

1. Superintendent Crozier updated the committee on school start times and implications of those changes, including bus route scheduling, non ILAP days, drop off and pickup times, rescheduling of elementary school club meetings to after school,

expanding SED capacity, and parks & rec involvement in afterschool care .

2. Superintendent Crozer discussed an upcoming webinar the district will host, “Kids, Tweens, and Quarantines”. This will discuss the young brain, signs of anxiety, and the grieving process. Staff will receive a parallel training for their own wellness needs.
3. Committee questions centered on opportunities to extend additional training/discussions in the upcoming year.

4. Business and Policy Matters

a. Superintendent Summative Report

- i. School Committee Chair Lisa Kouchakdjian introduced the summative report, which includes factors the superintendent would like the committee to consider in evaluation. She asked the committee if they would like to move this to a future meeting, which Superintendent Crozier was amenable to. All present committee members agreed, and discussed setting deadlines for individual evaluations to be submitted to the chair. The agreed upon dates were:

- a. June 15th: Discussion of Superintendent Crozier’s summative report during regular school committee meeting
- b. June 22nd: Deadline for school committee members to submit assessments to the chair
- c. June 29th: Proposed date for additional meeting for Superintendent Crozier’s evaluation, as well as any additional issues that may arise in the interim.

b. School Committee Reorganization

- i. The Committee discussed plans for its annual reorganization and chair elections. While these processes typically occur during a May School Committee meeting, they were tabled following the Town’s postponement of its annual election. The town election is currently scheduled for June 23rd. Resets and reorganizations were discussed, as the new member of the Committee will not join until after the Town Meeting in September. Potential for inviting the new member to goal setting and professional development meetings in July were discussed.

c. School Committee Meeting Calendar 2020-21

- i. The Committee reviewed and revised a proposed list of meeting dates for fiscal year 2021. Meetings will continue to be held on the first and third Mondays of each month, with variances allowed for holidays and/or school break closures.

d. Review School Committee At-A-Glance Newsletter

- i. The Committee reviewed and revised a proposed newsletter to the community. This newsletter would highlight key decisions made by the

Committee over the last six months, upcoming topics for the Committee, and remind readers how to contact the Committee.

e. School Committee Review of 2019-20 Goals

i. The Committee reviewed the progress made toward its 2019-2020 SMART Goals.

1. In regards to Goal #1, on policy, the Committee agreed to convene a meeting of policy subcommittee and discussed establishing another policy goal for the year to come.
2. In regards to Goal #2, on the subject of the SPS office space, Ms. Nersessian informed the Committee that the Selectboard has not specifically discussed the article pertaining to a new Fairbank Community Center/SPS office building. The Committee will need to have further discussion on the matter and continue working toward it.
3. In regards to Goal #3, on equity, the drafting of an equity statement by the Committee has been delayed by the COVID-19 pandemic. This goal will likely be carried over into the new year, with a draft in September.

f. EDCO Budget Update and Initial Discussion Regarding Membership

i. Superintendent Crozier updated the Committee on the EDCO fiscal situation, presenting three paths:

1. Work as a member district to have them change their budgeting practices and HR strategies to no longer run at a deficit
2. Withdraw from EDCO membership- this would need to be done in this fiscal year, and membership would continue through next fiscal year. The district would no longer have voting ability, but would continue to have financial responsibilities for when they were a member district.
3. Work with other members to dissolve EDCO.

ii. The current management company for EDCO and the EDCO attorney presented a list of costs to dissolve EDCO, with a total cost to SPS of \$300,000. Superintendent Crozier believes this would be a huge burden to the district, and instead hopes to see EDCO become more fiscally stable. Superintendent Crozier indicated results of other district votes on dissolution of EDCO and noted that SPS may need to hold a vote of their own in the future.

iii. Committee questions centered on costs to SPS to withdraw from EDCO, opportunities to receive more regular reports and financials from EDCO, committee member attendance at EDCO meetings, window of time for withdrawal from EDCO, potential assessment increases as other districts withdraw, number of districts with EDCO membership,

g. Liaison Reports

- i. Silvia Nerssessian reported that on June 16 at 10 AM, Haynes Elementary School will be having a car parade. This will be the official 5th grade “beep out” instead of the traditional clap-out.
 - ii. Maggie Helon reported that the Noyes Elementary School beep out will also be on June 16, but in the afternoon. Ms. Helon also reported that the annual Noyes Art Show will focus on student selfies this year.
 - h. Future Agenda Items
 - i. METCO update, FY21 School Calendar, Superintendent Summative Report
 - i. Minutes
 - i. The School Committee reviewed and revised minutes from the May 18, 2020 meeting.
 - 1. Silvia Nerssessian motioned to approve the meeting minutes from May 18, 2020, as presented, Maggie Helon seconded.
 - a. ROLL CALL VOTE
 - i. Meredith Gerson: Aye
 - ii. Maggie Helon: Aye
 - iii. Lisa Kouchakdjian: Aye
 - iv. Silvia Nerssessian: Aye
 - 1. **VOTE: 4-0.** Motion carries.
5. Adjournment
 - a. Silvia Nerssessian motioned to adjourn at 9:18 PM., Maggie Helon seconded.
 - i. ROLL CALL VOTE
 - 1. Meredith Gerson: Aye
 - 2. Maggie Helon: Aye
 - 3. Lisa Kouchakdjian: Aye
 - 4. Silvia Nerssessian: Aye
 - a. **VOTE: 4-0.** Motion carries.

Respectfully Submitted,
Justin Dulak

Documents Reviewed During the June 1, 2020 School Committee Meeting

- 1. SPS Learning Guide for Kindergarten
- 2. SPS Learning Guide for Grade 1
- 3. SPS Learning Guide for Grade 2
- 4. SPS Learning Guide for Grade 3
- 5. SPS Learning Guide for Grade 4
- 6. SPS Learning Guide for Grade 5
- 7. FY20 and FY21 Budget Forecast and Fiscal Planning Memo
- 8. Appendix A. End-of-Cycle Summative Evaluation Report: Superintendent
- 9. Mid-Cycle Goals Progress Report-Brad Crozier
- 10. Superintendent’s Goals 2019-2020
- 11. School Committee Meeting Schedule FY21 Draft
- 12. Sudbury School Committee At-A-Glance Newsletter

13. School Committee 2019-2020 SMART Goals

14. School Committee Meeting Minutes Draft, May 18, 2020