

Sudbury School Committee
Meeting Minutes
October 7, 2024

Members Present:

Nicole Burnard, Chair
Meredith Gerson, Vice Chair
Karyn Jones
Mandy Sim
Mary Stephens

Also Present:

Brad Crozier, Superintendent
Annette Doyle, Assistant Superintendent
Sandra Duran, Combined Facilities Director
Drew Kelsey, SEA Representative and Special Educator
Alicia Mallon, MASC Field Director
Don Sawyer, Director of Business and Human Resources

Regular Session Meeting

Chair Nicole Burnard opened the meeting at 7:01 p.m. She performed a roll call and made an announcement that the session is being recorded, shared live for the public to see and hear and there should be no expected right to privacy, as this is a public forum. Mandy Sim, Mary Stephens, Nicole Burnard all affirmed in the positive.

Superintendent Crozier informed the Committee and the community about the passing of Betsy Joseph, a 6th-grade teacher who had served SPS for 25 years, and led a moment of silence in her memory.

Karyn Jones affirmed her presence at the meeting.

1. Special Matters

- a. Capital Planning Workshop, Alicia Mallon, MASC Field Director
- b. The Committee participated in a workshop that covered MASBO and MSBA Best Practices as well as the role of the School Committee.
- c. The Committee's questions focused on whether there is a template available for developing a capital plan and what common mistakes should be avoided in capital planning.

2. Public Comment

- a. Safa Khan, 6 Kendra Lane in Sudbury, speaking on behalf of muslim families in Sudbury asked the Committee to consider adding Eid al-Fitr and Eid al-Adha to the district calendar.
- b. Fran Carmody, 357 North Road in Sudbury, advocated for the support of an extension of the contract between SED and SPS.
- c. Jacob Chused, Morse Road in Sudbury, spoke on behalf of Sudbury Extended Day and shared the positive experiences his children had at SED.

3. Educational and Operational Matters

a. SEA Report (Drew Kelsey)

- i. Mr. Kelsey shared his thanks to Superintendent Crozier for recognizing Ms. Joseph at the beginning of the meeting.
- ii. He discussed executive functioning as a skill being taught to students, emphasizing its role as a foundation for academic success. He explained how these skills are integrated into classroom instruction, including practices like mindful minutes, movement breaks, and other self-regulation techniques to help students stay engaged.

Meredith Gerson affirmed her presence at the meeting.

b. District Reports

i. Director of Business and Human Resources Report

1. Mr. Sawyer shared that budget development for FY26 is underway. He also shared that the OSD inflation rate is at 3.42%.
2. He was recently approached by two districts in recognition of our budget reporting.

ii. Assistant Superintendent Report

1. An update was given on the Disability Awareness curriculum, which was recently developed through a grant from the Sudbury Foundation and is now ready for implementation.
2. Mrs. Doyle and Leslie Smart recently attended a METCO retreat with other districts. She provided an update on the sessions they attended.
3. Questions surrounded the roll out of the curriculum and future plans on how it's being taught. The Committee shared their excitement about this initiative.

iii. Superintendent's Report

1. The first Superintendent PIE meeting of the year was recently held.
2. The Student Art Gallery opening is scheduled for Wednesday, October 9th at 3:00 p.m. for student artists and 3:30 p.m. to the public.

4. Business and Policy Matters

a. FY26 Capital Recommendations

- i. Ms. Duran updated the Committee on the Facility Assessment and discussed the meetings she had participated in to identify the recommended Capital Improvement Projects. She then reviewed the submissions.
- ii. The Committee's questions centered on why certain items were not included in small capital projects, the lifetime usage of the mat retrofit, suggested amendments to the ceiling tile replacement form, requests for project quotes, clarification on project management fees versus facilities costs, roof funding, and the timeline for receiving the fire alarm system numbers.

b. Fee Approval for Unified Games

- i. Vice Chair Meredith Gerson moves to approve the unified games fee of \$65.00 per participant to the School Committee fee list. Mandy Sim seconded the motion.
 - ii. Superintendent Crozier provided a history of the program and explained that fees need to be considered to ensure its sustainability. The fees were prorated based on the program's duration, as it runs for only one month instead of three.
 - iii. There were questions regarding whether there is a cap on fees per family and if the fee applies to all participants.
 - 1. ROLL CALL VOTE
 - a. Meredith Gerson: Aye
 - b. Mandy Sim: Aye
 - c. Karyn Jones: Aye
 - d. Mary Stephens: Aye
 - e. Nicole Burnard: Aye
 - i. **Vote:** 5-0. Motion passes.
- c. Approval of Grant for Grading for Equity Facilitation
- i. Vice Chair Meredith Gerson moves to accept a Grant of \$5,000.00 for the project facilitation and consultation support for Grading for Equity for Ephraim Curtis Middle School from the Sudbury Foundation with gratitude. Mandy Sim seconded the motion.
 - 1. ROLL CALL VOTE
 - a. Meredith Gerson: Aye
 - b. Mandy Sim: Aye
 - c. Karyn Jones: Aye
 - d. Mary Stephens: Aye
 - e. Nicole Burnard: Aye
 - i. **Vote:** 5-0. Motion passes.
- d. Food Service and SED Contracts
- i. Vice Chair Meredith Gerson moves to approve the two one year extensions for the Whitsons Food Service Contract. Mandy Sim seconded the motion.
 - ii. Chair Burnard confirmed that this vote is to extend the current contract that is already in place.
 - iii. There were questions about the length of the extension being voted on and the timeline for releasing an RFP. Additionally, there was a request for clarification on the number of past respondents.
 - iv. There were further questions regarding the food vendor, including food quality and options. The participation of Whitsons representatives in SC meetings and the requirements set by the USDA and DESE were also discussed.
 - v. Concerns were shared about voting on the contract prior to addressing operational matters with the vendor.
 - 1. ROLL CALL VOTE
 - a. Meredith Gerson: Aye
 - b. Mandy Sim: Aye
 - c. Karyn Jones: No
 - d. Mary Stephens: No
 - e. Nicole Burnard: Aye

- i. **Vote:** 3-2. Motion passes.
 - vi. Vice Chair Meredith Gerson moves to approve two one year extensions on the SED contract bringing the agreement end to June 30, 2027. Mandy Sim seconded the motion.
 - vii. Chair Burnard confirmed that this vote is to extend the current contract that is already in place.
 - viii. A Committee member would like more information prior to voting due to unresolved questions about the existing contract, including vacation days, extra building space, and equitable programming. They also sought clarification on recent amendments to the SED contract and holiday usage.
 - ix. Feedback on what requires an RFP was asked of Mr. Sawyer. The Committee discussed the concerns and benefits of signing the extension, with one member suggesting a one-year extension.
 - 1. ROLL CALL VOTE
 - a. Meredith Gerson: Aye
 - b. Mandy Sim: Aye
 - c. Mary Stephens: Abstain
 - d. Karyn Jones: Aye
 - e. Nicole Burnard: Aye
 - i. **Vote:** 4-1. Motion passes.
- e. Liaison Reports
 - i. SEPAC is collaborating with SPS for their annual federation event on October 24th via zoom. More information to follow via fliers.
 - ii. Superintendent PIE meetings have begun and a member encourages the community to take advantage of participating in these.
 - iii. LS is currently working on capital projects and superintendent goals. To enhance communication, they are sending out newsletters, adding listening sessions, creating surveys, adding more detail to their meeting agendas, and outreach efforts to Boston families.
 - iv. LS is considering adding additional holidays to their district calendar which will affect SPS due to busing.
- f. Minutes (8/5/24, 8/19/24 and 9/9/24)
 - i. Vice Chair Meredith Gerson moves to approve the Sudbury School Committee open session meeting minutes from the August 5, 2024 meeting as amended. Mandy Sim seconded the motion.
 - ii. Recommended edits were suggested and agreed upon.
 - 1. ROLL CALL VOTE
 - a. Mary Stephens: Aye
 - b. Karyn Jones: Aye
 - c. Meredith Gerson: No
 - d. Mandy Sim: Aye
 - e. Nicole Burnard: Aye
 - i. **Vote:** 4-1. Motion passes.

- iii. Vice Chair Meredith Gerson moves to approve the Sudbury School Committee open session meeting minutes from the August 19, 2024 meeting as amended. Mandy Sim seconded the motion.
 - 1. ROLL CALL VOTE
 - a. Meredith Gerson: Aye
 - b. Mandy Sim: Aye
 - c. Mary Stephens: Aye
 - d. Karyn Jones: Aye
 - e. Nicole Burnard: Aye
 - i. **Vote:** 5-0. Motion passes.
- iv. Vice Chair Meredith Gerson moves to approve the Sudbury School Committee open session meeting minutes from the September 9, 2024 meeting as amended. Mandy Sim seconded the motion.
 - 1. ROLL CALL VOTE
 - a. Meredith Gerson: Aye
 - b. Mandy Sim: Aye
 - c. Mary Stephens: Aye
 - d. Karyn Jones: Aye
 - e. Nicole Burnard: Aye
 - i. **Vote:** 5-0. Motion passes.

5. Adjournment

- a. Chair Nicole Burnard motioned to adjourn the meeting at 9:58 p.m. Meredith Gerson seconded the motion.
 - i. ROLL CALL VOTE
 - 1. Karyn Jones: Aye
 - 2. Mary Stephens: Aye
 - 3. Mandy Sim: Aye
 - 4. Meredith Gerson: Aye
 - 5. Nicole Burnard: Aye
 - a. **Vote:** 5-0. Motion carries.

Respectfully Submitted,
Julie Williams
Executive Assistant to the Superintendent

Documents Reviewed During the October 7, 2024 School Committee Meeting

- 1. Sudbury Capital Planning October 7
- 2. Brookline Capital Plan 2019
- 3. Groton Dunstable Capital Plan 2016
- 4. NT Budget Book 2024
- 5. FY26 Capital Project Submission Form - CIP_FY26_1 Carpet Replacement.xlsx - CIP Submission Form
- 6. FY26 Capital Project Submission Form - CIP_FY26_SPS_2 VCT Flooring Replacement.xlsx - CIP Submission Form (1)
- 7. FY26 Capital Project Submission Form - CIP_FY26_SPS_3 Bathroom Partitions and Replacements.xlsx - CIP Submission Form

8. **FY26 Capital Project Submission Form - CIP_FY26_SPS 4 Painting.xlsx - CIP Submission Form**
9. **FY26 Capital Project Submission Form - CIP_FY26_SPS 5 Ceiling Tile Replacement.xlsx - CIP Submission Form**
10. **FY26 CIP Small Cap Presentation to School Committee 9.20.2024.pptx**
11. **Sudbury Public Schools Capital Request Presentation October 7.2024 with Brad Edits 10.4.2024.pptx (1)**
12. **FY26 Capital Project Submission Form - CIP_FY26_SPS 6 Haynes Roof Schematic Design Fees.xlsx - CIP Submission Form REVISED 10.7.2024**
13. **FY26 Capital Project Submission Form - CIP_FY26_SPS 7 Haynes Roof Replacement and Construction Oversight Fees.xlsx - CIP Submis**
14. **FY26 Capital Project Submission Form - CIP_FY26_SPS 8 Nixon Roof Replacement and Construction Oversight Fees**
15. **FY26 Capital Project Submission Form - CIP_FY26_SPS 9 Curtis Exterior Camera Replacements.xlsx - CIP Submission Form**
16. **FY26 Capital Project Submission Form - CIP_FY26_SPS 10 HVAC Capital Improvements Design Fees.xlsx - CIP Submission Form**
17. **FY26 Capital Project Submission Form - CIP_FY26_SPS 11 Fire Alarm and Emergency Lighting Systems Design Fees Curtis_Haynes_Loring**
18. **FY26 Capital Project Submission Form - CIP_FY26_SPS 12 Entrance Mat Retrofit.xlsx - CIP Submission Form**
19. **Sudbury Foundation Grant Award Status**
20. **Sudbury-Whitsons FSMC Agreement SY2022-23**
21. **SED Signed Contract_021422**
22. **080524_Sudbury School Committee Minutes_DRAFT**
23. **081924_Sudbury School Committee Minutes_DRAFT**
24. **090924_Sudbury School Committee Minutes_DRAFT**