

Sudbury School Committee  
Meeting Minutes  
December 4, 2025

**Members Present:**

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

**Also Present:**

Brad Crozier, Superintendent  
Annette Doyle, Assistant Superintendent  
Don Sawyer, Director of Business and Human Resources  
Andy Sheehan, Sudbury Town Manager  
Victor Garofalo, Assistant Town Manager/FD

**Open Regular Session**

Chair Karyn Jones opened the regular session meeting.

ROLL CALL VOTE:

Jessica McCready: Aye

Betsy Sues: Aye

Nicole Burnard: Aye

Karyn Jones: Aye

**Vote: 4-0.** Motion carries.

1. Public Comment
  - a. Kay Bell, Sudbury resident, spoke regarding SPS Policy JRA, Student Records and asked that it be added to a future agenda.
2. Consent Calendar
  - a. Communication to the Community about Special Town Election on December 16, 2025
  - b. Vote for Policy Adoption: Policy BGB, Step 3:
    - i. IMDA, Accommodations for Religious and Cultural Observances
    - ii. BEDH, Public Comment at School Committee Meetings
    - iii. BEA, Hybrid Meetings and Remote Participation
    - iv. ECAB, Access to Buildings and Grounds
    - v. EFBA, School Food and Nutrition - Meal Modifications
    - vi. JJE, Student Fund-Raising Activities
    - vii. KHB, Advertising in the Schools and Use of School Name/Logo
      1. A small amendment to the special town election flyer was approved.
      2. Vice Chair Jessica McCready motioned to accept the Consent Calendar as amended. Nicole Burnard seconded the motion. **All in favor. 4-0.** Motion carries.

3. Business and Policy Matters

- a. Discussion and possible vote regarding the establishment of a Budget Subcommittee, including appointment of members
  - i. The Committee discussed creating a Budget Subcommittee to bring greater transparency to budget planning. A draft Subcommittee Charge was presented. Recommended edits were discussed and accepted.
  - ii. Chair Jones recommended Betsy Sues and Jessica McCready to be on the Committee.
  - iii. Vice Chair Jessica McCready motioned that the Sudbury School Committee establish a Budget Subcommittee for the purpose of supporting the Committee's work related to annual budget development, long-term fiscal planning, financial review, and oversight of school capital needs and capital planning efforts, as outlined in the Subcommittee's Charge. Betsy Sues seconded the motion. **All in favor. 4-0.** Motion carries.
  - iv. Vice Chair Jessica McCready motioned to appoint members Betsy Sues and Jessica McCready to the Budget Subcommittee. Betsy Sues seconded the motion. **All in favor. 4-0.** Motion carries.
- b. FinCom Documents for Budget Pressures Meeting, December 11, 2025
  - i. Exhibit 1
    - 1. The Committee reviewed the submission presented for the December 11th Finance Committee.
    - 2. Questions related to process, feedback and detail provided in the submission was asked.
- c. FY27 Budget Planning
  - i. Town Manager's Budget Guidance
  - ii. Business Manager to Present Drivers of Cost Escalation in Three Year Forecast
  - iii. Review FY27 Budget Drivers
  - iv. Presentation of Administrative FY27 Priorities and Initial Discussion on Prioritization of School Committee and Administrative Priorities
  - v. Review Budget Timeline and Communications
    - 1. Town Manager, Andy Sheehan, and Finance Director, Victor Garofalo, joined the meeting.
    - 2. They shared a presentation to address the issues and challenges in building the annual budget.
    - 3. They reviewed Chapter 70 fund history, SPS Net School Spending Trends, SPS school spending vs. comparable communities, budget to actual revenues, previous budget increases, insurance & benefits, a review of SPS Capital Projects, school expenditures on the town side, current and projected financial summaries, FY26 expenditures and FY27 guidelines.
    - 4. The Committee asked clarifying questions regarding funding and budget development, including the use of Chapter 70 overages, planning for years with decreased funding, Medicaid receipts, circuit breaker

applicability, and one-time revenue sources. Additional clarification was sought on the budget process between SPS and the Town, the frequency of revisiting assumptions, enrollment and early intervention projections, and how the current deficit was identified and managed. Questions also addressed prior budget projections, tools to keep the budget on track, and key timelines for budget approval, with the Town and Committee expressing shared concern about the unexpected deficit and a desire to work collaboratively on solutions.

- d. Superintendent Attendance and Participation in Capital Planning; Collaboration with the Town Manager Regarding the FY27 Preliminary Budget
  - i. The Committee expressed their desire for Superintendent Crozier to attend capital-related meetings and asked for clarification on how attendance is coordinated and communicated.
  - ii. He shared concerns about meetings being added to his calendar without confirming his availability.
  - iii. The Committee emphasized the need for improved collaboration and communication with the Town regarding attendance and representation at meetings.
- 4. Adjournment
  - a. Chair Karyn Jones motioned to adjourn the meeting. Nicole Burnard seconded the motion. **All in favor. 4-0.** Motion carries.

Respectfully Submitted,  
Julie Williams  
Executive Assistant to the Superintendent

**Documents Reviewed During the December 4, 2025 School Committee Meeting**

- 1. 2.a. Community Letter from the Sudbury School Committee
- 2. 2b. DRAFT POLICY IMDA - Clean, Redlined.docx
- 3. 3b- DRAFT POLICY BEDH - Redlined
- 4. 4b-Policy BEA - Draft
- 5. 5.b. DRAFT EFBA Policy.docx
- 6. 6b. DRAFT NEW ECAB Policy.docx
- 7. 7.b. DRAFT JJE
- 8. 8b. DRAFT KHB
- 9. DRAFT Budget Subcommittee Charge
- 10. FY26 SPS FinCom Exhibit I\_251211
- 11. SPS FY27 Budget Guidance 11-17-25
- 12. Three Year Forecast vs 11242025
- 13. FY27 Budget Drivers\_251204 Sudbury
- 14. School Committee FY27 Budget Guidelines
- 15. Sudbury Public Schools Community Budget Letter (1)

**Additional Documents Reviewed**

- 1. Financial Review (SPS) - provided by Andrew Sheehan, Town Manager and Victor Garofalo, Assistant Town Manager/FD**