

Sudbury Public Schools (SPS)
Meeting Minutes
School Committee Meeting
June 18, 2018, 7:00 PM
Superintendent's Conference Room

Members Present:

Lisa Kouchakdjian, Chair
Margaret Helon, Vice Chair
Christine Hogan
Silvia Nersessian
Richard Tinsley

Also Present:

Anne Wilson, Superintendent of Schools
Don Sawyer, Director of Business and Finance
Betsy Joseph, SEA Representative

Open Regular Session

Chair Lisa Kouchakdjian called the meeting to order at 7:09 PM.

1. Acknowledgement of Service to Sudbury Public Schools
 - a. Interim Director of Human Resources Judy Malone-Neville - Ms. Kouchakdjian thanked Dr. Malone-Neville for her service to Sudbury as interim HR Director over the last number of months during times of transition.
 - b. Interim Director of Student Services Dr. Barbara Cataldo - Dr. Cataldo was unable to attend tonight's meeting but will be here next week.
 - c. Superintendent Dr. Anne Wilson - Ms. Kouchakdjian wished Dr. Wilson well in her retirement on behalf of the School Committee and read a prepared speech which highlighted some of the programs and policies implemented under her tenure which, Ms. Kouchakdjian stated, will continue to benefit families for many years to come. Ms. Kouchakdjian highlighted Dr. Wilson's support for the inclusion of all students, her commitment to the safety and security of the students, and her commitment to professional development. Ms. Kouchakdjian expressed her gratitude for Dr. Wilson's willingness to meet with School Committee Members and listen to concerns, and wished her all the best.

Scott Nassa discussed Dr. Wilson's professionalism during his time as a School Committee Member and noted her top priority was always the children. Mr. Nassa thanked Dr. Wilson for what she did for his children and all children of Sudbury Schools.

Ellen Joachim noted it was an honor to have worked with Dr. Wilson, noting she always put the needs of the children first and worked tirelessly to make the schools the best. Ms. Joachim wished Dr. Wilson the best.

Lisa Gutch thanked Dr. Wilson for being steadfast and always making children her top priority. She hopes the bar she has set with her strength and integrity will always be the measure the Town will maintain.

Lucie St. George said it has been an honor and privilege working with her, and wished her all best in her retirement.

Dr. Wilson said it has been an honor to work in the Sudbury Community with such a dedicated group of professionals, it takes a team to be successful and she is thankful for her team. Dr. Wilson discussed the enhancements that will continue to be initiatives for the Committee and District to

continue to work on. Every child is important and deserves a safe learning environment. Being in the classroom is what she will miss most. Dr. Wilson thanked the entire Sudbury Community.

2. Homework Working Group Report (Annette Doyle and Jeff Mela)
Annette Doyle (Noyes Principal) and Jeff Mela (Curtis Middle School Principal) discussed the creation of the Homework Committee; this Committee was created to gather and review relevant data to create Homework Policy Guidelines. A slideshow was presented. Mr. Mela explained that the Homework Committee reviewed data received through the Student and Parent Surveys, the Metrowest Health Survey, a survey of teachers, as well as articles, books and studies. Ms. Doyle and Mr. Mela discussed the Committee Recommendations which were grade-based with time limits; with subject teachers coordinating assignments so that maximum time limits are not exceeded. Mr. Mela noted other community's guidelines were looked at; also considered was the fact that kids are overscheduled with activities. Ms. Doyle and Mr. Mela would like the School Committee to consider these guidelines. Dr. Wilson thanked Ms. Doyle and Mr. Mela and the Homework Committee for their work.
3. Noyes Courtyard Naming
Principal Annette Doyle requested, on behalf of the Noyes School Community, permission to name the Noyes Courtyard the 'Mrs. Florence Aldrich Bennett Courtyard', in honor of Florence Aldrich Bennett whom she believes is an icon to the District and community. Ms. Doyle thanked the Committee for their consideration. Dr. Wilson noted that the request forms have been completed and agreed this is a worthy cause. Ms. Helon made a motion that the Noyes Courtyard will become the Florence Aldrich Bennett Courtyard beginning July 1, 2018. Mr. Tinsley seconded the motion. Mr. Tinsley noted that we should talk about rewarding other teachers going forward. Ms. Hogan noted there was a similar request that was denied less than two years ago, she is concerned with the position this puts the Committee in. Ms. Kouchakdjian noted the Committee has discretion and agrees that Mrs. Aldrich-Bennett epitomizes what it means to be a teacher after 54 years of teaching in Sudbury.

Vote: 5-0. Motion carries.

4. District Policy on Substance Abuse, Section JICH

Ms. Kouchakdjian noted there is information in the Members' packets provided by the Wellness Committee and Betsy Grams. This is a new draft policy which was prepared and drafted by the 15 member committee. Ms. Kouchakdjian noted that she sits on the Wellness Committee, along with Betsy Grams and Carol Bradford who are here this evening. Ms. Nersessian inquired and Ms. Kouchakdjian responded that, by law, there must be two screenings, one will be done in 7th grade, the other is done in high school, as recommended by DESE. The School Committee continued to review the policy; Ms. Helon noted that Michael Gilbert was in agreement with this new Section of the Policy. Mr. Tinsley suggested this new Policy Section include language regarding the possession of prescription and over-the-counter medication. Mr. Tinsley discussed whether there should be a reference to disciplinary measures. Additions will be made to include language regarding transportation, medication and disciplinary measures. The School Committee will have a first reading of the policy at the next meeting.

5. Acceptance of Gifts
 - a. Nixon PTO Gifts (Liz Adams, Janelle Edlefson)
Ms. Kouchakdjian welcomed Ms. Adams and Ms. Edlefson who explained the Nixon PTO voted and approved School gifts in the total amount of \$27,600 at their June 6, 2018 meeting; they are here to seek final School Committee approval. The items they would like to purchase with the funds include: stage curtains for the auditorium, a floor decal, an outdoor sign board, a front office mural, a

display case, courtyard tables, two bottle filling stations, a water filtration system in the staff lounge, lunch wagons, standing desks and food pantry carts. Ms. Hogan made a motion to approve the generous donation to the Nixon School. Ms. Nerssessian seconded the motion.

Vote: 5-0. Motion carries.

b. Noyes Fifth Grade Class Gift (Joanna Garvin, Cheryl Furdon)

Ms. Garvin noted they are happy to report that their 5th graders raised over \$7,000 and they would like to donate half of it to the school. Ms. Garvin thanked everyone for their support in the fundraising efforts, the students worked very hard and had fun. Ms. Garvin noted that \$1,000 would go towards teachers' wish list items and \$3,000 to improve the front lobby with a brightly painted mural. Ms. Hogan made a motion to approve the generous donation to the Noyes School. Ms. Helon seconded the motion.

Vote: 5-0. Motion carries.

c. Loring PTO Gift

Emily Wood explained that Loring is requesting approval of gifts just over \$23,000. \$15,000 of these funds would be used for alternative seating, and standing desks, \$3,000 for three air conditioning units, \$4,200 in upgrades to the electrical system and \$4,000 for wish list items: books, supplies, and mats for gym. Richard Tinsley made a motion to accept the gifts with gratitude. Ms. Nerssessian seconded the motion.

Vote: 5-0. Motion carries.

d. Play Sudbury Cummings Grant Acceptance (Jean Nam)

Jean Nam said Play Sudbury is grateful to have received a Cummings Grant Award for \$100,000 which will be paid in increments of \$25,000 over four years. This will be used to buy playground equipment. Ms. Helon made a motion to accept the Cummings Grant and the first incremental amount of \$25,000. Mr. Sawyer clarified that Play Sudbury is the recipient of the Grant. Ms. Nerssessian seconded the motion.

Vote: 5-0. Motion carries.

6. Open Forum

None.

7. District Reports

a. SEA Report - None.

b. Business and Finance Director's Report

Mr. Sawyer reported that it is two weeks before the close of the fiscal year, and the office is trying to button everything up prior to midnight on June 30th.

c. Superintendent's Report

Dr. Wilson reported that the search for the Director of Student Services, the Nixon Principal, and Assistant Principals for Hayes and Loring are in process, she is working along with Brad Crozier, and announcements should be made by next week. There are no substantive changes in enrollment numbers, all numbers are at or below guideline.

Dr. Wilson noted that School Committee Members are invited to attend Moving Up ceremonies at Curtis Middle School and each of the elementary schools. School Committee Members discussed which school ceremonies they would be attending. Dr. Wilson discussed the status of current goals and ongoing math initiatives.

8. School Committee Summer Retreat

Ms. Kouchakdjian announced that the School Committee will be holding a summer retreat meeting on July 16, 2018 in the Historical Room at the Goodnow Library, at 9:30 a.m., the focus in the morning session will be on Committee goals and objectives. At 1:00 p.m. the focus will switch to professional development, with the conclusion of the retreat at 4:00 p.m. Ms. Hogan would also like to include discussions on Odyssey, remote learning and start time initiatives. Ms. Helon will submit a form for a strategic plan. Mr. Sawyer will attend the meeting and the budget will be discussed, the School Committee will also take a look at grants/grant writing.

9. Review Draft of 2018-2019 School Committee Meeting Schedule

Ms. Kouchakdjian thanked Justin Dulak for putting together the list of meeting dates. The School Committee agreed to add July 16th to the list. Ms. Hogan requested the School Committee not meet on September 3rd. The School Committee discussed the number of meetings in August as well as scheduling conflicts, the School Committee discussed the timeframe in adopting the Policy guide. The School Committee agreed on the following meeting dates: July 16, July 18, August 30, September 10, September 24, October 1, October 29, *December 3, 2018 and *January 28, 2019.

10. Custodians Negotiations Liaison

Ms. Helon motioned to nominate herself for this position. Ms. Hogan seconded the motion.

Vote: 5-0. Motion carries.

11. Review Subcommittee Template, 2018-2019 Subcommittees

Ms. Kouchakdjian explained that she created a template to be used as a guide to give School Committee Members a better understanding of the functions of a particular subcommittee. Ms. Kouchakdjian would also like School Committee Members to consider what subcommittees they would like to consider forming. Ms. Kouchakdjian would like the School Committee to consider a Capital Plan Subcommittee. Ms. Hogan would like to see an Odyssey; Start Time; and Remote Learning Subcommittees.

12. Commence Discussion of Policy Manual

a. Section A - Foundations and Basic Commitments

The School Committee discussed the process of reviewing the Policy. The School Committee discussed grammatical edits; Ms. Hogan suggested the addition of a section to include Service Animals and Social/Emotional Well-being. Ms. Helon will look into getting an editable version which the School Committee can go through and make edits to.

b. Section B - Board Governance and Operations

c. Section C - General School Administration

13. School Committee Reports [Liaison / Subcommittee Reports]

Ms. Kouchakdjian reported that she and Ms. Helon will be meeting with the LS Chair and Vice Chair, they are hoping to meet once per month and will report back to the School Committee with any updates. Mr. Tinsley, as LS liaison, does not want to duplicate efforts. Ms. Kouchakdjian discussed how these meetings have a separate purpose.

Ms. Hogan noted that she recently took part in Race Amity Day as had been discussed at the Tri-District Forum. Ms. Hogan acknowledged other staff who will be leaving at the end of this school year: Sharon MacDonald, Jennifer Lamontagne, Laura Jane Taylor and Steven Lambert; she thanked them for their service.

14. Members' Forum - nothing at this time

15. School Committee Communications - nothing at this time

16. Personnel Actions

17. Minutes - Regular Session (5/21/2018, 6/4/2018)

5/21/2018

Dr. Wilson explained that there are two copies in the Members' packets, one containing the original minutes as submitted, the other with edits submitted by Ms. Hogan. Ms. Nerssessian made a motion to approve the School Committee meeting minutes of May 21, 2018, the edited version. Ms. Hogan seconded the motion.

Vote: 5-0. Motion carries.

6/4/2018

The School Committee Members agreed to hold off on June 4th minutes until the next meeting.

18. Future Agenda Item Discussion

Ms. Nerssessian would like a future agenda item to include a discussion on the \$75,000 grant which is being received to investigate and enhance student opportunities; she would like the School Committee to discuss how these funds will be used.

19. Open Forum - none

20. Executive Session

Ms. Kouchakdjian made a motion to go into Executive Session to discuss strategies with respect to negotiations with union and non-union personnel as to do so in open session may be detrimental to the negotiating position of the Committee and not to return to open session; Mr. Tinsley seconded the motion.

Vote: 5-0. Motion carries.

21. Adjournment: 10:59 PM

Respectfully submitted,
Laura Clifford