

Sudbury School Committee
Meeting Minutes
September 13, 2022
Virtual Meeting

Members Present:

Silvia Nerssessian, Chair
Meredith Gerson, Vice Chair
Nicole Burnard
Mandy Sim
Sarah Troiano

Members Absent:

None

Also Present:

Brad Crozier, Superintendent
Kim Swain, Assistant Superintendent
Don Sawyer, Director of Business and Human Resources
Melissa Morabito, SEA Representative

Regular Session Meeting

Chair Silvia Nerssessian opened the meeting at 7:02 p.m.

1. Opening Statement / Regular Session
 - a. Chair Silvia Nerssessian performed a roll call and made an announcement that the session is being recorded, that we are not live for the public to see and hear tonight due to other meetings and there should be no expected right to privacy, as this is a public forum. Meredith Gerson, Nicole Burnard, Mandy Sim, Sarah Troiano and Silvia Nerssessian all affirmed in the positive.

2. Public Comment:
 - a. None

3. Educational and Operational Matters
 - a. District Reports
 - i. SEA Report (Melissa Morabito)
 1. Ms. Morabito thanked the Committee for the opportunity to speak on behalf of her colleagues. She shared that the beginning of the year is off to a good start and wanted to give gratitude and thanks to the custodians for all their hard work in getting the schools ready over the summer and to the Administrative Assistants for welcoming new staff members and families. She also shared that

everyone looks forward to a more normal teaching setting this year.

ii. Director of Business and Human Resources Report

1. Payroll System Update

- a. Director of Business and Human Resources, Don Sawyer, informed the Committee that bus transportation is going well despite construction throughout town.
- b. He also shared that the Town has entered into agreement with Harpers Payroll. He will be involved in meetings to help the transition over to the new payroll system and will follow up with a timeline for completion.
- c. Questions from the Committee included whether there is a timeline for when this goes live and when it will be accessible for staff.

iii. Assistant Superintendent Report

1. Assistant Superintendent, Kim Swain, informed the Committee that the district had its first ILAP day and the focus was on completing mandated training and safety drills. She also shared that the next ILAP meeting will cover professional learning at the elementary level and the middle school will be having departmental meetings. Lastly, she shared that a parent information night is scheduled to discuss the 8th grade DC trip.
2. Ms. Swain also shared an update on the METCO Director position. She reviewed the process for hiring and is thrilled to share that the position has been offered and accepted by Leslie Smart.
3. Questions from the Committee surrounded whether the District was happy with the number of recipients and the pool of applicants that applied for the METCO Director position.

iv. Superintendent's Report

1. Superintendent, Brad Crozier, shared that hiring continues in the district and he is excited about the new staff hired to date. He took a moment to thank staff members in the district for helping to support the schools during the hiring process.
2. He also shared that enrollment is leveling off and that we are 35 students over our projected numbers. The yearly NESDEC report should be coming in October.
3. Questions from the Committee included if there are any reasons for why our numbers were off and whether NESDEC projections have been off in the past.

4. He then shared that the District hosted a COVID Vaccination Clinic that was well attended with 90 slots filling up quickly. The hope is to have another clinic available soon. New updated COVID protocols have been posted to the website and they are aligned with both the CDC and DESE protocols. SPS has tests available for symptomatic individuals and masks are available if any spikes in cases arise. Mitigation strategies will be considered if necessary.

4. Business and Policy Matters

a. FY23 Final Revised Budget

- i. Director of Business and Finance, Don Sawyer, reviewed for the Committee the budgeting process and what changes have been made based on the previous recommendations. He brought attention to FTE positions that have been transferred to ESSER 1 and ESSER 2 funds.
- ii. Questions from the Committee surrounded the FTE positions and how they would get transferred back into the budget and how we are monitoring building maintenance costs?
- iii. Meredith Gerson moves to approve the FY23 Final Revised Budget. Sarah Troiano seconded the motion.

1. ROLL CALL VOTE:

- a. Meredith Gerson: Aye
- b. Nicole Burnard: Aye
- c. Mandy Sim: Aye
- d. Sarah Troiano: Aye
- e. Silvia Nerssessian: Aye
 - i. **Vote: 5-0.** Motion carries.

b. Curtis Outdoor Wellness Space Update

- i. Chair Silvia Nerssessian updated the Committee on the status of this project. She shared the importance of the project and that the proposed Curtis structure is the last of all the K-8 schools in the district to be the recipient of an ADA compliant structure. This will serve not only the students at the middle school but the community as well. The survey that was shared came back with positive feedback and a large number of responses were returned.
- ii. Questions and comments from the Committee surrounded whether entire grade levels are on the playground at the same time and whether that would affect a physical education class from using the structure. Questions also included what next steps will be and a reminder on the funding sources.

c. Liaison Assignments / Subcommittee to Update with New Member

- i. Due to the addition of a new School Committee Member, the Committee reviewed current assignments and where there were gaps. The Committee also discussed removing the METCO Liaison position due to questions in the past about some confusion with the role. Because our district has a METCO Director, there is not a need to have this as an assigned position.
- ii. New Committee roles and changes are as follows:
 - 1. Nicole Burnard will serve on the Special Education Advisory Council
 - 2. The METCO Liaison position is eliminated
 - 3. Nicole Burnard will serve on Communications, and
 - 4. Mandy Sim will join Meredith Gerson on the Policy Subcommittee
 - a. ROLL CALL VOTE:
 - i. Meredith Gerson
 - ii. Nicole Burnard
 - iii. Mandy Sim
 - iv. Sarah Troiano
 - v. Silvia Nerssessionian
 - 1. **Vote: 5-0.** Motion carries.

d. Monthly Accounts Payable and Warrants Submission

- i. No action required by the Committee.

e. Liaison Reports

- i. Chair Silvia Nerssessionian shared that the Finance Committee had a recent meeting and two proposed budget meeting dates have been set:
 - December 6 - Pressures Meeting, and
 - February 13, 2023 - Budget Hearing
- ii. She will follow up once those dates have been confirmed with Lincoln-Sudbury Regional High School Committee.

5. Adjournment

- a. Chair Silvia Nerssessionian moved to adjourn the meeting at 8:41 p.m. Sarah Troiano seconded the motion.

- i. ROLL CALL VOTE:
 - 1. Meredith Gerson: Aye
 - 2. Nicole Burnard: Aye
 - 3. Mandy Sim: Aye
 - 4. Sarah Troiano: Aye
 - 5. Silvia Nerssessionian: Aye
- a. **Vote: 5-0.** Motion carries.

Respectfully Submitted,
Julie Williams

Executive Assistant to the Superintendent

Documents Reviewed During the September 13, 2022 School Committee Meeting

1. **Memo_SC_FY23 Revised Budget Reset_220908**
2. **Curtis Outdoor Health & Wellness Space Survey**
3. **Curtis_A - with Prices**
4. **Curtis B**
5. **SSC Liaison and Subcommittee Assignments_DRAFT**
6. **SC Meeting Warrant Summary - 090822**