

Sudbury Schools Committee (SSC)

Meeting Minutes

School Committee Meeting

October 1, 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  
Audrey Swennes, SEA

**Open Regular Session**

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

**1. Open Forum**

None.

**2. Review School Committee SMART Goals**

Committee Members discussed the four agreed upon SMART Goals from the prior meeting. Suggestions were made to define the language.

**Motion:** Mr. Tinsley made a motion to approve the four SMART Goals as edited for the fiscal year ending June 30, 2019. Ms. Hogan seconded the motion.

**Vote:** 5-0. Motion carries.

**3. Establishment of SPS SC Subcommittee for Relocation of Administrative Office**

Ms. Kouchakdjian suggested postponing this agenda item until after Town Meeting. Committee Members agreed to vote on subcommittee members for this subcommittee those subcommittee members will come to the October 29th School Committee meeting with a proposed template. Committee Members each discussed which subcommittees they have interest in.

**Motion:** Ms. Helon made a motion to have Christine Hogan and Richard Tinsley as our subcommittee members from the School Committee be on the School Administrative Office Relocation Subcommittee. Ms. Nersessian seconded the motion.

**Vote:** 5-0. Motion carries.

**4. Establishment of Superintendent Evaluation Subcommittee**

**Motion:** Mr. Tinsley made a motion that Lisa Kouchakdjian and Maggie Helon are on the Superintendent Evaluation Subcommittee. Ms. Hogan seconded the motion.

**Vote:** 5-0. Motion carries.

Committee Members agreed to appoint subcommittee members for the Strategic Plan subcommittee at the next meeting.

**5. School Committee Policy Review**

**a. Section G-Personnel**

Ms. Kouchakdjian went through Section G of the Policy; she noted that “he/she” will be replaced with “their” throughout. Ms. Kouchakdjian will discuss with Michael Gilbert use of the term “hardcopy and electronically”, and will clarify the language under GCBA regarding Superintendent; minor grammatical edits were noted throughout the Section. Ms. Kouchakdjian will follow up with Counsel regarding the Family Medical Leave Act.

**6. School Committee Policy JEB - Kindergarten Enrollment Age**

Ms. Kouchakdjian recited a first reading of Section JEB of the School Committee Policy.

**Motion:** Mr. Tinsley made a motion to approve the Entrance Age Policy and waive the second reading. Ms. Helon seconded the motion.

School Committee Members discussed the roll-out of the Policy and the timing of the evaluations as well as how the waiver will work.

Ms. Hogan supports the move to September 1 but cannot support how it has been and will be rolled out

**Vote:** 4-1. Motion carries, Ms. Hogan opposed.

**7. Review Responses from Michael Gilbert Regarding Questions on Policies**

Ms. Kouchakdjian reviewed the handwritten notes and questions raised by Committee Members, as well as the responses received from Michael Gilbert. Committee Members reviewed Mr. Gilbert’s suggested changes.

**8. Hosting Options for District Policy Manual and Cost**

Committee Members discussed the contract agreement with MASC regarding the Policy Manual, and who is responsible for hosting, updating and keeping the Policy current; the

cost was also discussed. Committee Members agreed the legal references should be up-to-date links. Ms. Kouchakdjian will clarify with Michael Gilbert as to what is included under the three-year contract; Committee Members discussed the value of MASC hosting the Policy versus the cost of the District hosting and utilizing Counsel to ensure Policy compliance.

#### **9. Budget Process and Timeline**

Mr. Sawyer reviewed the budget process and timeline with the School Committee, noting the School Committee budget is due prior to the holiday break. Mr. Sawyer proposed that the School Committee be prepared to take action on fixed costs such as utilities, general education transportation, technology infrastructure, plant operations and maintenance and possibly A1 Forms for Capital, as well as any Committee initiatives, at the October 29th meeting. The November 5th meeting should include any final initiatives. The November 19th meeting should include student services, out-of-district tuition and transportation budget items. A public hearing must also occur, as well as a final action meeting. An additional meeting may need to be scheduled. Mr. Sawyer suggested three meetings in November and four meetings in December; the fourth meeting should be the vote to send the approved budget to the Town Manager. Committee Members agreed to see how the meetings play out, and will consolidate agenda items if possible.

#### **10. State of School Scheduling**

Committee Members discussed whether to return to former model where each school hosted individual meetings. Reasons for this included importance of visiting each school, featuring individual PTO's and different demographics of schools. Ms. Hogan stated purpose for moving to one State of the Schools was to highlight the unity in the district. Committee members agreed they would like to have all five schools present to the School Committee, to allow administrators to share their initiatives and highlight what makes their school special, including math and science curriculums, student achievements and results, celebrations and school improvement goals. Mr. Crozier will develop a plan to present to the School Committee.

#### **11. District Reports**

##### **a. SEA Report**

Ms. Swennes discussed themes based on To Kill a Mockingbird, 8th grade ELA teachers worked to create a curriculum to develop empathy and relationship skills. Femita Ayanbeku, a track and field Paralympian, spoke to Curtis students about the struggles she has faced and her philosophy regarding hard work and a positive attitude. Race registration is open for Wally "Bells On" 5k Road Race to be held on October 14th. SEA thanks their staff, administrators and families for a successful Open House.

##### **b. Business and Finance Director's Report - nothing additional to report.**

##### **c. Assistant Superintendent's Report**

Ms. Swain congratulated the 8th grade ELA team for their successful summer curriculum development program. Ms. Swain thanked the parents and staff for submitting and processing the online student information forms. Ms. Swain noted the upcoming Multilingual Night, Suzanne Flynn will be presenting.

d. Superintendent's Report

i. Meadowwalk Enrollment Update

Mr. Crozier clarified that 11 of the 39 students from Meadow Walk are current Sudbury students; 5 of the school age children are not attending Sudbury Public Schools.

ii. Space Utilization Study

Mr. Crozier noted that he is working with the Town Manager on a space allocation study; they are working with the architect to determine how we are using our space and whether that space is over-utilized or under-utilized, based on the building, number of students and programs.

Mr. Crozier noted that he has been looking at ways to reorganize the agenda into three areas: educational matters, fiscal matters, and policy and governance matters.

12. School Committee Reports [Liaison/Subcommittee Reports]

Ms. Nerssessian is looking forward to attending Back to School Night at Haynes, and congratulated Haynes on excellent MCAS test scores, one of only nine schools to receive acknowledgment of achievement in all three areas: exceeding performance target, highest growth and high achievement.

Ms. Kouchakdjian recently attended the BOS meeting and is enjoying working with the Strategic Financial Planning for Capital Committee. Ms. Kouchakdjian met with Radha Gargeya, School Start Time was discussed. LS is waiting for results of a traffic study, they will only consider extending start time to no later than 8:15 a.m.

Ms. Hogan noted it is important to know where LS stands in the School Start Time process. Many districts are moving forward with later start times.

Ms. Hogan heard wonderful things regarding the Paralympian speaker at Curtis, which created fantastic dialogue with the Curtis students. Regarding this year's Parent Information packets for the district's schools, Ms. Hogan noted the easy electronic form submittal and thanked all involved.

13. Members' Forum

Ms. Helon would like to discuss the MCAS test scores at a future meeting. Committee Members agreed it would be helpful to understand and evaluate.

14. School Committee Communications - none

15. Personnel Actions - none

16. Future Agenda Item Discussion: Tentative Items: Blizzard Bags, Efficiency and Regionalization Joint Grant Application (next agenda), 350 Report, Budget items, Bill Barletta, Capital Presentation, Grant from Avalon.

17. Minutes - Regular Session Minutes (9/17/18)

Committee Members made edits to the minutes at the table. Ms. Hogan made the suggested edits to the document and will send to Committee Members and Justin Dulak.

**Motion:** Ms. Hogan made a motion to approve the minutes as amended. Ms. Nerssessian seconded the motion.

**Vote:** 5-0. Motion carries.

18. Adjournment

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

**Vote:** 5-0. Motion carries.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Laura Clifford

Documents Reviewed During the 10.1.2018 Meeting:

1. Draft SMART Goals: Sudbury School Committee 2018-2019
2. Sudbury Public Schools Committee Relocation of Administrative Offices Subcommittee Formation Worksheet
3. Sudbury Public Schools Committee Superintendent Evaluation Subcommittee Formation Worksheet
4. Policy Manual Section G
5. Family and Medical Act Leave Policy
6. Section JEB: Entrance Age
7. Fwd: Questions from the School Committee
8. Policy Notes Documents
9. Agreement for Participation in the MASC "Policy21 Program"
10. FY2020 Budget Develop Process
11. Draft Regular Session Minutes for September 17, 2018