

Sudbury School Committee  
Meeting Minutes  
October 7, 2019  
Community Room, Goodnow Library

**Members Present:**

Lisa Kouchakdjian, Chair  
Silvia Nerssessian, Vice Chair  
Maggie Helon  
Meredith Gerson  
Christine Hogan

**Also Present:**

Brad Crozier, Superintendent  
Don Sawyer, Director of Business and Finance  
Kim Swain, Assistant Superintendent  
Ellen Vedora, SEA Representative

**Regular Session Meeting**

Chair Lisa Kouchakdjian opened the meeting at 7:00 PM.

1. Public Comment
  - a. School Committee Chair Lisa Kouchakdjian informed the community that flyers regarding the Master Plan Community Conversations were available at the front of the room.
2. Special Matters
  - a. School Capital Projects
    - i. Prioritization of Projects-Short and Long Term Capital Planning
      1. SPS Director of Facilities Joe Kupczewski and Combined Facilities Director William Barletta presented to the School Committee on the state of previously approved capital projects, as well as proposed projects for the near future.
        - a. Past/finished projects included: the paging and bell system at Noyes Elementary School; the purchase of additional custodial equipment; replacement of cafeteria and kitchen equipment at Nixon Elementary, Noyes, and Haynes Elementary Schools; and a septic pump project at Curtis Middle School.
        - b. Current/ongoing projects included: an HVAC projects at Curtis; a new dishwasher at Haynes; repairs to the systems at Curtis and Noyes; and improvements to the Noyes cafeteria kitchen.



1. Business and Finance Director Don Sawyer did not present a report to the Committee during this time.
    - iii. Assistant Superintendent's Report
      1. Assistant Superintendent Kim Swain updated the Committee on how the district will share student MCAS results. These reports will soon be available on Aspen, and parents are encouraged to download their child's data, as it will be deleted after 30-45 days.
      2. Ms. Swain also reported that the first METCO Elementary Playdate will be on October 16. Ms. Swain and the students will be going apple picking at Honey Pot Orchard.
      3. Ms. Swain told the Committee about an upcoming professional development session, Mathemagical Instruction.
    - iv. Superintendent's Report
      1. Superintendent Brad Crozier gave the Committee an update on student enrollment. The most recent report, posted on October 2, 2019, showed a net decrease of two students. With the data becoming increasingly static, enrollment reports will now be generated and shared on a monthly, not weekly, basis. These enrollment figures were also sent to NESDEC for the creation of an enrollment projection report.
4. Business and Policy Matters
  - a. Year to Date Budget Report
    - i. Business and Finance Director Don Sawyer reviewed the first FY20 year to date budget report with the Committee. The report distributed to the Committee included data through September 30, 2019. Mr. Sawyer explained why this report was only available now, as well as why there are differences between the salaries that were projected during the initial budgeting process last winter and the actual salaries being paid.
    - ii. The Committee discussed what data would be most useful to include in future reports and the best way to present it. The Committee also reviewed several specific lines in the budget, including Student Services professional development and extended year out of district tuition.
    - iii. Mr. Sawyer confirmed for the Committee that he does not currently anticipate needing to make cuts to maintain services to students.
  - b. Review Comparable Districts and Criteria
    - i. As part of the process of developing the next budget book, the Committee considered lists of districts Sudbury may be compared against in budget analyses. The School Committee's current grouping of peer districts and another from DESE were reviewed. Superintendent Crozier proposed creating a new list of districts, and explained the criteria he and his team would use to select a set of comparables.
    - ii. Further discussion on this topic from the Committee focused on two areas: the best ways to assess cost per student data and whether to

restrict the list of comparable districts to others with the same grade configuration.

c. Legislative Forum Update

- i. Christine Hogan provided the Committee an update on the state of planning for this year's Legislative Forum. Two of the three invited legislators have confirmed their attendance, while the third would like to wait until the spring to confirm. Ms. Hogan also proposed altering the format to be a joint meeting with the School Committee for Lincoln-Sudbury Regional High School. Ms. Kouchakdjian will discuss this possibility with that Committee's chairs.

d. School Committee Website Pages Review

- i. The Committee reviewed its pages on the Sudbury Public Schools website. Proposed changes included updating information regarding the School Start Time Subcommittee (now dissolved); adding the presentation from the equity workshop; posting the School Committee's FY20 goals; and how to best use the School Committee News page.

e. Liaison Reports

- i. Meredith Gerson attended the first planning session for the new Nixon playground.
- ii. Lisa Kouchakdjian updated the Committee on the latest developments from the Transportation Committee, reminded everyone the the Master Plan group is soliciting feedback from the community, and reported that she will be attending the MASC Conference with Superintendent Crozier in November.
- iii. Maggie Helon reported to the Committee on two upcoming events being hosted the the Sudbury SEPAC.

f. School Committee Minutes

- i. The Committee reviewed and made revisions to the meeting minutes from September 23, 2019.
  1. Silvia Nerssessionian motioned to approve the meeting minutes from September 23, 2019 as edited, Maggie Helon seconded.
    - a. **VOTE: 4-0-1**, Christine Hogan abstaining. Motion carries.

5. Adjournment

- a. Silvia Nerssessionian motioned to adjourn the meeting, Maggie Helon seconded.  
**VOTE: 5-0**. Motion carries. Meeting adjourned at 9:01 P.M.

Respectfully Submitted,

Justin Dulak

**Documents Reviewed During the October 7, 2019 School Committee Meeting**

1. Capital Projects Update Presentation
2. FY21 Form A: Curtis HVAC Repairs
3. FY21 Form A: Interior Painting of All Schools and Goodnow Library
4. FY21 Form A: Nixon Bathroom Partition Replacements
5. FY21 Form A: Noyes Replacement RTU-1 and RTU-2 AC Package Units
6. FY21 Form A: Noyes School Ceiling Tile Replacement Project
7. FY21 Form A: Paging, Clocks, and Bell Systems
8. Sudbury Public Schools Space Needs Analysis
9. FY20 Enrollment Data, October 2, 2019
10. Town of Sudbury/Sudbury Public Schools Year-to-Date Budget, 9/30/19
11. Regular Session Meeting Minutes Draft for September 23, 2019
12. Town of Sudbury 15 Year Capital Plan
13. Master Plan Community Session Flyer