



## ***Sudbury Public Schools***

*40 Fairbank Road  
Sudbury, Massachusetts 01776  
Phone: (978) 639-3211  
Fax: (978) 443-9001*

**Brad Crozier**  
*Superintendent of Schools*  
[brad\\_crozier@sudbury.k12.ma.us](mailto:brad_crozier@sudbury.k12.ma.us)

February 20, 2020

### **General Questions about user group contributions for Sudbury Public Schools (SPS) Administration toward Fairbank Center operation and upkeep.**

#### **Is there any contribution for the use of Fairbank Building (maintenance, insurance utilities, security, plowing, or other ongoing costs) and, if so, how much?**

Sudbury Public Schools pays for \$12,000 per year for outsourced janitorial services within the school wing.

Costs for furniture, fixtures and equipment and IT infrastructure as well as associated work are paid by SPS.

Snow plowing of all Town property is performed by or contracted through DPW and is contained within the Town snow removal budget. Town building sidewalks are cleared by Town Facilities staff.

Insurance is paid through the Town's overall insurance cost.

Security and utilities costs associated with the SPS wing are paid through Town Facilities.

The majority of building maintenance within the Sudbury Public Schools wing is paid through Town Facilities.

SPS contributes to 50% of the salaries for the Facilities Director and Facilities Administrative Assistant and 66% of the Town-wide electrician, all of which contribute to the operation and upkeep of the Fairbank Building.

#### **Assuming the cost of maintaining the building breaks down proportionally, what fraction of the Fairbank is occupied by SPS Administration for (a) the current and (b) the proposed facility?**

The existing building is 40908 sq. ft. Sudbury Public Schools currently occupies 6639 sq. ft., or 16.23%.



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The proposed facility would be 42575 sq. ft. Sudbury Public Schools would occupy 7713 sq. ft., or 18.11%.

### **Number of SPS Administration staff currently housed at Fairbank Are there proposed increases in headcount for the new facility? If so, what?**

The proposed building accounted for 27 current staff members in the SPS Administrative offices. No additional space was factored for any future staff.

### **10 years of past data about usage of SPS space (i.e. number of parent visits and meetings, number of meetings between staff, etc.)**

Sudbury Public Schools' Administrative offices are used for a number of different functions, all vital to the success of our faculty and students. The Superintendent's Conference room plays host to a wide variety of meetings, ranging from Human Resources On-Boarding sessions, to School Committee subcommittee meetings, to staff safety training lessons and beyond. Just across the hall, the Curriculum and Instruction Office provides room for our curriculum leaders to collaborate, as well as providing them essential private office space. Beside the CIT Office is our Technology Office, which houses servers for our district and gives a home to our IT staff. Just across from that is the Student Services Office, a suite of rooms that see a constant and steady flow of parents coming to register new students or discuss plans for current ones. Finally, the Business Office is, in addition to storing some of the district's most sensitive and important documents, the site of many of SPS's pecuniary meetings and discussions. The SPS Administrative Offices serve a diverse array of purposes and people, but all are united by the common goal of creating a deep and thorough education for the children of Sudbury.

### **Any challenges that current Fairbank Center presents for ability to do programming, run office operations, and fulfill department missions.**

The current iteration of the SPS Administrative Offices present several unique challenges to our staff, each of which detract from our ability to serve the students of SPS. The current layout, with small offices adjoined by antechambers and just one conference room in the entire wing, does not encourage the collaboration between employees that is essential to modern pedagogy and curriculum development. Furthermore, the tucked-away nature of these offices creates navigational issues for any visitors unfamiliar with our building's design. It should also be noted that unresolved maintenance issues, particularly the inability of the HVAC system to match our employees' needs during the frigid New England winters, sometimes require our staff to hold



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meetings in the schools or other town buildings. Likewise, roof leaks, issues with mold, and pest control have made for an overall substandard work environment. These obstacles are by no means insurmountable to our hearty and creative staff, but the prospect of a new and better designed Fairbank Center is a beacon of hope to each of us that we will someday have a space that enhances our ability to educate, instead of detracting from it.

### **Conference Rooms**

Below are two calendars depicting anticipated usage of the new conference rooms currently being proposed for the Sudbury Public Schools Administrative Offices. The first calendar illustrates typical usage during the summertime, and the second depicts the school year usage. In both calendars, the purple blocks represent the largest proposed conference room, the brown are for the medium-sized conference room, and the green are for the smallest conference room.



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New Large Conference Room, New Medium Conference Room,  
 New Small Meeting Room

Mon Aug 17 – Fri Aug 21, 2020 (Eastern Time - New York)

	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21
6am					
7am					
8am	ALL SALT Retreat 8am - 4pm	ALL SALT Retreat 8am - 4pm	ALL SALT Retreat 8am - 4pm	Google Infused Classroom 8am - 2pm	Google Infused Classroom 8am - 2pm
9am	ALL SALT Retreat 8am - 4pm	ALL SALT Retreat 8am - 4pm	ALL SALT Retreat 8am - 4pm	ALL Tech Meeting	Bus Safety Training 9am - 10:30am
10am			Opening Day Prep & Planning 9am - 3pm	Scott Nix Meeting	Facilities Meeting
11am			HR Onboarding 9am - 11am	SC Agenda Setting Meeting (Brad) 10am - 11am	Teacher Interview
12pm			ACCEPT Director (Brad) 10am - 11am	Summer Curriculum Work 11am - 4pm	CO ALICE Training 11am - 1pm
1pm			Don Sawyer Weekly Meeting (Brad) 11am - 12pm	EDCO Director (Brad) 12pm -	K. Moffat Meeting (Kim)
2pm			Stephanie Juriansz Weekly Meeting (Brad) 1pm - 2pm	Teacher Interview	SEA Meeting 1pm - 2pm
3pm			Cabinet 2pm - 4pm	CASE Director (Brad) 3pm -	Brad/Kim Weekly Meeting 2pm - 3pm
4pm			Parent Meeting (Brad)		Justin/Kim Weekly Mig 3pm - 4pm
5pm					



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New Large Conference Room, New Medium Conference Room,  
 New Small Meeting Room

Mon Jan 20 – Fri Jan 24, 2020 (Eastern Time - New York)

	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24
7am					
8am	MLK Day 8am - 5pm	MLK Day 8am - 5pm	MLK Day 8am - 5pm		
9am		Nixon Principal Mtg (Kim) 9am - 10am	ILAP Prep 9am - 11am	Curriculum Development 9am - 11am	Curriculum Development 9am - 11am
10am		APHA 9:30am - 11am	Parent Meeting (Brad)	Joint Coordinator Meeting	Haynes Principal Mtg (Kim)
11am		Noyes Principal Meeting (Brad) 11am - 12pm	Justin/Kim Weekly Mtg 11am - 12pm	DESE Webinar 11am - 1pm	Quarterly Transportation Safety Meeting 9:30am - 12:30pm
12pm		HR On-Boarding 12pm - 2pm	Business Office Weekly Meeting 12pm - 1pm	Teacher Interview 11am - 1pm	Coaches Meeting
1pm			IDEAS 1pm - 3pm	IEP Meeting 1pm - 2pm	Math Team 12:30pm - 3:30pm
2pm		Tech Systems Mtg 2pm - 3pm	HR Weekly Meeting 2pm - 3pm	Don Sawyer Weekly Mtg (Brad) 1:30pm - 2:30pm	Brad/Kim Weekly Meeting
3pm		Safe and Supportive School 3:30pm - 5pm	Facilities Meeting 3pm - 4:30pm	Wellness Committee 2:30pm - 3:30pm	Brad/Stphanie Weekly Mtg
4pm		Principals Mtg 3:30pm - 5pm	DC Steering Committee 4pm - 5pm	SC Member Monthly Meeting (Brad) 2pm - 3pm	
5pm		Parent Meeting (Brad)		Cabinet Meeting 3pm - 5pm	
6pm					



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February 10, 2020

Maryanne Bilodeau  
Interim Sudbury Town Manager Town of Sudbury  
Flynn Building 278 Old Sudbury Road  
Sudbury, MA 01776

RE: Sudbury Public Schools Administrative Office Space

The Sudbury School Committee is grateful to participate in the Town of Sudbury's endeavor to address issues associated with the Fairbank Community Center and the Sudbury Public School Administrative Office Space located within the building. As valued members of the Town's municipal staff, our school administrators proudly serve approximately 2,700 students, families, and faculty. Since the Fairbank Community Center is comprised of multiple user groups, we appreciate the Town's commitment to addressing the needs of our greater community. We recognize the Park and Recreation Department and Council on Aging provide valuable support and resources to our youngest children to our oldest residents.

The current Sudbury Public Schools Administrative offices are housed in the oldest part of the Fairbank Community Center originally constructed in 1958. This portion of the building has the most significant structural challenges from the roof to its entire building envelope. The requirements to bring this space to code, and to create a healthy work environment are insurmountable. For this reason, the architectural group involved with the project determined this portion of the building is not salvageable.

Sudbury Public School administrators are vested and united in the common goal of providing a deep and comprehensive educational experience for the students of Sudbury. The environment in which our administrators work directly impacts this effort. The administrative offices provide workspace for staff, limited conference space for meetings with staff and families, and limited space for professional development. Due to its current configuration, the office space has become increasingly more inefficient over time. These inefficiencies are negatively impacting the services our administrators provide to our school community. Additionally, the configuration of the office space does not support the current needs of our administration consistent with modern pedagogy and curriculum development. It is a priority that the needs of the administration were met in a fiscally responsible manner.

The proposed administrative office space for Sudbury Public Schools will provide a healthy and appropriate environment for our administrators and reflect the value and importance of education in Sudbury. We appreciate the support of our Sudbury community to provide administrative office space that reflects the strength and commitment to our schools.



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Warm regards,

**Sudbury School Committee**

Lisa Kouchakdjian, Chair

Silvia Nersessian, Vice Chair

Meredith Gerson

Maggie Helon

Christine Hogan