

Sudbury School Committee  
Meeting Minutes  
July 17, 2023  
Virtual Meeting

**Members Present:**

Silvia Nerssessian, Chair  
Meredith Gerson, Vice Chair  
Nicole Burnard  
Mandy Sim

**Members Absent:**

Sarah Troiano

**Also Present:**

Brad Crozier, Superintendent  
Don Sawyer, Director of Business and Human Resources  
Sandra Duran, Combined Facilities Director

**Regular Session Meeting**

Chair Silvia Nerssessian opened the meeting at 7:00 p.m.

1. Opening Statement / Regular Session
  - a. Chair Silvia Nerssessian performed a roll call and made an announcement that the session is being recorded, shared live for the public to see and hear and there should be no expected right to privacy, as this is a public forum. Meredith Gerson, Nicole Burnard, Mandy Sim and Silvia Nerssessian all affirmed in the positive.
  
2. Special Matters
  - a. MSBA Presentation, Don Sawyer, Director of Business and Human Resources and Sandra Duran, Combined Facilities Director
    - i. Ms. Duran gave an overview on the process for how to receive MSBA (Mass School Building Authority) funds. All roofs at each school are in need of repair and are planned for in future capital planning. One of the programs MSBA offers in an accelerated repairs program which is specific to roof projects. In addition to submitting a statement of interest, she then reviewed in detail the documentation needed, steps necessary to apply, and timeline of the process.
    - ii. Don spoke to the financial aspects of the program including the funding history of the program.
    - iii. The Committee sought clarification on a number of issues, including whether we are examining the MSPA and MAPC grants jointly, whether there is any relationship between the two programs that could accelerate

our project, whether we must submit separate applications for each school or if the entire project can be submitted at once, and when we will find out when the grants are opening.

- iv. The Committee then engaged in discussion about the feasibility of getting a roof design within a short period of time in addition to whether Sudbury, or any peer districts, had been approved for an MSBA grant in the past.

### 3. Public Comment

- a. Karen Jones, 27 Pendleton Road, addressed the Committee with a suggestion to form a working group to create policies or initiatives so after care provided at Sudbury Public Schools is more equitable.

### 4. Educational and Operational Matters

#### a. District Reports

##### i. Director of Business and Human Resources Report

##### 1. FY23 End of Year Close Update

- a. The FY23 budget has officially closed. Grants closed out on time and on budget. The budget came in just as expected and a final report will be presented at the next School Committee Meeting.

#### b. Assistant Superintendent Report

- i. None.

#### c. Superintendent's Report

- i. The SMILE / Explore program has been up and running for a week now. All is going well with 200 students in the SMILE program and 118 students in the Explore program.
- ii. Superintendent Crozier recently met with the new LSRHS Principal / Superintendent.
- iii. He also met with Town Manager, Andy Sheehan. He was informed that the town will move forward with a Fall Town Meeting and the Select Board will be voting on that at the next meeting.
- iv. It was recommended by the Committee that a future agenda item should include potential SPS items to be included for consideration during the fall meeting.

### 5. Business and Policy Matters

#### a. 2023-2024 School Committee Goals

- i. Chair Nerssessian shared that the goals have been updated based upon the recommended changes previously discussed. They then reviewed the goals together and clarity was provided on action steps.
- ii. Meredith Gerson moves to approve the 2023-2024 School Committee goals as amended. Mandy Sim seconded the motion.

1. ROLL CALL VOTE

- a. Meredith Gerson: Aye
- b. Nicole Burnard: Aye
- c. Mandy Sim: Aye
- d. Silvia Nerssessian: Aye
  - i. **Vote:** 4-0. Motion carries.

b. Policy Subcommittee Recommendations

- i. Policy AA - School District Legal Status
- ii. Policy AB - The People and Their School District
- iii. Policy AC - Nondiscrimination Including Harassment and Retaliation
- iv. Policy AC-R - Nondiscrimination Policy Including Harassment and Retaliation
- v. Policy ACA - Nondiscrimination on the Basis of Sex
- vi. Policy ACAB - Sexual Harassment
- vii. Policy AD - Mission Statement
- viii. Policy ADC - Tobacco Products on School Premises Prohibited
- ix. Policy BA - School Committee Operating Protocols
- x. Policy BB - School Committee Legal Status
- xi. Policy BBAA - School Committee Member Authority
- xii. Policy BBBA/BBBB - School Committee Member Qualifications / Oath of Office
- xiii. Policy BBBC - School Committee Member Resignation
- xiv. Policy BBBE - Unexpired Term Fulfillment
- xv. Policy BDFA - School Councils
- xvi. Policy BDFA-E - School Improvement Plan
- xvii. Policy BDFA-E-1 - School Improvement Plan
- xviii. Policy BDFA-E-2 - Submission and Approval of the School Improvement Plan
- xix. Policy BDFA-E-3 - Conduct of School Advisory Council Business
- xx. Policy BEDH-E - Guidelines for Public Comment
- xxi. Policy BG - School Committee Policy Development
- xxii. Policy BGC - Policy Revision and Review
- xxiii. Policy BHE - Use of Electronic Messaging by School Committee Members
- xxiv. Policy BIBA - School Committee Conferences, Conventions, and Workshops
- xxv. Policy BID - School Committee Member Compensation and Expenses
- xxvi. Policy BJ - School Committee Legislative Program
- xxvii. Policy BK - School Committee Memberships
- xxviii. Policy CA - Administration Goals
- xxix. Policy CB - School Superintendent
- xxx. Policy CBD - Superintendent's Contract
- xxxi. Policy CBI - Evaluation of the Superintendent

- xxxii. Policy CCB - Line and Staff Relations
  - xxxiii. Policy CE - Administrative Councils, Cabinets, and Committees
  - xxxiv. Policy CH - Policy Implementation
  - xxxv. Policy CHA - Development of Procedures
  - xxxvi. Policy CHA/CHC - Development and Dissemination of Procedures
  - xxxvii. Policy CHC - Procedures Dissemination
  - xxxviii. Policy CHCA - Approval of Handbooks and Directives
  - xxxix. Policy CHCA-E - Approval of Handbooks and Directives
    - xl. Policy CL - Administrative Reports
    - xli. Policy CM - School District Annual Report
    - xl. Policy EB - Safety Program
    - xl. Policy EBB - First Aid
    - xl. Policy EBC - Emergency Plans
    - xl. Policy EBCD - Emergency Closings
    - xl. Policy EC - Buildings and Grounds Management
    - xl. Policy ECA - Buildings and Grounds Security
    - xl. Policy ECAF - Security Cameras in Schools
    - xl. Policy EEAE - School Bus Safety Program
      - I. Policy EEAE - Student Conduct on School Buses
      - ii. Policy EFC - Free and Reduced Price Food Services
        - 1. Chair Nerssessian shared that the policies being presented have already been approved at a prior Policy Subcommittee Meeting. Red line changes are the School Committee recommended changes.
        - 2. Clarification on the distribution of the family handbook in policy CHCA was provided.
        - 3. Meredith Gerson moves to approve the policies included in the July 17, 2023 Sudbury School Committee Agenda Packet as amended. Mandy Sim seconded the motion.
          - a. ROLL CALL VOTE
            - i. Meredith Gerson: :Aye
            - ii. Nicole Burnard: Aye
            - iii. Mandy Sim: Aye
            - iv. Silvia Nerssessian: Aye
              - 1. **Vote:** 4-0. Motion carries.
- c. Loring PTO Gift
  - i. Meredith Gerson moves to approve a gift of up to \$10,000.00 from the Loring PTO to update the Loring School staff lounge, with gratitude. Mandy Sim seconded the motion.
    - 1. ROLL CALL VOTE
      - a. Meredith Gerson: Aye
      - b. Nicole Burnard: Aye
      - c. Mandy Sim: Aye

- d. Silvia Nerssessian: Aye
  - i. **Vote:** 4-0. Motion carries.

d. Haynes Signage Request

- i. Chair Nerssessian shared that a request was received to place a memorial sign at the Haynes School. Because it is a memorial sign and there is a policy specific to memorials, this request needs to be considered and voted on by School Committee members.
- ii. After reviewing the Memorial Policy, the Committee came to the consensus that this memorial does not fit within it.
  - 1. Meredith Gerson moves to approve the Haynes memorial signage request. Mandy Sim seconded the motion.
    - a. ROLL CALL VOTE
      - i. Meredith Gerson: No
      - ii. Nicole Burnard: No
      - iii. Mandy Sim: No
      - iv. Silvia Nerssessian: No
        - 1. **Vote:** 4-0. Motion denied.

e. Monthly Accounts Payable and Payroll Warrants Submission

- i. No further action required by the Committee.

f. Liaison Reports

- i. None

g. Minutes (May 22, 2023)

- i. Meredith Gerson moves to approve the Sudbury School Committee open session meeting minutes from the May 22, 2023 meeting as amended. Mandy Sim seconded the motion.
  - 1. ROLL CALL VOTE
    - a. Meredith Gerson: Aye
    - b. Nicole Burnard: Aye
    - c. Mandy Sim: Aye
    - d. Silvia Nerssessian: Aye
      - i. **Vote:** 4-0. Motion carries.

6. Adjournment

- a. Chair Silvia Nerssessian moves to adjourn the meeting at 8:37 p.m. Mandy Sim seconded the motion.
  - i. ROLL CALL VOTE
    - 1. Meredith Gerson: Aye
    - 2. Nicole Burnard: Aye
    - 3. Mandy Sim: Aye
    - 4. Silvia Nerssessian: Aye

a. **Vote:** 4-0. Motion carries.

Respectfully Submitted,  
Julie Williams  
Executive Assistant to the Superintendent

**Documents Reviewed During the July 17, 2023 School Committee Meeting**

1. **MSBA Overview**
2. **2023-2024 School Committee Goals**
3. **Sections A - E**
4. **Loring PTO - Staff Lounge Gift**
5. **Policy FFA**
6. **SC Meeting Warrant Summary - 071323**
7. **052223\_Sudbury School Committee Minutes\_DRAFT**