

Sudbury Public Schools (SPS)
Meeting Minutes
School Committee Meeting
July 18, 2018, 5:12 PM
Superintendent's Conference Room

Members Present:

Lisa Kouchakdjian, Chair
Margaret Helon, Vice Chair
Silvia Nersessian

Members Absent:

Christine Hogan
Richard Tinsley

Also Present:

Brad Crozier, Superintendent of Schools
Kimberly Swain, Assistant Superintendent of Schools
Don Sawyer, Director of Business and Finance

Open Regular Session

Chair Lisa Kouchakdjian called the meeting to order at 5:12 PM.

1. Open Forum

Jean Nam expressed disappointment that the Director of Student Services position has not yet been filled; she is glad this is on the agenda to be discussed at tonight's meeting.

2. Acceptance of Gifts

a. Peter Noyes PTO Benches (PTO Co-Chairs Erica Endyke, Shonda Morris)

Ms. Kouchakdjian has spoken with Shonda Morris and it was decided to put this agenda item off for now, there may be other gifts coming and would prefer to put those discussions together on a future agenda.

3. Substance Abuse Policy, Section JICH, 2nd Reading

Ms. Kouchakdjian read aloud the Substance Abuse Policy, Section JICH. Ms. Nersessian made a motion to accept and approve the Substance Use and Abuse Prevention Policy as read. Ms. Helon seconded the motion.

Vote: 3-0. Motion Carries.

4. Discussion of Administrative Structure for Student Services

a. Supports for Students Services

Mr. Crozier noted that he has been involved in the administrative searches that have been ongoing prior to his start on July 2nd. Mr. Crozier discussed the Student Services Department and noted he would like to propose a change in the structure of the Department; he is seeking the School Committee's approval to appoint an interim Student Services Director for one year, Stephanie Juriansz, and will seek to fill the Assistant Director position also for one year, and add a full time Administrative Assistant to the Department. The Student Services Director, the Assistant Director and Administrative Assistant would each be a full time employee; Mr. Crozier stated this is the model that is recommended and is a key component for a Student Services Department.

5. Appointment of Interim Director of Student Services

Ms. Helon made a motion to appoint Stephanie Juriansz Interim Director of Student Services, authorizing Superintendent Brad Crozier to act on the School Committee's behalf to sign and finalize the contract. Ms. Nerssessian seconded the motion.
Vote: 3-0. Motion carries.
6. School Committee Representative Appointments
 - a. CASE

Ms. Helon made a motion to appoint Superintendent Brad Crozier as the School Committee Representative on the Board of Directors' CASE Collaborative. Ms. Nerssessian seconded the motion.
Vote: 3-0. Motion carries.
 - b. ACCEPT

Ms. Helon made a motion to appoint Superintendent Brad Crozier as the School Committee Representative on the Board of Directors' ACCEPT Collaborative. Ms. Nerssessian seconded the motion.
Vote: 3-0. Motion carries.
 - c. EDCO

Ms. Helon made a motion to appoint Superintendent Brad Crozier as the School Committee Representative on the Board of Directors' EDCO Program. Ms. Nerssessian seconded the motion.
Vote: 3-0. Motion carries.
7. School Committee Meeting Schedule

Ms. Kouchakdjian noted that the School Committee's Retreat Meeting this week was very successful and thanked all those who attended. The School Committee meeting schedule was reviewed, holding the meetings at alternative venues was discussed, possibly alternating school buildings. Ms. Nerssessian made a motion to approve the School Committee meeting schedule for FY19 as written. Ms. Helon seconded the motion.
Vote: 3-0. Motion carries.
8. District Reports
 - a. Business and Finance Director's Report, Don Sawyer

Mr. Sawyer reported that things are in full swing; Custodians are getting the schools ready, bus routes are being finalized, food services are being prepared, it is very busy time of year. Mr. Sawyer noted that the Haynes Playground Project is on schedule and under budget, and thanked the DPW for their assistance, which has saved in project costs.
 - b. Assistant Superintendent's Report, Kimberly Swain

Ms. Swain congratulated Dr. Elizabeth Clark and the math coaches, and Karen Wolfson for securing a SERF Grant for each of the elementary schools. She also reported that she and Betsy Grams presented at the Massachusetts Association for School Superintendents last week and it was a good turnout. Ms. Swain noted that summer workshops have begun, with 121 programs. School Committee Members noted they would like to hear more about the presentation with Betsy Grams.
 - c. Superintendent's Report, Brad Crozier

Mr. Crozier agreed that it was an honor to have Sudbury represented at the Superintendents Conference; adding that Ms. Swain and Ms. Grams did a great job. Mr. Crozier reported that he is currently working on an entry plan and meeting with several constituents. Mr. Crozier thanked Mr. Sawyer and the DPW for all their work as it relates to the playgrounds, and noted that many other meetings have been scheduled. Mr. Crozier noted that they have received four new student

enrollments this week and they are keeping a close eye on enrollment numbers. A tentative meeting is scheduled with a Meadow Walk representative to go over numbers and discuss process. Ms. Kouchakdjian expressed concern that the School Committee will not be meeting until August 30th and noted that she may request a meeting sooner to get an update as to the enrollment numbers. Ms. Nerssessian noted that the enrollment numbers are posted on the website under Superintendent Reports. Mr. Crozier added that these numbers are regularly updated.

9. Minute Taking for School Committee Meetings

Ms. Kouchakdjian discussed how minutes are reviewed; she would prefer to review the minutes together, to see any changes that are made, and discuss as a Committee. The School Committee agreed it would be convenient to have the minute taker at the table. Ms. Swain noted that it could be a hardship to ask Justin Dulak to do minute taking as he is already supporting two departments. Ms. Kouchakdjian noted this is something we can continue to discuss so that we are efficient with the minutes.

10. Minutes - Regular Session (6/4/2018, 6/18/2018)

June 4, 2018 - Ms. Nerssessian made a motion to approve the June 4, 2018 School Committee meeting minutes with the amended edits as discussed at this meeting. Ms. Helon seconded the motion.

Vote: 3-0. Motion carries.

June 18, 2018 - Ms. Nerssessian made a motion to approve the June 18, 2018 School Committee meeting minutes with the amended edits as discussed at this meeting. Ms. Helon seconded the motion.

Vote: 3-0. Motion carries.

11. School Committee Reports [Liaison / Subcommittee Reports]

Ms. Nerssessian attended the groundbreaking for the Playground Project and noted the kids are really looking forward to the new playground. Ms. Nerssessian attended the recent FinCom meeting and reported that Jean Nam is our FinCom liaison. There is no FinCom meeting scheduled in August; they should have some confirmed dates in September.

Ms. Kouchakdjian attended the Board of Selectmen's meeting last week, Dan Carty will remain our liaison to the School Committee. Ms. Kouchakdjian agreed that the Haynes playground groundbreaking was a wonderful event.

Ms. Helon noted that as Public Relations/Communications liaisons, she and Ms. Kouchakdjian brought to the retreat meeting a new logo for the District, which she stated exemplifies the strive for excellence, as well as pride and unity within our school system. As Noyes liaison, Ms. Helon thanked Mr. Sawyer for the tremendous work he has done in looking at our buildings and structures in place. Ms. Helon thanked Annette Doyle and Kristen Moffett for examining the needs; work will continue to improve the courtyard to create an outside learning space.

Ms. Kouchakdjian noted that next Friday and Saturday the Massachusetts Association of School Committees will be holding their Summer Institute which she will be attending, as will Ms. Nerssessian. The agenda was discussed.

12. Members' Forum

School Committee Members welcomed Brad Crozier as the new Superintendent; Ms. Helon thanked the Central Office staff in supporting Mr. Crozier during his transition. Ms. Helon welcomed Mr. Crozier and thanked him for his work that began weeks prior to his July 2nd start date. Ms. Nerssessian acknowledged the hard work of Ms. Swain and Mr. Sawyer who helped make this a seamless transition. Ms. Kouchakdjian added that it is an exciting and uplifting time for our District. Ms. Swain welcomed the new Principals who started July 1st. Ms. Swain also acknowledged

METCO Director, Sandra Walters, and was pleased to report that the METCO grant was submitted, approved, and is now official.

13. School Committee Communications - Nothing at this time.

14. Personnel Actions - Nothing at this time.

15. Future Agenda Item Discussion

Ms. Nerssessian suggested Chief Nix be invited to attend a meeting at the beginning of the school year to speak on student and building safety, in both open and executive sessions.

Ms. Helon noted that she and Ms. Kouchakdjian have discussed adding as a quarterly agenda item: Safety and Health of our Schools. Facilities Managers would come in and give an update so that the School Committee is able to be proactive and address any issues pertaining to the school facilities and help plan when it comes to budget. It was agreed to have this update every two months.

16. Review of District Policy Manual

a. Section A - Foundations and Basic Commitments

The process of how the School Committee was guided in updating the District Policy Manual was explained. School Committee Members discussed how the adoption of the Policy will occur, whether MASC will manage the editing, or if it will be edited internally. Ms. Kouchakdjian went through the subsections under Section A, School Committee Members made comments and edits throughout the Section.

b. Section B- Board Governance and Operations

Ms. Kouchakdjian noted Section B regards us, as a School Committee. School Committee Members discussed edits and made clarifications throughout the Section.

c. Section C - General School Administration

School Committee Members reviewed the Section C, discussed the subsections within, changes were flagged to be clarified by Michael Gilbert.

d. Section D - Fiscal Management

School Committee Members reviewed Section D and discussed subsections within. Suggested revisions and edits were made throughout the section.

e. Section E - Support Services

School Committee Members went through Section E, suggested revisions were made, questions were raised which the Committee will follow up on. Subsection regarding idling on school grounds will be brought up when Facilities Department personnel attend the School Committee meeting.

f. Section F - Facilities Development

There were no changes made for this Section.

School Committee Members discussed meeting prior to the next scheduled meeting date, August 30th. A Doodle Poll will be sent out with proposed dates of July 30th, July 31st and August 13th.

17. Executive Session - None

18. Adjournment:

Ms. Nerssessian made a motion to adjourn. Ms. Helon seconded the motion.

Vote: 3-0. Motion carries.

The School Committee adjourned at 8:25 PM

Respectfully submitted,
Laura Clifford