

Sudbury Public Schools Committee (SSC)
Meeting Minutes
School Committee Meeting
September 24, 2018
Sudbury Senior Center

Members Present:

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

Also Present:

Brad Crozier, Superintendent of Schools
Kimberly Swain, Assistant Superintendent of Schools
Don Sawyer, Director of Business and Finance
Amie Abdul-Khabir, SEA
Scott Nix, Sudbury Chief of Police

Open Regular Session

Chair Lisa Kouchakdjian called the meeting to order at 6:30 PM.

1. Open Forum

None.

2. 8th Grade Civics Class (Katina Fontes Sudbury Historical Society)

Katina Fontes discussed the new after school enrichment program for 8th graders - 'Our Town'; this program allows students the opportunity to learn about local government and democratic processes including drafting and submitting warrant articles for a mock town meeting. Applications are due October 2nd. The program fee is \$100 and scholarships are available.

3. Safety and Security Update, Chief of Police Scott Nix

Chief Nix discussed the importance of ongoing collaboration among the Police Department, School Officials and the community. Chief Nix reinforced his commitment to work side by side and be a partner with the schools in the best interest of the students and community.

4. Review Draft Letter to BOS re Melone Property

School Committee Members discussed the draft letter from the Committee to the BOS regarding the Melone property and the proposed development. Minor edits were made to the letter. The Committee agreed that safety, traffic mitigation and space allocation are the areas to be advocated for. Ms. Hogan stated she would still like to see requests for

housing to be set aside for school and staff employees as their children are already able to attend Sudbury Public Schools.

Motion: Ms. Helon made a motion to present this letter to the BOS regarding the Melone property from the Sudbury Public Schools. Mr. Tinsley seconded the motion.

Ms. Helon made a substitute motion to present the letter to the BOS regarding future developments to Sudbury.. Ms. Nerssessian seconded the motion.

Vote: 3-2. Motion carries (Ms. Hogan and Mr. Tinsley in opposition).

5. Review Draft School Committee SMART Goals

The Committee discussed the three agreed upon SMART Goals: Future goals and objectives; Administrative Office Space; and, Equity. The Committee discussed broadening #3 to be a strategic plan including defining equity, or having an equity audit and prioritization. Members agreed that Ms. Kouchakdjian will draft an additional SMART Goal: Strategic Plan.

6. Superintendent Evaluation Subcommittee Formation

MASC highly recommends school committees form a subcommittee to assist the superintendent in planning goals, timelines and standards. The Committee agreed to table this discussion, while the Chair works on the language with the Superintendent.

7. Facility Use Policy - 1st Reading

Ms. Kouchakdjian read the first reading of the Facility Use Policy.

Motion: Ms. Helon made a motion to waive additional readings of the Policy and approve the Policy as amended. Ms. Nerssessian seconded the motion.

School Committee Members discussed the waiving of the second reading. School Committee Members noted that the section of the Policy pertaining to Fees is to be calculated **per calendar year**, as reflected on the Fee Schedule.

Vote: 5-0. Motion carries.

8. Minutes Content Discussion

School Committee Members discussed areas of minute taking, such as whether names should be included when motions are made and seconded; motions being clearly stated/documented and including a list of documents on the last page of the minutes. The timeframe of receiving draft minutes back was discussed, it was noted that Sudbury TV needs to upload meetings. This can take several days.

9. Roles and Expectations of School Committee Liaisons

School Committee Members shared their thoughts on the most efficient ways to serve as a liaison to a committee to which they are assigned. School Committee Members agreed the Chair will be the liaison and will work with the LS Chair.

10. CPC Funding Application for Playgrounds

Mr. Sawyer discussed the email/application sent to all Boards and Committees from CPC for project proposals; October 4th is the deadline for submission. The two remaining playground projects are Nixon Elementary (est. project forecast - \$325,000) and Loring Elementary (est. project forecast - \$335,000)/

Motion: Ms. Helon made a motion for Donald Sawyer to prepare and submit a CPC Funding Application for a playground to apply for a \$335,000 playground. Ms. Nersessian seconded the motion.

Vote: 5-0. Motion carries.

11. District Reports

- a. **SEA Report** - Amie Abdul-Khabir discussed the 5th Annual Wally 'Bells On' 5k. The money raised provides scholarships to Sudbury students in honor of Haynes teacher, Wally Bell. The event takes place on Sunday, October 14th, 10:00 a.m. at the Curtis Middle School.
- b. **Superintendent's Report**
 - I. **Enrollment Update** - Mr. Crozier noted the enrollment numbers have stabilized, should see no influx of students from this semester point. Overall impact of Meadow Walk shows there are 39 school age students (K-8), some of these may not attend Sudbury Public Schools; Mr. Crozier will reconcile the numbers to specify the number of school age students who will attend Sudbury Public Schools.
Mr. Crozier reported that he has been working with the SLT group to determine the best ways to leverage mitigation funds, will provide an update at upcoming meeting.

12. School Committee Reports [Liaison, Subcommittee Reports] - None

13. Members' Forum - None

14. School Committee Communications - None

15. Personnel Actions - None

16. Future Agenda Item Discussion

- Update on \$350,000 Meadow Walk mitigation funding to be presented to BOS.

- Expenses related to the hosting of the Policy handbook.
- Discuss communications to go out to the community.
- Space analysis - update.

17. Minutes - Regular Session (9/17/2018) - None

18. Adjournment

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

Vote: 5-0. Motion carries.

The meeting adjourned at 9:36 PM.

(See Following Page for List of Documents)

Respectfully submitted,
Laura Clifford

Sudbury Public Schools
Documents Reviewed during the 9.24.2018 meeting

1. Flyer for "Our Town" 8th grade Civics Enrichment Class
2. Draft letter to BOS re: Melone Property dated 9.18.18
3. Draft SMART Goals, Sudbury School Committee, 2018-2019
4. Superintendent Evaluation Subcommittee Formation Worksheet
5. Facility Use Policy 6.1. Draft dated 9.17.18
6. Email from Megan Donahue, dated 9/4/18 sent to Town Committees and Boards
7. CPC - Project Submission Form
8. Enrollment Update Report dated 9.18.18