

Sudbury School Committee
Meeting Minutes
May 19, 2025

Members Present:

Nicole Burnard, Chair
Karyn Jones, Chair
Jessica McCready, Vice Chair
Mandy Sim
Betsy Sues

Absent:

Annette Doyle, Assistant Superintendent

Also Present:

Brad Crozier, Superintendent
Erin Kehew, SEA Representative and Special Educator
Don Sawyer, Director of Business and Human Resources

1. Opening Statement / Regular Session

Chair Nicole Burnard opened the regular session meeting at 7:00 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. Karyn Jones, Betsy Sues, Jessica McCready, Mandy Sim and Nicole Burnard affirmed in the positive.

2. Public Comment

- a. Rabbi Yisorel Freeman, 41 Old Meadow Road, spoke to the calendar changes being considered and advocated for continued support of the Yom Kippur and Rosh Hashanah holidays.
- b. Preeti Joshi, 27 Goodmans Hill Road, advocated for the Diwali holiday to be included in the school calendar.
- c. Vidya Parwani, 45 Amanda Road, urged the Committee to consider adding the Diwali holiday in the school calendar.
- d. Larissa Shah, 230 Marlboro Road, advocated to include the Diwali holiday in the school calendar.
- e. Safa Khan, Sudbury resident, advocated to formally recognize Eid holidays in the school calendar.
- f. Kay Bell, Old Lancaster Road, referred to a Boston Globe article and asked the School Committee to address questions related to a records request she submitted.
- g. Selma Jafarov, no address given, advocated for equity in recognizing Eid holidays in the school calendar.

3. Educational and Operational Matters

- a. SEA Report (Erin Kehew)

- i. Ms. Kehew provided an update on recent academic activities, highlighting end-of-year assessments in both ELA and math, as well as ongoing preparations for the upcoming SMILE summer program. Additional updates included the Special Education department's transition to the new IEP format, team planning for Extended School Year (ESY), and upcoming safety care training. Planning is also underway for the rollout of the new EL curriculum next year. Staff are finalizing DESSA reports, while classroom teachers are busy completing progress reports, final report cards, and class placement for next year.
- ii. Student celebrations include the 8th grade DC trip, Kindergarten chick fests, wellness weeks, field days, teacher vs. student games and other community centered events.

b. District Reports

- i. Director of Business and Human Resources Report
 - 1. The Business Department is beginning to close the financial year out. Federal grants continue to be monitored. A budget re-set through August representing staff changes, enrollment, etc. is being worked on.
 - 2. To date, 1,486 bus registrations have been collected.
 - 3. A question related to bus registration enrollment was asked.
- ii. Assistant Superintendent Report
 - 1. Mrs. Doyle was not present at the meeting.
- iii. Superintendent's Report
 - 1. Superintendent Crozier thanked the School Committee and community for a successful budget approval during the recent Town Meeting. Not only was the FY26 budget approved, a number of capital items were approved as well.
 - 2. Upcoming end of year activities include Moving On Ceremonies for the middle school on June 13th and the elementary schools on June 12th.
 - 3. The 8th Grade DC Trip was a success with staff and students arriving home safely on Friday night.

4. Business and Policy Matters

- a. Karyn Jones made a motion to move up Agenda Item G (School Committee Reorganization) to item A in Business and Policy Matters. Betsy Sues seconded the motion.
- b. After discussion, the Committee agreed to move the agenda item.
 - i. ROLL CALL VOTE:
 - 1. Karyn Jones: Aye
 - 2. Jessica McCready: Aye
 - 3. Betsy Sues: Aye
 - 4. Mandy Sim: Aye
 - 5. Nicole Burnard: Aye
 - a. **Vote: 5-0.** Motion carries.
- c. School Committee Reorganization

- i. Chair Burnard provided a review of each liaison and subcommittee role and responsibility.
- ii. Questions related to the scope and charge of the subcommittees was asked.
- iii. Mandy Sim moved to appoint Nicole Burnard as Chair and Karyn Jones as Vice Chair. Nicole Burnard seconded the motion.
- iv. Member Jones suggested a circulation of the role of Chair to allow for learning processes. She advocated to be Chair of the Committee. Member Sues shared her support of a new Chair and Vice Chair of the Committee. Member McCready shared qualities she'd like to see in a Chair and thanked Chair Nicole Burnard for her help in onboarding her. Chair Burnard shared her concerns for a change in Chair in particular to ongoing Negotiations.
 - 1. ROLL CALL VOTE:
 - a. Betsy Sues: No
 - b. Mandy Sim: Aye
 - c. Jessica McCready: No
 - d. Karyn Jones: No
 - e. Nicole Burnard: Aye
 - i. **Vote: 2-3.** Motion does not carry.
- v. Betsy Sues moved to appoint Karyn Jones as Chair and Jessica McCready as Vice Chair. Karyn Jones seconded the motion.
- vi. Member Sim shared her hope to keep Chair Burnard on Negotiations due to her prior experience. Member Jones shared her support of Member McCready citing her previous Committee work. Member McCready expressed a desire to start fresh with a new Committee. Member Sues noted that both Members Jones and McCready would offer complementary perspectives to the group.
- vii. Chair Burnard shared her support of a Chair and Vice Chair that have already served on the Committee and for consistency on Negotiations.
 - 1. ROLL CALL VOTE:
 - a. Mandy Sim: No
 - b. Jessica McCready: Aye
 - c. Betsy Sues: Aye
 - d. Karyn Jones: Aye
 - e. Nicole Burnard: No
 - i. **Vote 3-2.** Motion carries.
 - ii. Karyn Jones will act as Chair for the remainder of the meeting.
- viii. The Committee reviewed the roles and agreed upon the new members.
- ix. Chair Jones moved to approve the liaison and subcommittee assignments as amended. Jessica McCready seconded the motion.
 - 1. ROLL CALL VOTE:
 - a. Nicole Burnard: Aye
 - b. Mandy Sim: Aye
 - c. Jessica McCready: Aye
 - d. Betsy Sues: Aye
 - i. **Vote: 4-0.** Motion carries.

- d. Discuss and Approve Charge of Subcommittees
 - i. Policy, Communication and Calendar
 - 1. Chair Karyn Jones moves to approve the Calendar Subcommittee Charge as presented. Mandy Sim seconded the motion.
 - a. ROLL CALL VOTE:
 - i. Betsy Sues: Aye
 - ii. Mandy Sim: Aye
 - iii. Jessica McCready: Aye
 - iv. Nicole Burnard: Aye
 - v. Karyn Jones: Aye
 - 1. **Vote: 5-0.** Motion carries.
 - 2. The Committee agreed to wait until their goals are confirmed before approving the Charge of the Communications Subcommittee.
 - 3. Chair Karyn Jones moves to approve the Policy Subcommittee Charge as amended. Jessica McCready seconded the motion. The Committee reviewed and agreed upon minor edits.
 - a. ROLL CALL VOTE:
 - i. Jessica McCready: Aye
 - ii. Mandy Sim: Aye
 - iii. Nicole Burnard: Aye
 - iv. Betsy Sues: Aye
 - v. Karyn Jones: Aye
 - 1. **Vote: 5-0.** Motion carries.
- e. Policy Subcommittee
 - i. Discuss the Process of Transgender Policy
 - ii. Review Pending Policies
 - 1. The Committee agreed to bring the policy that was approved on December 12, 2024 to the full Committee for review as well as invite a member from Safe Schools to discuss the policy.
 - 2. Changes to Title 9 policy had a recommendation to review this policy due to potential changes with the new administration. The Committee agreed to bring this to the full Committee for review.
- f. School Committee Communications Survey
 - i. Mandy Sim reviewed the process for the survey creation and plans for the data as well as how it's going to be shared. Minor changes to the survey were recommended and approved.
 - ii. Chair Karyn Jones moves to approve the Sudbury School Committee Communications Survey as amended. Mandy Sim seconded the motion.
 - 1. ROLL CALL VOTE:
 - a. Mandy Sim: Aye
 - b. Jessica McCready: Aye
 - c. Nicole Burnard: Aye
 - d. Betsy Sues: Aye
 - e. Karyn Jones: Aye
 - i. **Vote: 5-0.** Motion carries.

- g. Superintendent Annual Report
 - i. Superintendent Crozier reviewed his annual report noting highlights attached to his annual review.
 - ii. Questions surrounded former School Committee members' participation in the evaluation and confirmation of the timeline. An additional question related to goal setting was asked.
- h. Pride Day Discussion
 - i. A request to have a table at Pride Day was asked of the Committee.
 - ii. Comments from the Committee included the desire that materials represented be approved by the full Committee prior to June 8, 2025.
- i. Review School Committee Operating Protocols
 - i. Communication Goal: recommended edits
 - 1. The Committee discussed the present protocols and how they can be amended moving forward. A recommendation to connect with MASC to facilitate new protocols during a School Committee meeting was suggested and agreed upon by all members.
- j. FY25 Q3 YTD Budget Update
 - i. Mr. Sawyer provided the Committee with the Quarter 3 Year to Date Budget Update sharing details of recommended transfers and allocations.
 - ii. Questions from the Committee related to DOE function category, budget assumptions, trash maintenance and custodial supplies.
 - iii. Chair Karyn Jones moves to approve the FY25 Q3 Year to Date Budget as presented. Mandy Sim seconded the motion.
 - 1. ROLL CALL VOTE:
 - a. Betsy Sues: Aye
 - b. Nicole Burnard: Aye
 - c. Mandy Sim: Aye
 - d. Jessica McCready: Aye
 - e. Karyn Jones: Aye
 - i. **Vote: 5-0.** Motion carries.
- k. Monthly Accounts Payable and Payroll Warrants Submission
 - i. No further action required by the Committee.
 - ii. A question was asked related to internal controls for reliance on completeness and accuracy of the warrants and a better understanding of the control structure around the reporting.
- l. Liaison Reports
 - i. Betsy Sues attended MASC's Day on the Hill forum and shared highlights from the forum.
 - ii. Chair Karyn Jones noted that SEPAC's last business meeting is on June 5th. Their newsletter online has upcoming events and the group is putting together a survey to capture student experiences.

- m. Minutes (03/31/25, 04/09/25 and 04/14/25)
 - i. Chair Karyn Jones moves to approve the open session meeting minutes from March 31st as presented. Vice Chair Jessica McCready seconded the motion.
 - 1. ROLL CALL VOTE:
 - a. Jessica McCready: Aye
 - b. Mandy Sim: Aye
 - c. Nicole Burnard: Aye
 - d. Betsy Sues: Aye
 - e. Karyn Jones: Aye
 - i. **Vote: 5-0.** Motion carries.
 - ii. Chair Karyn Jones moves to approve the open session meeting minutes from April 9th as amended. Vice Chair Jessica McCready seconded the motion.
 - iii. An update to a name during public comment was provided.
 - 1. ROLL CALL VOTE:
 - a. Nicole Burnard: Aye
 - b. Mandy Sim: Aye
 - c. Betsy Sues: Aye
 - d. Jessica McCready: Aye
 - e. Karen Jones: Aye
 - i. **Vote: 5-0.** Motion carries.
 - iv. Chair Karyn Jones moves to approve the open session meeting minutes from April 14th as amended. Vice Chair Jessica McCready seconded the motion.
 - v. A minor edit was suggested and approved.
 - 1. ROLL CALL VOTE:
 - a. Nicole Burnard: Aye
 - b. Mandy Sim: Aye
 - c. Jessica McCready: Aye
 - d. Betsy Sues: Aye
 - e. Karyn Jones: Aye
 - i. **Vote: 5-0.** Motion carries.

5. Adjournment

- a. Vice Chair Jessica McCready motioned to adjourn the meeting at 10:11 p.m. Chair Karyn Jones seconded the motion.
 - i. ROLL CALL VOTE:
 - 1. Jessica McCready: Aye
 - 2. Mandy Sim: Aye
 - 3. Nicole Burnard: Aye
 - 4. Betsy Sues: Aye
 - 5. Karyn Jones: Aye
 - a. **Vote: 5-0.** Motion carries.

Respectfully Submitted,
Julie Williams
Executive Assistant to the Superintendent

Documents Reviewed During the May 19, 2025 School Committee Meeting

1. Draft. SPS Policy SubCom Charge
2. Draft SPS SC Communication SubCom Functions
3. DRAFT SPS Calendar SubCom Charge
4. Subcommittee Policy
5. Guidance for Transgender Policy - 1
6. Policy Subcommittee
7. Sudbury School Committee Communications Survey - Google Forms
8. Superintendent Summative Report FY25
9. Crozier_FY25 Mid-Cycle Goals Progress Report
10. Superintendent Rubric
11. Superintendent Goals 2024-2025
12. Operating Protocols
13. FY25 Assignments
14. Memo_SC_FY25 Q3 Budget Forecast_250501
15. SC Meeting Warrant Summary - 051525
16. 033125_Sudbury School Committee Minutes_DRAFT
17. Tri-District Meeting 4.9.25 (1)
18. 041425_Sudbury School Committee Minutes_DRAFT