

Sudbury School Committee
Meeting Minutes
May 18, 2020
Virtual Meeting

Members Present:

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

Also Present:

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

Regular Session Meeting

Chair Lisa Kouchakdjian opened the meeting at 7:09 PM.

1. Special Matters
 - a. Covid-19 Update
 - i. Preparations for Upcoming School Year
 1. Superintendent Brad Crozier discussed projects custodians are currently completing early to allow for potential Covid-19 related projects to take precedence later in the summer. Mr. Crozier also reported that building capacities are being reconsidered in the wake of anticipated social distancing requirements.
 2. Superintendent Crozier briefed the committee on his work to identify funds that were not used in the current year's budget. The savings were reallocated for the purchase of additional chromebooks, to allow for 1:1 Chromebooks for grades 3-8; and cleaning supplies that may be needed once school begins.
 3. Assistant Superintendent Kim Swain discussed professional development opportunities, including an educator summer learning program on distance learning, as well as planned curriculum development units. Ms. Swain discussed surveys that were sent to teachers and students to solicit feedback on synchronous and asynchronous learning.
 4. Committee questions centered on cost and quantity of Chromebook purchases, the extension of 1:1 status of

chromebooks, potential Chromebook fees, student survey age groups, future surveys for parents and the timing around those, and surveys on Chromebook usability.

ii. State and Local Guidance and Efforts

1. Superintendent Crozier discussed the phased opening of the state, with summer camps in phases 2 and 3, as these can mirror school operations.
2. Mr. Crozier then discussed the online extended school year, which parents have been surveyed about.
3. Mr. Crozier was also contacted by Representative Carmine Gentile regarding bill amendments for technology-related improvements around the Covid-19 outbreak, and put forth several ideas on this.
4. Mr. Crozier updated the Committee on stimulus funding from the CARES grant and how the district will access those funds.
 - a. Committee questions focused on apportionment of CARES act funding, a potential timeframe on the technology bill, and applications for PPE.

iii. End of Year Plans

1. Superintendent Crozier spoke about logistics of a car parade for 5th and 8th graders. Mr. Crozier also discussed details around the “materials exchange” of district and student property. Also mentioned were school transitions and step-up days, ceremonies for each school, virtual field days, and structured student closure.
 - a. Committee questions included timing of communications regarding end of year, plans for transitions between grades, and parent transition nights.

2. Public Comment

- a. Scott Smigler of Plympton Road spoke to the Committee about the complexities of reopening schools and survey utilization for collecting regular feedback.
- b. Maia Proujansky-Bell of Lakewood Drive spoke to the Committee to encourage professional development around trauma and anxiety.
- c. Monica Rogan of Goodnow Road spoke to the Committee to request further communications surrounding the Covid-19 crisis and to inquire how the schools will handle the impacts of this crisis emotionally for students.
- d. Devan Schlicker of Moore Road spoke to the Committee around planning to educate students who would be unable to physically attend school next year due to health conditions.

3. Educational Matters

a. Districts Reports

i. SEA

1. SEA Representative Barbara Gogan reported to the Committee regarding surveys around synchronous learning opportunities. All

teachers are offering at least 2 synchronous learning opportunities, and 52.7% are offering 5 or more synchronous learning opportunities per week. Ms. Gogan highlighted different educational opportunities offered to students via remote learning.

ii. Business and Finance Director's Report

1. Business and Finance Director Don Sawyer reported to the Committee regarding the early start of work on the Nixon playground project.
2. Mr. Sawyer also reported to the committee on a meeting he attended regarding the current budget and future budget planning for FY21, FY22, and beyond. Discussion points included the CARES act disbursement funds, extensions of federal grants, order lead time, the FY21 state budget, circuit breaker reimbursement, transportation reimbursement, scenario planning for FY21, and state mandates.
3. Mr. Sawyer assured the Committee that his team is working diligently to manage all possible available funds and prepare the district as best as they can for the future impact as they await state mandates.
4. Committee questions centered on transportation updates, future reporting on savings reallocations and estimates, circuit breaker and transportation reimbursement assumptions, documents regarding financial guidance, revisiting the FY21 budget, the potential for a 3 year budget, and "one-twelfth" budget actions.

iii. Assistant Superintendent's Report

1. Assistant Superintendent Kim Swain updated the Committee on two adjustments to the curriculum: a move of the human development and puberty unit to 6th grade from 5th, and a change in 7th grade assessment testing timing from spring of sixth grade to the first trimester of seventh grade.
2. Committee questions centered on the impact of school opening on 7th grade assessment timing, reasoning for the move of the puberty unit, math assessment for accelerated students, structured math assessments for other grade levels, and MCAS

iv. Superintendent's Report

1. Superintendent Crozier updated the committee on the Loring Playground modernization, which is still on track for summer 2021.
2. Superintendent Crozier indicated that the Student Opportunity Act submission deadline was pushed farther back, which includes circuit breaker and transportation funding. Reimbursement for expenditures made in FY20 are still uncertain.

4. Business and Policy Matters

- a. School Committee Handbook
 - i. The Committee reviewed and revised the third draft of the School Committee Handbook. Grammatical and typographical changes were suggested and adopted.
 - ii. Silvia Nerssessian motioned to approve the School Committee Handbook, Maggie Helon seconded.
 - 1. ROLL CALL VOTE
 - a. Meredith Gerson: Aye
 - b. Maggie Helon: Aye
 - c. Christine Hogan: Nay
 - d. Lisa Kouchakdjian: Aye
 - e. Silvia Nerssessian: Aye
 - i. **VOTE: 4-1**, Christine Hogan opposed.
- b. FY21 School Calendar
 - i. The Committee reviewed the latest draft of the calendar for the 2020-21 school year. Major changes include a full school day on September 4, 2020, and the rescheduling of an ILAP day to October.
 - ii. Silvia Nerssessian motioned to approve the FY 2020-2021 School Calendar as presented, Meredith Gerson seconded.
 - 1. ROLL CALL VOTE
 - a. Meredith Gerson: Aye
 - b. Maggie Helon: Aye
 - c. Christine Hogan: Aye
 - d. Lisa Kouchakdjian: Aye
 - e. Silvia Nerssessian: Aye
 - i. **VOTE: 5-0**, Motion Carries.
- c. FY20 Budget Forecast
 - i. Business Manager Don Sawyer presented a forecast to the Committee of projected expenditures for FY20, which included reductions in utility costs. Mr. Sawyer noted that the District is currently over-budget by \$14,943, but he is confident that the many pending reductions will allow the District to end the year with the books balanced.
 - ii. Committee questions focused on transportation appropriations; access to a more detailed report showing changes; breakdown of expenses by category; format of explanation of material changes; and lead times for PPE acquisition.
- d. Appoint Superintendent to Collaborative Boards
 - i. Silvia Nerssessian motioned to appoint Superintendent Brad Crozier to the ACCEPT Collaborative Board of Directors for the 2020-2021 School Year, Christine Hogan seconds.
 - 1. ROLL CALL VOTE
 - a. Meredith Gerson: Aye
 - b. Maggie Helon: Aye

- c. Christine Hogan: Aye
- d. Lisa Kouchakdjian: Aye
- e. Silvia Nerssessian: Aye
- i. **VOTE: 5-0**, Motion Carries.

ii. Silvia Nerssessian motioned to appoint Superintendent Brad Crozier to the CASE Collaborative Board of Directors for the 2020-2021 School Year, Christine Hogan seconds.

2. ROLL CALL VOTE

- a. Meredith Gerson: Aye
- b. Maggie Helon: Aye
- c. Christine Hogan: Aye
- d. Lisa Kouchakdjian: Aye
- e. Silvia Nerssessian: Aye
- i. **VOTE: 5-0**, Motion Carries.

lii. Silvia Nerssessian motioned to appoint Superintendent Brad Crozier to the EDCO Board of Directors for the 2020-2021 School Year, Christine Hogan seconds.

3. ROLL CALL VOTE

- a. Meredith Gerson: Aye
- b. Maggie Helon: Aye
- c. Christine Hogan: Aye
- d. Lisa Kouchakdjian: Aye
- e. Silvia Nerssessian: Aye
- i. **VOTE: 5-0**, Motion Carries.

e. Electronic Signatures

- i. Mr. Sawyer reported to the Committee regarding electronic signatures for approving Accounts Payable documents remotely. This guidance was approved by the town accountant and outside counsel was consulted.
- ii. Silvia Nerssessian motioned to that the School Committee for Sudbury Public School hereby recognizes and accepts the provisions of M.G.L. c.110G regarding electronic signatures and that its members will henceforth execute documents either with electronic signatures or with wet ink signatures and that both will carry the same legal weight and effect, Maggie Helon seconded.
 - a. Meredith Gerson: Aye
 - b. Maggie Helon: Aye
 - c. Christine Hogan: Aye
 - d. Lisa Kouchakdjian: Aye
 - e. Silvia Nerssessian: Aye
 - i. **VOTE: 5-0**, Motion Carries.

f. Liaison Reports

- i. Maggie Helon thanked the Noyes staff for their consistent messaging and routines.

g. Future Agenda Items

- i. School committee meeting schedule, Superintendent evaluation, summer professional development opportunities, potential rescheduling of June 15th School Committee meeting, snapshot video of content areas, technology specialist resource utilization.
 - h. Minutes
 - i. The School Committee reviewed and revised minutes from the May 4, 2020 meeting.
 - 1. Silvia Nerssessian motioned to approve the meeting minutes from May 4, 2020, as edited, Christine Hogan seconded.
 - a. ROLL CALL VOTE
 - i. Meredith Gerson: Aye
 - ii. Maggie Helon: Aye
 - iii. Christine Hogan: Aye
 - iv. Lisa Kouchakdjian: Aye
 - v. Silvia Nerssessian: Aye
 - 1. VOTE: 5-0.** Motion carries.
5. Adjournment
 - a. Christine Hogan motioned to adjourn at 9:18 PM., Silvia Nerssessian seconded.
 - i. ROLL CALL VOTE
 - 1. Meredith Gerson: Aye
 - 2. Maggie Helon: Aye
 - 3. Christine Hogan: Aye
 - 4. Lisa Kouchakdjian: Aye
 - 5. Silvia Nerssessian: Aye
 - a. VOTE: 5-0.** Motion carries.

Respectfully Submitted,

Justin Dulak

Documents Reviewed During the May 18, 2020 School Committee Meeting

1. SPS School Committee Handbook Draft 3
2. SPS 2020-21 School Year Calendar Draft
3. FY20 Year-to-Date Budget, April 30, 2020
4. KP Law eUpdate: Use of Electronic Signatures and “Virtual” Notarization, April 28, 2020
5. School Committee Meeting Minutes Draft, May 4, 2020