

SC Workshop and Meeting  
July 19, 2017

Chairwoman Christine Hogan opened the School Committee meeting at 9:00am.

School Committee Members in Attendance: Christine Hogan, Rich Tinsley, Lisa Kouchakdjian, Maggie Helon, Lucie St George not present (arrived at 9:11am).  
Others in Attendance: Superintendent Anne Wilson, Assistant Superintendent Kim Swain, and Director of Business and Finance Don Sawyer.

1. Discussion of Minute-Taking

SC discussed possible arrangements for minute taking and the benefits of a non-SC member taking minutes. School Committee members reviewed prior arrangements and costs. Need to be certain that someone is at the meeting recording votes, start and end times. SC members take turns keeping this information.

**Motion:** Christine Hogan moved to post a job description for minute-taker for regular SC meetings at rate of \$125 per meeting. Lisa Kouchakdjian seconded. 5-0

2. Appointment of School Committee Representatives to Educational Collaboratives

Lisa Kouchakdjian **Moved** to appoint Dr. Anne Wilson as representative on the ACCEPT Board seconded by Maggie Helon                      Vote: 5-0

Lisa Kouchakdjian **Moved** to appoint Dr. Anne Wilson as SC representative on the CASE seconded by Maggie Helon                      Vote: 5-0

Lisa Kouchakdjian **Moved** to appoint Dr. Wilson as representative on the EDCO Board seconded by Maggie Helon                      Vote: 5-0

3. State of the School (SOS) and Curriculum Presentations for FY18

School Committee members discussed SOS presentations for FY18. Discussion included the following topics: a) possibility of having one night where all schools present at one location vs. going to individual schools, b) timing for presentations, and composition of presentations, and c) community celebration for elementary and separate for middle school. Assistant Superintendent Kim Swain suggested that school teams provide an update on individual School Improvement Plans. Committee members discussed holding a Curriculum night at a School Committee meeting to hear reports on all content areas at district level. Kim Swain will identify potential dates for SOS and Curriculum Nights.

4. Lessons Learned FY17. Kim Swain introduced the “Success Analysis” protocol which was used by School Committee members and members of the administrative team to share thinking about successes and challenges for the FY17 school year. The group identified key elements of SPS successes as well as barriers to success to help inform the work of the Committee for FY18 and beyond.

**BREAK**

5. School Committee and SPS Goals for FY18

No action taken. The School Committee provided feedback and Christine Hogan presented goals to be considered. The administrative team will make revisions and present at the next School Committee meeting on July 24, 2017.

#### 6. FY19 Budget Planning and Timeline

Lisa Kouchakdjian provided School Committee members with copies of a recently filed personal disclosure re: Partner program discussions.

Lisa Kouchakdjian shared an update from a recent Sudbury Finance Committee meeting. The Finance Committee would like first cut of budget with COLA, steps, and lanes by the end of August with more detail in September.

Don Sawyer, SPS Director of Business and Finance, introduced the FY19 Budget Development Process. The process includes timely discussions on components of the budget at six meetings from September through November. To accommodate budget discussions, scheduled School Committee meetings will begin at 6:00pm during September, October, and November 2017. The December meetings and all future meetings will begin at 7:00pm. School Committee members also discussed working to end future meetings no later than 10:00pm.

#### Executive Session (2:24pm-2:59pm)

Christine Hogan moved to enter Executive Session to discuss strategy with respect to negotiations with union and non-union employees, as to do so in open session may be detrimental to the negotiating position of the Committee. Lisa Kouchakdjian seconded the motion. The Committee voted 5-0 to enter Executive Session.

#### Open Session (3:03pm):

##### 1. SC Reports

Christine Hogan reported the following:

- Dan Carty and Susan Iuliano are the BOS liaisons to the Sudbury Public Schools Committee.
- BOS is looking for update on plans regarding possible Nixon addition for administrative offices and would like a SC subcommittee member to provide an update at the August 8<sup>th</sup> BOS meeting.
- Communicated with Jim Kelly re: article for SPS playgrounds at October Town Meeting. Discussed options for playground surfacing and will attend a meeting tomorrow with architect and ask about surfacing.
- Had discussions with L-S and LPS regarding possible dates for a Tri-District meeting, possibly to be held in Lincoln.
- Reached out to administration at L-S and LPS regarding administrative space needs.

Lisa Kouchakdjian reported the following:

- Reviewed the MASC policy manual contract and will forward contract to Christine Hogan and Anne Wilson to initiate the process.

Maggie Helon:

- Questioned whether the Committee should consider ongoing updates to the Policy Manual through MASC vs. potentially going “in house” for updates.

## 2. Superintendents Report

Anne Wilson reported the following:

- There are two proposed articles for Fall Town Meeting that impact SPS. One article addresses school playground needs and the other seeks funding for schematic design for potential administrative offices at Nixon elementary.
- Registrations for FY18 continue to be monitored. Nixon and Noyes currently have registrations beyond 20 students per class and monitoring will continue through mid-August. The administrative team will determine staffing for K classes at Nixon and Noyes and will notify families in mid-August regarding student placement.
- Assistant Superintendent Kim Swain reported on the multitude of summer curriculum work involving teachers and administrators across the school system.

## 3. Open Forum

Tom Rogan shared concern about Nixon K class size and would like a section added. If no extra section is added, he advocated for a full-time assistant in the classrooms. He shared he previously had a second concern regarding lack of commitment to long-term budget planning but those concerns alleviated due to what he heard at today’s meeting.

## 4. Superintendent’s Evaluation Timeline

Christine Hogan informed the Committee that she would like to conduct superintendent evaluation earlier in the year. The Committee discussed and determined that April 23, 2018 would be the public evaluation. The superintendent’s summative report will be due to School Committee members by April 4, 2018. School Committee members will submit their individual reports to Christine Hogan by April 13, 2018.

**Vote:** Christine Hogan moved that the superintendent evaluation timeline be moved to provide for superintendent’s report due to Committee members on 4/4/18, individual SC members reports to chair on 4/13/18, and the final summative report in public on 4/23/18. Maggie Helon seconded the motion.

Vote: 5-0.

## 5. Acceptance of Donation from SEPAC

Maggie Helon presented SEPAC donation of standing desks to Sudbury Public Schools. Maggie Helon moved to accept a donation of \$275.00 from SEPAC to Nixon Elementary School and Curtis Middle School, respectively, to fund the purchase of standing desks.

Rich Tinsley seconded the motion. Vote: 5-0

6. Facility User Group Fees

Policy sub-committee will revise 6.1.6.3 and bring to School Committee meeting on 8/30/17 for review by the Committee.

7. Award Facilities Lease bid for Before and after School Care

Maggie Helon moved to award the Before and After School Care bid to Sudbury Extended Day Inc., subject to finalization of the contract, and to authorize Director of Business and Finance Donald Sawyer to sign the contract. Lisa Kouchakdjian seconded the motion. Vote: 4-0-1(CH)

8. FY17 Budget Update

Don Sawyer reported that closing the FY17 budget is in process. The expectation is to report close of FY17 at the 8/30/17 School Committee meeting.

9. Enrollment and Staffing Update (reported in superintendent's report)

10. SC Communications

Christine Hogan moved to approve June 20, 2017 Highlights as edited. Lucie St. George seconded the motion. Vote: 5-0

11. Members' Forum

- Rich Tinsley discussed how to include PTO Co-Chairs at meetings suggesting that the Committee potentially include Co-Chairs in Member's Forum.
- Maggie Helon suggested that the Assistant Superintendent report be added back onto the agenda. Ms. Helon was informed the Assistant Superintendent Report is still included under Superintendent Report in effort to be more efficient with time and previous feedback from community members regarding number of agenda items as well as length of meetings.

12. Minutes Approval

Christine Hogan moved to approve the minutes of 5/1/17. Lisa Kouchakdjian seconded the motion. Vote: 4-0-1(MH)

Christine Hogan moved to approve the June 20, 2017 minutes with CH and AW edits.

Rich Tinsley seconded the motion. Vote: 5-0

Items for Future Agendas:

Jim Kelly re: warrant articles

Acceleration Policy

Facility Use Policy Update

Review Liaison Assignment expectations

Homework  
ClearGov  
Weston Budget Book  
Consolidation of school districts  
School Committee Norms and Practices

#### Adjournment

Christine Hogan moved to adjourn the School Committee meeting and Lisa Kouchakdjian seconded the motion. The School Committee voted 5-0 to adjourn the meeting. The meeting was adjourned at 4:26pm.