



# AGENDA and NOTICE

## SCHOOL COMMITTEE MEETING

Regular Session Meeting  
Monday, July 17, 2023

**LOCATION**  
**Remote Location**  
Dial-In: 1 301 715 8592 Webinar ID: 881 6915 0479  
URL: <https://us02web.zoom.us/j/88169150479>

### AGENDA

#### 7:00 p.m. Open Regular Session - Remote Call

1. Special Matters (Report) 30 Mins
  - a. MSBA Presentation, Don Sawyer, Director of Business and Human Resources and Sandra Duran, Combined Facilities Director
  
2. Public Comment 15 Mins
  - a. *This is an opportunity for members of the community to address the School Committee. At the start of each regularly scheduled School Committee meeting, individuals will sign in for an opportunity to speak during public comment. School Committee Policy BEDH allots each speaker three (3) minutes to present their material and must begin their comments by stating their name and city/town. Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority.*
  
3. Educational and Operational Matters (Report) 30 Mins
  - a. District Reports
    - i. Director of Business and Human Resources Report
      - FY23 End Of Year Close Update
    - ii. Assistant Superintendent Report
    - iii. Superintendent's Report
  
4. Business and Policy Matters (Discussion/Action) 20 Mins
  - a. 2023-2024 School Committee Goals (Discussion/Action) 20 Mins
  - b. Policy Subcommittee Recommendations (Discussion/Action) 30 Mins
    - 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		
xxviii.	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		
xlvi.	Policy EC - Buildings and Grounds Management		
xlvi.	Policy ECA - Buildings and Grounds Security		
xlvi.	Policy ECAF - Security Cameras in Schools		
xl.	Policy EEAE - School Bus Safety Program		
I.	Policy EEAE - Student Conduct on School Buses		
li.	Policy EFC - Free and Reduced Price Food Services		
c.	Loring PTO Gift	(Discussion/Action)	10 Mins
d.	Haynes Signage Request	(Discussion/Action)	10 Mins
e.	Monthly Accounts Payable and Payroll Warrants Submission	(Discussion)	5 Mins
f.	Liaison Reports	(Discussion)	5 Mins
g.	Minutes (May 22, 2023)	(Discussion/Action)	5 Mins

5. Adjournment

*"This listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*

*The next School Committee Meeting is scheduled for **August 7, 2023***

**Sudbury Public Schools  
School Committee Meeting**

**Date:** July 17, 2023

**Agenda Item:** 1a

**MSBA Presentation, Don Sawyer, Director of Business and Human Resources  
and Sandra Duran, Combined Facilities Director**

**Recommendation:**

No vote is required.

**Background  
Information:**

Don and Sandra will share an update informing the School Committee on the requirements and steps in the MSBA process as we approach our roofing projects.

**Attachments:**

MSBA Overview

**Action:**                      **Report:**              **XX**              **Discussion:**

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# MSBA Overview

— July 17, 2023 —

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**Draft**

# Capital Needs

The SPS Capital Plan has the following major Capital needs in the coming years.

<b>School</b>	<b>Roof Service Year</b>	<b>Estimated Cost*</b>	<b>Capital Year</b>
Nixon	1993	\$2,480,000	FY25
Haynes	1998	\$2,568,000	FY27
Loring	1999	\$2,081,150	FY28
Curtis	2000	\$3,531,000	FY29
Noyes	2010	\$2,289,800	FY36

\* Estimated cost is based on 2023 Sq.Ft. Pricing without designs

# MSBA Programs

Major Repairs	Accelerated Repairs
<ul style="list-style-type: none"><li>• Use standard MSBA "new program" processes</li><li>• Scope limited to repair/renovation projects but not restricted to specific building systems</li><li>• One project at a time</li><li>• Project Completion: TBD based on project scope</li></ul>	<ul style="list-style-type: none"><li>• Use updated processes developed for the Green Repair Program</li><li>• Typically roof, window, and boiler projects</li><li>• May allow for multiple projects</li><li>• Project Completion: within 24 months of date of Board approved PS&amp;B</li></ul>

# Accelerated Repair Program

- The Massachusetts School Building Authority's (the "MSBA") grant program is a non-entitlement, competitive program, and its grants are distributed by the MSBA Board of Directors, based on need and urgency, as expressed by the district and validated by the MSBA.
- The MSBA completes a review of available information regarding all districts that submit a Statement of Interest ("SOI") for the Accelerated Repair Program ("ARP") each year.
- The ARP is for the partial or full replacement of roofs, windows/doors, and/or boilers.

# MSBA Steps

- Complete and Submit an SOI
- Cities and Towns must submit the following vote documentation:
  - Vote of the municipal governing body (i.e. City Council/Board of Aldermen/Board of Selectmen/equivalent governing body) authorizing the Superintendent of Schools to submit the SOI.
  - Vote of the School Committee authorizing the Superintendent of Schools to submit the SOI (meeting minutes are NOT required).
- If MSBA staff determine that a staff study visit is needed to complete the due diligence process, MSBA staff will visit the facility identified in the SOI.
- MSBA staff next provide their findings to the Chief Executive Officer, Deputy Chief Executive Officer/Executive Director, and the MSBA's Facilities Assessment Subcommittee. Then, MSBA staff present the recommended SOIs to the Board of Directors for a vote to receive an invitation into the ARP.



# MSBA Statement of Interest

The SOI is the tool districts use to identify the deficiencies and/or programmatic issues that exist in their facilities.

Districts should submit one SOI per school for each school that they believe requires a project.

An SOI should only be filed for a facility where a district has the ability to fund a schematic design within two months of invitation and a total project budget within 12 months of invitation.

For all SOI submissions, the district must provide:

- An electronic version of the SOI with the required electronic signatures; there are two separate certifications in each SOI where district officials need to sign;
- An electronic version of the Closed Schools Certification with the required electronic signatures;
- Hard copies of the required local vote documentation that is detailed in the SOI; and
- Any supporting materials required to be submitted with the SOI.

Over the last several years, the SOI system has opened in early January. SOIs are typically due for the ARP in early February. Staff have completed recommendations for invitations at the Board of Directors meeting in June.

# MSBA Statement of Interest

Historically, the MSBA has invited approximately 25 to 50 SOIs for the ARP annually. The number of invitations that the Board authorizes each year varies. Among the factors the MSBA may consider should the MSBA be required to limit the number of invitations due to its annual statutory funding cap are the degree of the disrepair of the systems to be replaced and the frequency with which issues associated with that disrepair arise.

In 2017, due to the volume of SOIs submitted, the MSBA for the first time increased the qualifying ages of systems after SOIs were received. After the 2017 SOI opening advertised 20 years as the qualifying age for all three systems, only systems of 30 years or more were invited. In 2018, in anticipation of continued high volume of SOIs, the MSBA advertised a budget of approximately \$50 million for grants. The MSBA reviews these advertised qualifying ages for systems as well as the grant budget annually and may adjust one or both as may be needed. Similar to the dates for the SOI filing period, the SOI opening information is published on the MSBA's website each year along with notice provided to all districts via the superintendent.

# MSBA - Advertised vs. Invited System Ages

Tables below illustrate a summary of qualifying and invited SOIs beginning in 2017.

		Advertised Systems Ages			
Repair Program	SOIs Received	Roof Age	Windows/Doors Age	Boiler Age	SOIs Qualified
2017 Program	73	20	20	20	69
2018 Program	60	20	30	20	51
2019 Program	83	20	30	20	79
2020 Program	90	25	30	25	74
2021 Program	60	25	30	25	49

		Invited Systems Ages			
Repair Program	SOIs Received	Roof Age	Windows/Doors Age	Boiler Age	SOIs Qualified
2017 Program	73	30	30	30	36
2018 Program	60	25	30	25	34
2019 Program	83	27	N/A	20	42
2020 Program	90	30	35	35	25
2021 Program	60	29	30	29	28

# MSBA Reimbursement Rate Calculation

Reimbursement rates for MSBA approved, eligible school construction and renovation projects are calculated pursuant to a formula that is established in Massachusetts General Law, Chapter 70B section 10 (M.G.L. c. 70B § 10).

The statutory formula starts all districts at a Base Rate of 31 percentage reimbursement points. The Base Rate of 31 percentage reimbursement points may be adjusted based on three socioeconomic factors:

- Community Income Factor
- Community Property Wealth Factor
- Community Poverty Factor

In its sole discretion, the MSBA may find district eligible for up to 18 Incentive Points:

- Newly Formed Regional School District (*up to 6 points*)
- High Efficiency Green School Program (*up to 2 points*)
- Best Practices for Routine & Capital Maintenance (*up to 2 points*)
- Overlay Zoning (MGL 40R or 40S) (*up to 2 points*)
- Renovation/Re-use of Existing Facilities (*up to 6 points*)
- Establishing a Maintenance Trust (*up to 1 point w/ match*)

# MSBA Funding History

Since 2010, districts have been participating in Accelerated Repair Programs as indicated in the table below:

Repair Program	Districts	Schools	Total Project Budgets	Maximum Facility Grants	Number of Projects Final Audit Approved
2022 Accelerated	12	27	\$7,772,375	\$5,491,649	0
2021 Accelerated *	15	26	\$109,602,763	\$59,925,011	0
2020 Accelerated	16	22	\$82,419,849	\$43,679,026	1
2019 Accelerated	24	38	\$85,180,989	\$52,047,959	8
2018 Accelerated	20	30	\$83,172,480	\$47,018,557	15
2017 Accelerated	19	34	\$117,020,597	\$73,280,673	19
2016 Accelerated	28	48	\$156,598,234	\$83,007,586	39
2015 Accelerated	24	43	\$136,680,652	\$91,974,052	41
2014 Accelerated	34	47	\$108,410,084	\$65,388,035	44
2013 Accelerated	25	45	\$94,650,790	\$54,662,551	45
2012 Accelerated	24	36	\$63,009,653	\$38,267,952	36
Green	93	189	\$366,647,226	\$222,889,218	189
* Financial totals reflect Project Funding Agreement approvals through the June 21, 2023 Board of Directors Meeting (2 projects).					

# MSBA Concerns

- MSBA has a statutory funding cap that limits the amount it can spend annually
- Not all SOIs are funded
- FY23 MSBA did not accept any SOI due to price escalation associated with pandemic
- MSBA has not indicated how much funding the Accelerated Program will have in FY24, if any.
- FY24 may have more SOIs filed because of FY23 moratorium.

**Sudbury Public Schools  
School Committee Meeting**

**Date:** July 17, 2023

**Agenda Item:** 4a

**2023 - 2024 School Committee Goals**

**Recommendation:**

**Move to approve the 2023-2024 School Committee Goals as presented / amended.**

**Background  
Information:**

**Attachments:**

**2023-2024 School Committee Goals**

**Action: XX Report: Discussion: XX**

**DRAFT**  
**2023-2024 Sudbury School Committee Goals**

**Student Achievement Goal:**

The School Committee will make data driven decisions by reviewing assessment and benchmarking data used for monitoring student achievement and growth. This work shall be completed by June 30, 2023.

**Action Steps:**

- By November 1, 2023 will review disaggregated MCAS data, across all grade levels, including sub-groups.
- Utilize updated student achievement reporting that incorporates the changes agreed upon in the FY23 School Committee workshops.
- Ensure all budgetary decisions are data driven.

**Policy:**

The Sudbury School Committee will work to ensure all School Committee District policies are up to date and aligned with MASC and Massachusetts General Law. This work shall be completed by June 30, 2023.

**Action Steps:**

- The Policy Subcommittee will meet regularly to review all past and present MASC policy updates and make recommendations to the School Committee.
- At regularly scheduled School Committee meetings throughout the year, the Committee will review and vote on policy updates recommended by the Policy Subcommittee.

**Capital Planning:**

In collaboration with the Superintendent, the Sudbury School Committee will make educated data driven decisions in capital planning for the District. This work shall be completed by June 30, 2023.

**Action Steps:**

- Engage in professional development on the Massachusetts School Building Authority (MSBA) process for capital projects.
- Establish a best practice to review and discuss the capital plan on a semiannual basis.
- Review data as it pertains to proposed capital projections when making decisions on Town Meeting Warrant Articles.
- Review project status, including financials, on all capital projects put forth for Sudbury Public Schools.



# **Sudbury Public Schools School Committee Meeting**

**Date:** **July 17, 2023**

**Agenda Item:** **4b**

## **Policy Subcommittee Recommendations**

- Policy AA - School District Legal Status
- Policy AB - The People and Their School District
- Policy AC - Nondiscrimination Including Harassment and Retaliation
- Policy AC-R - Nondiscrimination Policy Including Harassment and Retaliation
- Policy ACA - Nondiscrimination on the Basis of Sex
- Policy ACAB - Sexual Harassment
- Policy AD - Mission Statement
- Policy ADC - Tobacco Products on School Premises Prohibited
- Policy BA - School Committee Operating Protocols
- Policy BB - School Committee Legal Status
- Policy BBAA - School Committee Member Authority
- Policy BBBA/BBBB - School Committee Member Qualifications / Oath of Office
- Policy BBBC - School Committee Member Resignation
- Policy BBBE - Unexpired Term Fulfillment
- Policy BDFA - School Councils
- Policy BDFA-E - School Improvement Plan
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- Policy CBI - Evaluation of the Superintendent
- Policy CCB - Line and Staff Relations
- Policy CE - Administrative Councils, Cabinets, and Committees
- Policy CH - Policy Implementation
- Policy CHA - Development of Procedures
- Policy CHA/CHC - Development and Dissemination of Procedures



## SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the District is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts,

"... Every town shall maintain... a sufficient number of schools for the instruction of all children who may legally attend a public school therein."

The public educational system of Sudbury structurally is a department of the ~~town~~municipality operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the Sudbury Public Schools is coterminous with the Town of Sudbury.

~~Established by law~~

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II  
M.G.L. 71:1

CROSS REF.: BB, School Committee Legal Status

Historical Note: Massachusetts has the oldest public school system in the nation. Dating back to 1647, the laws of the Massachusetts Bay Colony required towns to provide for a program of public education.

SOURCE: MASC – Updated 2022

Approved by Sudbury School Committee:

## THE PEOPLE AND THEIR SCHOOL DISTRICT

The School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens' expectations for the education of the community's youth. It also has an obligation to determine and assess citizens' desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The School Committee therefore affirms and declares its intent to:

- 0.1. Maintain two-way communication with citizens of the community. The public will be kept informed of the progress and problems of the school ~~system~~district, and citizens will be urged to bring their aspirations and feelings about their public schools to the attention of this body, which they have chosen to represent them in the management of public education.
2. Establish policies and make decisions on the basis of declared educational philosophy and goals. All decisions made by this Committee will be made with priority given to the purposes set forth, most crucial of which is the optimal learning of the children enrolled in our schools.
3. Act as a truly representative body for members of the community in matters involving public education. \_The Committee recognizes that ultimate responsibility for public education rests with the state, but individual School Committees have been assigned specific authority through state law. \_The Committee will not relinquish any of this authority since it believes that decision-making control over the children's learning should be in the hands of local citizens as much as possible.

SOURCE: MASC – Updated 2022

Approved by Sudbury School Committee:

~~NON-DISCRIMINATION~~ NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

The Sudbury School Committee and Sudbury Public Schools are committed to maintaining an education and work environment for all school community members. that is free from all forms of discrimination, including harassment and retaliation. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Sudbury Public Schools.

Sudbury Public Schools does not exclude from participation, deny the benefits of SPS from or otherwise discriminate against, individuals on the basis of race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national ~~condition, homelessness, ancestry, ethnic background, national~~ origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

This commitment to the community is affirmed by the following statements. The School Committee commits to:

1. Promoting the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encouraging positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Working toward a more integrated society and enlisting the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Using all appropriate communication and action techniques to air and address the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school district, the potential benefits or adverse consequences that those decisions might have on the human relations.
6. Initiating a process of reviewing policies and practices of the school district in order to achieve to the greatest extent possible the objectives of this statement.

The Sudbury Public Schools requires all members of the school community to conduct themselves in accordance with this policy.

It shall be a violation of this policy for any member of the school community to engage in any form of discrimination, including harassment and retaliation, or to violate any other civil right of any member of the school community. We recognize that discrimination can take a range of forms and can be targeted or unintentional; however, discrimination in any form, including harassment and retaliation, will not be tolerated.

It shall also be a violation of this policy for any school community member to subject any other member of the school community to any form of retaliation, including, but not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment, for reporting or filing a complaint of discrimination, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or opposing any act or practice reasonably believed to be prohibited by this policy.

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

LEGAL REFS:- \_\_\_\_\_ Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)

M.G.L. ~~71B:1 et seq.~~ 71B:1 et seq. (Chapter 766 of the Acts of 1972)

Acts of 2022, Chapter 117 (~~\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.~~)

<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF:- \_\_\_\_\_ ACE, ~~Non-Discrimination~~ Nondiscrimination on the Basis of Disability

\_\_\_\_\_ ACAB, Sexual Harassment

\_\_\_\_\_ GBA, Equal Employment Opportunity

\_\_\_\_\_ IJ, Instructional Materials

\_\_\_\_\_ JB, Equal Educational Opportunities

SOURCE: \_\_\_\_\_ MASC August 2022

*Approved by Sudbury School Committee: ~~December 12, 2022~~ \_\_\_\_\_*

## NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

SPS will respond promptly to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, SPS will act promptly to eliminate the conduct and will impose developmentally-appropriate disciplinary, restorative, and/or corrective action.

Any member of the school community who is found, after investigation, to have engaged in any form of discrimination, including harassment or retaliation, against another member of the school community, will be subject to consequences determined appropriate by the administration. Such consequences may include restorative measures and corrective action, and/or student discipline or staff disciplinary action, up to and including termination of employment.

### Definitions

"Discrimination" and "Harassment" are defined as unwelcome conduct, whether verbal or physical, that is based on any individual's actual or perceived race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. Discrimination and/or harassment includes, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
- Verbal abuse or insults about, directed at, or made in the presence of, an individual or group described above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group described above to participate in or benefit from employment or a program or activity of SPS; or (ii) creates an intimidating, threatening or abusive educational or working environment.

Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, and that has the intent or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the district's programs and activities or by unreasonably interfering with that individual's education or work environment or, if the conduct were to persist, would likely create a hostile educational or work environment.

"Title IX Sexual Harassment" (effective August 14, 2020) means verbal, physical or other conduct that targets a person based on their sex, and that satisfies one or more of the following:

- A school employee conditioning educational benefits or services on participation in unwelcome sexual conduct (i.e., quid pro quo);
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity;
- Any instance of "sexual assault", "dating violence", "domestic violence", or "stalking", as those terms are defined by the Clery Act (20 U.S.C. 1092(f)(6)(A)(v)) and the Violence Against Women Act (34 U.S.C. 12291(a)(8), (10) & (30)).

Allegations of Title IX Sexual Harassment shall be reported and investigated pursuant to the Sudbury Public Schools Protocol for Investigating Sexual Harassment and Retaliation Pursuant to Title IX.

### Resources

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment Coordinator, and Grievance Officer for the School Committee, administration, faculty, staff, volunteers in the schools, and for parties who are contracted to perform work for the Sudbury Public Schools, and can be reached at:

Assistant Superintendent, Sudbury Public Schools 40 Fairbank Road  
Sudbury, MA 01776  
978-443-1058

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment and Civil Rights Coordinator for students in the Sudbury Public Schools. In addition, the Director of Student Services is the District 504 Coordinator, and can be reached at:

Director of Student Services, Sudbury Public Schools 40 Fairbank Road  
Sudbury, MA 01776  
978-443-1058

Inquiries concerning the Sudbury Public Schools' policies and protocols, compliance with applicable laws, statutes, and regulations, and complaints may also be directed to the Director of Human Resources. Inquiries about laws, statutes, regulations and compliance may also be directed to the Massachusetts Department of Elementary and Secondary Education or the Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109; (617) 289-0111; Email: OCR.Boston@ed.gov; Website: [www.ed.gov/ocr](http://www.ed.gov/ocr)

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.



LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972  
Rehabilitation Act of 1973  
Education for All Handicapped Children Act of 1975  
No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)  
M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)  
Acts of 2022, Chapter 117 (~~\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.\*~~)  
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF: ACE, Nondiscrimination on the Basis of Disability  
ACAB, Sexual Harassment  
GBA, Equal Employment Opportunity  
IJ, Instructional Materials  
JB, Equal Educational Opportunities

[Title IX Sexual Harassment Grievance Procedure](#)

[Civil Rights Grievance Procedure](#)

SOURCE: MASC August 2022

*Approved by Sudbury School Committee: ~~on December 12, 2022~~ \_\_\_\_\_*

## NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school ~~system~~district does not and will not discriminate on the basis of sex, sexual orientation or gender identity in the educational ~~programs~~programs and activities of the public schools. This policy will ~~extend~~extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, sexual orientation or gender identity, to all of its students and employees.

The Committee will designate an individual to act as the school ~~system's~~district's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

SOURCE: MASC – Updated 2022

LEGAL REFS.: Title IX of the Education Amendments of 1972  
45 CFR, Part 86, (Federal Register, 6/4/75)  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
BESE 603 CMR 26:00

REFERENCE: USDOE Notice of Interpretation - <https://www.ed.gov/news/press-releases/us-department-education-confirms-title-ix-protects-students-discrimination-based-sexual-orientation-and-gender-identity>

CROSS REF.: AC, Nondiscrimination [Policy Including Harassment and Retaliation](#)

Approved by Sudbury School Committee: \_\_\_\_\_

## SEXUAL HARASSMENT

The Sudbury School Committee and Sudbury Public Schools are committed to maintaining an education and work environment for all school community members. that is free from all forms of harassment, including sexual harassment. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Sudbury Public Schools.

**Sexual harassment** is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or ~~employeetermination~~ employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

### **NOTICE OF SEXUAL HARASSMENT**

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

### **DUE PROCESS PROTECTIONS**

Due process protections include the following:

- ①) \_\_\_\_\_ A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- ②) \_\_\_\_\_ A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
- 3) The clear and convincing evidence or preponderance of the evidence, subject ~~to limitations~~ to limitations;
- 4) The opportunity to test the credibility of parties and witnesses through cross examination, subject to "rape shield" protections;
- 5) Written notice of allegations and an equal opportunity to review the evidence;
- 6) Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
- 7) Equal opportunity for parties to appeal, where schools offer appeals;

- 8) Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

### **RECORD KEEPING REQUIREMENTS**

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Sudbury School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

Title IX Coordinator  
Assistant Superintendent  
40 Fairbank Road  
Sudbury, MA 01776  
978-443-1058

The Principals at each District School can be reached at the following phone numbers to receive a complaint:

Ephraim Curtis Middle School: 978-443-1071  
General John Nixon Elementary School: 978-443-1080  
Israel Loring Elementary School: 978-579-0870  
Josiah Haynes Elementary School: 978-443-1093  
Peter Noyes Elementary School: 978-443-1085

Please note that the following entities have specified time limits for filing a claim. The Complainant may also file a complaint with:

- The ~~Massachusetts~~Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601  
Boston, MA 02108.  
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109.  
Phone: 617-289-0111.
- The United States Equal Employment ~~Opportunity Commission~~ Opportunity Commission,  
John F. Kennedy Bldg.  
475 Government Center  
Boston, MA 02203.

LEGAL REF.: M.G.L. 151B:3A  
Title IX of the Education Amendments of 1972  
BESE 603 CMR 26:00  
34 CFR 106.44 (a), (a)-(b)  
34 CFR 106.45 (a)-(b) (1)  
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

**Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.**

SOURCE: MASC December 2021

*Approved by the Sudbury School Committee: ~~on December 12, 2022~~\_\_\_\_\_*

## MISSION STATEMENT

### Mission

The Sudbury Public Schools strive to enable all students to reach their intellectual and personal potential. The school system, in partnership with families and the community, will work with integrity and respect to realize the shared vision of enabling students to become lifelong learners and effective contributors of society.

### District Vision

We are committed to excellence in educating students to be knowledgeable, creative, independent thinkers who are caring, collaborative members of the school and wider communities.

### Theory of Action

If the Sudbury Public Schools provides:

- Differentiated high quality instruction
- Safe school environment
- Instructional leadership and ongoing professional development
- The use of data to inform instruction

Then:

- Students will be challenged and their varied learning needs met
- Capacity of educators will grow
- Existing achievement gaps will narrow

CROSS REFS.: IA, Instructional Goals

Approved by the Sudbury School Committee: \_\_\_\_\_



## TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco ~~and,~~ snuff ~~and,~~ electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF: M.G.L. [71:37H](#); [270:6](#)

SOURCE: [MASC – Updated 2022](#)

CROSS REFS.: ~~————~~ [GBED](#), Tobacco use on School Property by Staff Members Prohibited  
[JCH](#), Alcohol, Tobacco and Drug Use by Students Prohibited

*Approved by the Sudbury School Committee:*

## **SCHOOL COMMITTEE OPERATING PROTOCOLS**OPERATIONAL GOALS

~~For the purpose of effective governance and enhancing teamwork among members of the School Committee and between members of the administration, the Sudbury School Committee adopts the following operating principles:~~

~~The School Committee will:~~

- ~~1. Represent the needs and interests of **all** students in the District and place their interests above all others in the decisions we make.~~
- ~~2. Exercise leadership in vision, planning, policy making, budget, communication, and advocacy on behalf of the students and District and evaluate the effectiveness of the Superintendent. It is the Superintendent's responsibility to manage the day-to-day operations of the District and to oversee personnel issues.~~
- ~~3. Conduct business through a set agenda. Emerging items will be addressed in subsequent meetings through agenda items.~~
- ~~4. Base our decisions upon available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the School Committee once a decision is made.~~
- ~~5. Acknowledge that a School Committee meeting is a meeting of the School Committee that is held in public, not a public meeting, and make every effort to ensure that the Committee meetings are effective and efficient. We welcome community members to attend our meetings and participate during open forum.~~
- ~~6. Maintain an open environment where each member is empowered to freely express opinions, concerns, and ideas. Work together to clarify and restate discussions in order to strive for full understanding. Keep an open mind and accept that members can change their opinions.~~
- ~~7. We will respect staff and fellow board members at all times. Treat everyone with dignity and respect, even in times of disagreement.~~
- ~~8. Refer any important questions or concerns received from members of the community to the Superintendent. The Superintendent, not any School Committee member, has the authority to investigate. The Superintendent shall provide their response to Committee members. It is not the role of the School Committee or any of its members to resolve issues.~~
- ~~9. Recognize the importance of proactive communication and agree that there will be no surprises for the Committee or the Superintendent. If School Committee members have questions or concerns, they agree to contact the Superintendent as well in advance of a meeting as practical.~~
- ~~10. Channel requests for information through the Superintendent or the School Committee chair and not directly to staff. The Superintendent will ensure that each member has equal access to this information.~~
- ~~11. Recognize and respect that its authority exists only when a quorum of the Committee meets and not as individual members. The School Committee chair or their designee and the Superintendent will represent the positions of the School Committee to the media or other public bodies.~~
- ~~12. Maintain confidentiality of Executive Session.~~

The School Committee is responsible to the people for whose benefit the school district has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate concerns.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school district. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of the public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establishing practical and SMART district goals.
5. Conducting a periodic review of performance against these goals.

SOURCE: MASC – Updated 2022

Approved by the Sudbury School Committee: \_\_\_\_\_

## SCHOOL COMMITTEE OPERATING PROTOCOLS

For the purpose of effective governance and enhancing teamwork among members of the School Committee and between members of the administration, the Sudbury School Committee adopts the following operating principles:

The School Committee will:

1. Represent the needs and interests of **all** students in the District and place their interests above all others in the decisions we make.
2. Exercise leadership in vision, planning, policy making, budget, communication, and advocacy on behalf of the students and District and evaluate the effectiveness of the Superintendent. It is the Superintendent's responsibility to manage the day-to-day operations of the District and to oversee personnel issues.
3. Conduct business through a set agenda. Emerging items will be addressed in subsequent meetings through agenda items.
4. Base our decisions upon available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the School Committee once a decision is made.
5. Acknowledge that a School Committee meeting is a meeting of the School Committee that is held in public, not a public meeting, and make every effort to ensure that the Committee meetings are effective and efficient. We welcome community members to attend our meetings and participate during open forum.
6. Maintain an open environment where each member is empowered to freely express opinions, concerns, and ideas. Work together to clarify and restate discussions in order to strive for full understanding. Keep an open mind and accept that members can change their opinions.
7. We will respect staff and fellow board members at all times. Treat everyone with dignity and respect, even in times of disagreement.
8. Refer any important questions or concerns received from members of the community to the Superintendent. The Superintendent, not any School Committee member, has the authority to investigate. The Superintendent shall provide their response to Committee members. It is not the role of the School Committee or any of its members to resolve issues.
9. Recognize the importance of proactive communication and agree that there will be no surprises for the Committee or the Superintendent. If School Committee members have questions or concerns, they agree to contact the Superintendent as well in advance of a meeting as practical.
10. Channel requests for information through the Superintendent or the School Committee chair and not directly to staff. The Superintendent will ensure that each member has equal access to this information.
11. Recognize and respect that its authority exists only when a quorum of the Committee meets and not as individual members. The School Committee chair or their designee and the Superintendent will represent the positions of the School Committee to the media or other public bodies.
12. Maintain confidentiality of Executive Session.

Approved by the Sudbury School Committee:

## SCHOOL COMMITTEE LEGAL STATUS

The School Committee is the governing board of the ~~town's~~municipality's public school ~~system~~district. Although it functions as a duly elected Committee of ~~town~~municipal government, the School Committee has, unlike other ~~town~~municipal boards, autonomous and absolute authority within limitations ~~established~~established by the Commonwealth of Massachusetts to carry out the ~~educational~~educational policies of the state and guide the educational process.

The School Committee consists of five (5) members and the length of a regular term is three (3) years.

Established by law

SOURCE: MASC – Updated 2022

LEGAL REFS.: — M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees  
Sudbury Town Charter

CROSS REFS.: AA, School District Legal Status  
BBA, School Committee Powers and Duties

Approved by the Sudbury School Committee: \_\_\_\_\_

## SCHOOL COMMITTEE MEMBER AUTHORITY

### Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of their office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

### Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
- ~~3.~~ To have a general knowledge of the goals, objectives, and programs of the ~~town's public schools.~~ District.
- ~~3.4.~~ To work effectively with other Committee members without trying either to dominate the Committee or neglect their share of the work.
- ~~4.5.~~ To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
- ~~6.~~ To vote and act in Committee impartially for the good of ~~the~~all students.
- ~~5.7.~~ To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
- ~~6.8.~~ To represent the Committee and the schools to the public in a way that promotes interest and support.
- ~~4.9.~~ To refer questions and complaints to the proper school authorities.
- ~~2.10.~~ To comply with the accepted code of ethics for School Committee members.

SOURCE: MASC – Updated 2022

Approved by the Sudbury School Committee:

## SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which they are elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on their official duties as a member of the Committee.

From the Municipal or District Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Municipal or District Clerk.

As recommended by MASC, newly elected School Committee members will complete Charting the Course within their first year in office.

~~Membership on a School Committee is not limited to race, color, sex, religion, national origin, gender identity or sexual orientation.~~

Established by law

LEGAL REFS.: M.G.L. [30A:20](#); [41:1](#); [41:107](#); [76:5](#); 268A:27-28;

SOURCE: MASC - Updated 2022

Approved by the Sudbury School Committee:

## **SCHOOL COMMITTEE MEMBER RESIGNATION**

A current School Committee member who submits a resignation to the appropriate certifying authority terminates School Committee duties at the time of such resignation unless a later time is stated in the resignation.

Should a School Committee member move out of the ~~town~~municipality or District in which they hold office, that member shall be deemed to have vacated the office.

~~Established by law~~

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. 41:2; 41:109

*Approved by the Sudbury School Committee:* \_\_\_\_\_



## UNEXPIRED TERM FULFILLMENT

When a vacancy on the School Committee occurs for any reason, the Select Board ~~of Selectmen~~ and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the ~~Selectmen~~Select Board that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the ~~Selectmen~~Select Board, so that voters of the ~~town~~municipality may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

LEGAL REF.: M.G.L. 41:11

SOURCE: MASC - Updated 2022

Approved by the Sudbury School Committee:

## SCHOOL ~~ADVISORY~~ COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school ~~district~~.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee.

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet within 40 days of the start of the school year and regularly thereafter.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order.

All meetings of the school council shall conform to the Open Meeting Law. The scope of the school council does not require, and therefore does not qualify for, executive session.

The following guidelines define the role of the school council: The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent.

SOURCE: MASC – Consolidated and Updated 2022

LEGAL REFS.:———M.G.L. 71:38Q, 71:59C; C30A:18-15

*Approved by the Sudbury School Committee: \_\_\_\_\_*

## **SCHOOL IMPROVEMENT PLAN**

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually.

This plan shall be written and submitted for approval to the Superintendent no later than August 15 of the year in which the plan is to be implemented and reviewed by the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school, consistent with District mission and goals, and the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Elementary and Secondary Education.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance, with focus on improvement of student learning.
  - a. Specify expected student outcomes and measurable/observable results.
  - b. Clearly identify actions to be taken to implement the goals.
  - c. Indicate anticipated costs and available funding sources.
  - d. Delineate the method of evaluating and reporting progress and results.
4. Professional development for the school's professional staff.
5. The enhancement of parent/guardian involvement in the life of the school, safety, and discipline.
  - a. Include a plan on how to solicit community support for the changes being developed.
6. The development of means for meeting the diverse learning needs of every child.
7. The establishment of a culture of inclusion and respectful of diversity.
8. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
  - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
  - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.

SOURCE: MASC – Consolidated and Updated 2022

*Approved by the Sudbury*

## **SCHOOL IMPROVEMENT PLAN**

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and review of the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
  - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
  - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

## **SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN**

The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review no later than July 1 of the year in which the plan is to be implemented.

Because the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.

## CONDUCT OF SCHOOL ADVISORY COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Sections 18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

## GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 30A Section 20(f) governs public participation at open meetings covering all public bodies.

### ***Chapter 30A:20 [Notice, Remote Participation, Public Participation, Certification]***

*(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.*

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to them and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.



## SCHOOL COMMITTEE POLICY DEVELOPMENT

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school ~~system-district~~. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.

~~The School Committee accepts the definition of policy set forth by the National School Boards Association:~~

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day--to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted in terms of state law, regulations of the Massachusetts Board of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.

SOURCE: MASC – Updated 2022

*Approved by the Sudbury School Committee:*

## **POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.

~~The~~In its review, the Committee will evaluate how ~~the~~ policies have been ~~executed by the school staff and will weigh the results.~~implemented. It will ~~rely on the~~consider feedback from school staff, students, and the community ~~for providing evidence of the effect of the~~when revising policies ~~it has adopted, as appropriate.~~

The Superintendent is ~~given the continuing commission of calling~~expected to call to the ~~Committee's~~attention of ~~the~~Committee all policies that are out of date or for other reason appear to need revision.

SOURCE: MASC – Updated 2022

*Approved by the Sudbury School Committee:* \_\_\_\_\_

## USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee Chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. ~~These copies shall be printed and retained in the central office in the same fashion as any other School Committee records.~~ School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L. [4:7](#); [30A:18-25](#), [23B](#); [66:10](#)

SOURCE: MASC - Updated 2022

Approved by the Sudbury School Committee:

## SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The School Committee ~~shall~~will be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school ~~system~~district.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REF.: M.G.L. [40:5](#)

SOURCE: MASC Updated 2022

CROSS REFS.: [BID](#), School Committee Member Compensation and Expenses  
[DKC](#), Expense Reimbursements

*Approved by the Sudbury School Committee: \_\_\_\_\_*

## SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation, ~~except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for their services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns unless otherwise eligible under city or town charter or regional agreement.~~ No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which their town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

SOURCE: MASC – Updated 2022

LEGAL REFS.: — M.G.L. 40:5; 71:52

CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

Approved by the Sudbury School Committee:

## **SCHOOL COMMITTEE LEGISLATIVE PROGRAM**

The School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The Committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The Committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the Committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The Committee will annually designate a person—, who may or may not be a member of the Committee—, to serve as its legislative representative. This person will be authorized to speak on the Committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the Committee's representative will be bound by the official positions taken by the School Committee.

SOURCE: MASC – Updated 2022

Approved by the Sudbury School Committee:

## **SCHOOL COMMITTEE MEMBERSHIPS**

The Committee may maintain memberships in the national, state and regional School Committees (boards) associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations, which the executive officer and Committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the Committee and the staff.

REMOVE

## ADMINISTRATION GOALS

~~It is the intent of the~~The School Committee ~~that the District~~intends to employ qualified personnel to administer the school ~~system~~district efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. ~~Channels~~ The Superintendent will be established~~establish channels~~ so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to their area of operation.

LEGAL REFS.: M.G.L. 71:41, 71:42

SOURCE: MASC – Updated 2022

Approved by the Sudbury School Committee:



## SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the ~~State Dept.~~Department of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the ~~Selectmen~~Select Board in sufficient time for printing in the annual report.

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)

SOURCE: MASC - Updated 2022

*Approved by the Sudbury School Committee:*

## SUPERINTENDENT'S CONTRACT

The Committee, upon the appointment of a candidate to be Superintendent, will enter into a written contract with the Superintendent which will meet the requirements of law and ~~will~~ protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

LEGAL REFS.: M.G.L. [71:41](#); [71:42](#)

SOURCE: MASC - Updated 2022

*Approved by the Sudbury School Committee:*

## EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among their responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The School Committee and Superintendent will periodically develop a set of ~~performance objectives~~ goals based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed in accordance with specified goals and standards. ~~Additional objectives will be established~~ according to the evaluation cycle agreed upon with the Superintendent.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the ~~open meeting law~~ Open Meeting Law.

SOURCE: MASC - Updated 2022

LEGAL REF:            M.G.L. 30A:18-25  
                           603CMR35:00

Approved by the Sudbury School Committee:

## ~~LINE AND~~ STAFF RELATIONS

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school ~~system~~district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. ~~But,~~ but all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school ~~system~~district.

SOURCE: MASC – Updated 2022

*Approved by the Sudbury School Committee:*

## **ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES**

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as they deem necessary for assuring staff participation in decision making, for implementing policies and procedures, and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets, and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at their discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school ~~system~~district, but only within budgetary allotments and when approved in advance by the Superintendent.

SOURCE: MASC - Updated 2022

*Approved by the Sudbury School Committee:*

## **POLICY IMPLEMENTATION**

The Superintendent has responsibility for carrying out, through procedures, the policies established by the School Committee.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the school ~~system~~district. Consequently, it is expected that all School Committee employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures, and for seeing that they are implemented in the spirit intended.

SOURCE: MASC - Updated 2022

*Approved by the Sudbury School Committee:*

## **DEVELOPMENT OF PROCEDURES**

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school system will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school system will be governed.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. They must weigh with care the counsel given by representatives of staff, student and community organizations. They will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, they may issue procedures without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of procedures be given Committee approval, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

REMOVED

## **DEVELOPMENT AND DISSEMINATION OF PROCEDURES**

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school district will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school district will be governed.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. They must weigh with care the counsel given by representatives of staff, student, and community organizations. They will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, they may issue procedures without prior Committee approval unless Committee action is required by law; or the Committee has specifically asked that certain types of procedures be given Committee approval; or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school district are appropriately coded and included as procedures in the School Committee's policy manual.

A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.

CROSS REF.:           BDG, School Attorney

SOURCE: MASC - Updated 2022



## **PROCEDURES DISSEMINATION**

It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school system are appropriately coded and included as procedures in the School Committee's policy manual.

A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.

REMOVE

## APPROVAL OF HANDBOOKS AND DIRECTIVES

The District shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect at the beginning of the next school year.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school ~~system~~district or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use their judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes. ~~The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.~~

SOURCE: MASC – Updated 2022

LEGAL REFS.: — M.G.L. 71:37H

CROSS REF.: BGD, School Committee Review of Procedures

Approved by the Sudbury School Committee:

## APPROVAL OF HANDBOOKS AND DIRECTIVES

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

1. Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon or a controlled substance, may be subject to expulsion from school by the Principal.
2. Any student who assaults any employee of the School District may be subject to expulsion from school by the Principal.
3. Any student who is charged with a violation of either (1) or (2) above shall be notified in writing of their opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.
4. Any student who has been expelled shall have the right to appeal to the Superintendent.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the student's expulsion.

LEGAL REFS.: M.G.L. 71:37H

## **ADMINISTRATIVE REPORTS**

The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all required statistical and other information.

REMOVE

## SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school ~~system~~district and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report will be made available to the public and used as one means for informing the parents/guardians, citizens, Commissioner of Education, and others of the programs and conditions of the town's public schools.

~~Established by law and Committee policy~~

SOURCE: MASC – Updated 2022

LEGAL REFS.: M.G.L. 72:4

Approved by the Sudbury School Committee:

## SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences—~~bodily harm, loss of school time, property damage, legal action, and even fatality.~~ The School Committee will guard against such occurrences by taking precautions to protect the safety of all students, employees, visitors and ~~others~~others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school ~~plant~~facility, special areas of instruction, student transportation, school sports, and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school ~~system~~district. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire ~~prevention, civil defense, sanitation, public~~prevention, health, and ~~occupational~~ safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

### SOURCE: MASC - Updated 2022

LEGAL REF.: M.G.L. 71:55C  
603 CMR 36:00

CROSS REFS.: EEAE, School Bus Safety Program  
GBGB, Staff Personal Security and Safety  
IHAM, Health Education  
JLI, Student Safety

Approved by the Sudbury School Committee:

## FIRST AID

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the ~~school physician~~ Board of Health shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the ~~child~~ student to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a ~~child~~ student or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
- ~~1.2.~~ When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
- ~~2.3.~~ In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
- ~~3.4.~~ The teacher or other staff member to whom a ~~child~~ student is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
- ~~4.5.~~ All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC - Updated 2022

LEGAL REFS.: — M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

Approved by the Sudbury School Committee:

## EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
7. ~~In the event the school possesses~~ The location of all available Automated External Defibrillators (AEDs), ~~the location of all available AEDs,~~ whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC - Updated 2022

LEGAL REF:            M.G.L. 69:8A  
Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.:            EBCD, Emergency Closings



\_\_\_\_\_ JL, Student Welfare

\_\_\_\_\_ JLC, Student Health Services and Requirements

*Approved by the Sudbury School Committee:*

## EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the ~~children~~students:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents/guardians and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

SOURCE: MASC- Updated 2022

LEGAL REFS.:—M.G.L. 71:4; 71:4A

Approved by the Sudbury School Committee:

## **BUILDINGS AND GROUNDS MANAGEMENT**

The School Committee's most important function is to provide for the education of ~~children~~students, and it recognizes that the education of ~~children~~students is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. They will work with other municipal departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the separate schools, the building administrator will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

SOURCE: MASC - Updated 2022

LEGAL REF.: M.G.L. 71:68

Approved by the Sudbury School Committee:

## **BUILDINGS AND GROUNDS SECURITY**

Public school buildings and grounds are one of the greatest investments of the ~~town~~ municipality. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

SOURCE: MASC - Updated 2022

Approved by the Sudbury School Committee:

## SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system ~~after giving prior notice to the School Superintendent/designee, as the situation requires.~~

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC – Updated 2022

Approved by the Sudbury School Committee:

## **STUDENT CONDUCT ON SCHOOL BUSES**

The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of ~~children~~students whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their ~~children~~students face the loss of transportation privileges in accordance with regulations approved by the School Committee.

SOURCE: MASC – Updated 2022

*Approved by the Sudbury School Committee:*

## **FREE AND REDUCED PRICE FOOD SERVICES**

The school ~~system~~district will take part in the National School Lunch Program and other food programs that may become available to assure that all ~~children~~students in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no ~~child~~student who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from ~~Their~~their parents or guardians.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

SOURCE: MASC - Updated 2022

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)  
Child Nutrition Act of 1966  
P.L. 89-642, 80 Stat. 885, as amended  
M.G.L. 15:1G; 15:1L; 69:1C; 71:72

Approved by the Sudbury School Committee:

**Sudbury Public Schools  
School Committee Meeting**

**Date:** July 17, 2023

**Agenda Item:** 4c

Loring PTO Gift

**Recommendation:**

Move to approve a gift from the Loring PTO to update/refresh the staff lounge.

**Background  
Information:**

The original scope was larger and was reduced to meet the PTO funding allocation. The new project scope was reviewed and recommended by the Principal, Facilities Director, and Superintendent.

**Attachments:**

Loring PTO - Staff Lounge Gift

**Action:** XX      **Report:**      **Discussion:** XX



July 11, 2023

Dear Sudbury School Committee,

The PTO at Israel Loring Elementary School (Loring PTO) is requesting approval to make a donation to Sudbury Public Schools to refresh the staff room at Loring. The total donation amount we are requesting approval for is up to \$10,000.00. We have been working with town Facilities Director Sandra Duran, and have a proposal by a town-approved contractor to add new cabinetry and counter space. We also plan to re-paint the room and potentially add a new refrigerator and/or tables and chairs, depending on costs.

The Loring PTO Executive Board has reviewed and approved this purchase, and we are excited to make this donation to provide the staff at the school with a more usable and enjoyable space for meetings and breaks.

### **Descriptions and Costs**

Currently the staff room has almost no storage and/or counter space for small appliances and catered meals. We have a proposal from Steve's Contracting in Sterling, Massachusetts, a contractor that works for the town on other projects for the cabinets and countertop installation. The remaining tasks will be completed by town employees at no cost to the Loring PTO. Town Facilities Director Sandra Duran has reviewed the proposal and confirmed that it is competitive and acceptable. There were some additional items included in the proposal that will not be undertaken and thus, it is expected that the labor and materials quote shown below will be revised downward, with the balance of extra funds being put towards refreshing the seating and/or appliances in the lounge. We have detailed out the line item costs as they currently stand in the table below.

<b>Item</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
Materials and labor for countertops and cabinet install	Up to \$7,710	1	\$7,710.00
New base 24" cabinets	\$230.00	2	\$460.00
New base 36" cabinets	\$270.00	5	\$1,350.00
Moving and adding electrical outlets to above counter	\$0.00	n/a	\$0.00
Paint lounge	\$0.00	n/a	\$0.00
Other items (refrigerator, tables, chairs, art)	TBD		TBD using balance of funds available
<b>TOTAL</b>			<b>Up to \$10,000.00</b>

\* The "up to" language reflects that this is a max cost and the actual cost is expected to be lower due to labor and countertop material savings from some scope reductions.

Thank you for your consideration. Feel free to reach out to me with any questions.

Anne Devine, Loring PTO Co-Chair  
 cochairs@loringpto.org

**Sudbury Public Schools  
School Committee Meeting**

**Date:** July 17, 2023

**Agenda Item:** 4d

**Haynes Signage Request**

**Recommendation:**

**Background  
Information:**

The Sudbury School Committee will review a request for memorial signage to be placed at Haynes Elementary School. School Policy FFA (Memorials) is referenced.

**Attachments:**

Policy FFA

**Action:** XX      **Report:**      **Discussion:** XX

## **MEMORIALS**

The School Committee recognizes that the death of a student, member of the staff, or prominent community member is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials.

Permanent memorials within the schools shall be limited in form to perpetual awards or scholarships.

Any permanent memorials in existence before the adoption of this policy can only be removed by a vote of the School Committee.

**Sudbury Public Schools  
School Committee Meeting**

**Date: July 17, 2023**

**Agenda Item: 4e**

**Monthly Accounts Payable and Payroll Warrants Submission**

**Recommendation:**

**Background  
Information:**

**Attachments:**

**SC Meeting Warrant Summary - 071323**

**Action:**

**Report:**

**Discussion:**

**XX**



## SUDBURY PUBLIC SCHOOLS

Office of the Director of Business and Human Resources

**To:** School Committee

**Date:** 7/13/23

**RE:** FY23 Accounts Payable & Payroll Warrants Processed

With the required School Committee approvals received, the following Accounts Payable Warrants and Payroll Warrants were processed for payment during the current period:

<u>Date:</u>	<u>Warrant Type:</u>	<u>Warrant #:</u>	<u>Amount \$:</u>
7/13/23	Accounts Payable	1038	\$729.46
7/13/23	Accounts Payable	1037	\$8,160.15
7/13/23	Accounts Payable	1036	\$60,871.33
6/29/23	Accounts Payable	1035	\$298,127.32
7/7/23	Payroll	P/R 071323	\$1,114,769.69
6/24/23	Payroll	P/R 062923	\$1,191,436.33

Donald R. Sawyer  
Director of Business and Human Resources

**Sudbury Public Schools  
School Committee Meeting**

**Date:** July 17, 2023

**Agenda Item:** 4g

**Minutes (May 22, 2023)**

**Recommendation:**

**Move to approve the open session meeting minutes from the May 22, 2023 School Committee Meeting as presented / amended.**

**Background  
Information:**

**Attachments:**

**052223\_Sudbury School Committee Minutes\_DRAFT**

**Action: XX Report: Discussion: XX**

Sudbury School Committee  
Meeting Minutes - DRAFT  
May 22, 2023  
Virtual Meeting

**Members Present:**

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

**Members Absent:**

None

**Also Present:**

Brad Crozier, Superintendent  
Kim Swain, Assistant Superintendent  
Don Sawyer, Director of Business and Human Resources  
Nadine Ekstrom, Interim Principal, Haynes Elementary School  
Sara Harvey, Principal, Loring Elementary School  
Susan Woods, Principal - Nixon Elementary School  
Annette Doyle, Principal - Noyes Elementary School  
Jeff Mela, Principal - Curtis Middle School  
Anneke Bartelsman, SEA Representative

**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, Sarah Troiano and Silvia Nerssessian all affirmed in the positive.
2. Public Comment
  - a. None
3. Special Matters
  - a. Presentation of Accomplishments, Initiatives & Models (AIM) Reports
    - i. Presented by:
      1. Haynes Elementary School - Nadine Ekstrom, Interim Principal
      2. Loring Elementary School - Sara Harvey, Principal



3. Nixon Elementary School - Susan Woods, Principal
  4. Noyes Elementary School - Annette Doyle, Principal
  5. Curtis Middle School - Jeff Mela, Principal
- b. Superintendent Crozier welcomed the principals to the meeting and explained that the AIM reports highlight school improvements for the year.
  - c. Nadine Ekstrom reviewed the Haynes Elementary School goals which include an environment being welcoming for all, support with learning for all and having a safe and accessible learning environment for all. She shared work completed, work in progress and next steps. In addition she shared information on data tools being used and how they measure student growth in both academics as well as social and emotional competence.
    - i. Questions from the Committee surrounded the implementation of enrichment blocks, the goals and accomplishments of the Equity Leadership Team and clarification on changes made to the common planning time and the impact of that.
  - d. Sara Harvey reviewed the Loring School goals which include continued work on supporting the development of practices where celebrating diversity and cultural awareness is valued, promoting social, emotional and physical wellness of students and implementing multi-tiered supports to improve student outcomes. Work completed, work in progress and next steps were shared.
    - i. Support from the Committee included an acknowledgement of the “All Are Welcome” message.
  - e. Annette Doyle reviewed the goals set forth for the Noyes school and the successful implementation of Harmony SEL Curriculum to support the goal of being welcoming to all, using student data to help inform decision making practices in support of the learning for all goal and expanding the crisis team and ADA updates to support having a safe and accessible school for all.
  - f. Goals, successes and next steps of the Nixon School were presented by Susan Woods. Highlights included implementation of accessibility to all students, building based book groups, and staff engaging in professional learning about anti-racist education.
  - g. Principal Mela shared the goals of the Curtis Middle School with the Committee which have a focus on equity and anti-racism practices for students, strengthening courses for supporting challenging students and continuing social studies and civics projects. He then provided data on student diversity, literature introduced to both staff and students supporting anti-racism practices and presentations on microaggressions for staff and students.
    - i. Clarifying questions from the Committee surrounded the data shared by Dr. Benson and the progress that has been accomplished and the accessibility of the microaggression presentations to all students.
4. Educational and Operational Matters
    - a. District Reports
      - i. SEA Report (Anneke Bartelsman)

1. Ms. Bartelsman shared some end of the year activities with the Committee which included:
  - a. Sixth graders working as mentors to help first graders in their Bio Buddies field trip.
  - b. Fifth graders at Noyes recently held a math carnival.
  - c. Fifth graders from each elementary school have visited Curtis to help them in their transition for next year.
  - d. Eighth graders worked with fourth graders on their 4Energy projects.
  - e. Eighth graders have completed and presented their Civics Action Projects.
  - f. Teachers in the District participated in a book group reading Grading for Equity.
  
- ii. Director of Business and Human Resources Report
  1. Mr. Sawyer reported that transportation registrations have closed for the year. The total number of students registered was 1,452 with 894 at the elementary level and 558 at the middle school level.
  2. The Business Office is in the midst of closing out the FY23 fiscal year while preparing to open the FY24 fiscal year.
  
- iii. Assistant Superintendent Report
  1. Ms. Swain congratulated Kevin Donegan for his work with the jazz band. They recently participated in the Massachusetts Association for Jazz Education where they received a gold medal.
  2. She also congratulated Ms. Yeomans and Ms. Mason, Wellness Teachers at the middle school, for being awarded a SERF grant for AED trainers.
  3. Lastly, she provided an update on both the SMILE and EXPLORE summer programs which included the number of students registered as well as the number of staff hired to date.
  
- iv. Superintendent's Report
  1. In addition to the end-of-year student activities, Superintendent Crozier noted that there have been PTO events, Moving On ceremonies, and retirement celebrations.
  2. An update on the Fairbank building was given, noting that discussions are being held to help with planning the move and that tours have started. The first week of November should mark the beginning of the staff's transition to the new building.
  
5. Business and Policy Matters
  - a. Superintendent Annual Report

- i. Chair Nerssessionian thanked Superintendent Crozier for all his efforts, including all of the preparation for putting forth the override and in moving the district forward during the recovery of the last few years.
  - ii. Superintendent Crozier then reviewed each of the Student Learning, Professional Practice and District Improvement goals. He supported each of those with key activities and accomplishments.
  - iii. He then provided evidence supporting his accomplishments for the targets he had achieved in accordance with the DESE standards.
  - iv. The Committee's comments and recommendations were positive and included suggestions on linking experiential learning celebrations, praising the effort that has gone into academic benchmarking and questioning whether a summary of Dr. Bensons equity work can be provided. The Committee thanked Superintendent Crozier for his partnership.
- b. Reorganization of School Committee
- i. Chair Nerssessionian began by thanking the Committee for their dedication to the students of Sudbury Public Schools as well as their commitment to each other.
  - ii. Sarah Troiano asked for both Chair Nerssessionian and Vice Chair Gerson to continue in their current roles. The Committee were all in agreement.
    1. Sarah Troiano motioned to appoint Silvia Nerssessionian as Chair of the Sudbury School Committee. Nicole Burnard seconded the motion.
      - a. ROLL CALL VOTE:
        - i. Meredith Gerson: Aye
        - ii. Nicole Burnard: Aye
        - iii. Mandy Sim: Aye
        - iv. Sarah Troiano: Aye
        - v. Silvia Nerssessionian: Aye
        1. **Vote:** 5-0. Motion passes.
      2. Sarah Troiano motioned to appoint Meredith Gerson as Vice Chair of the Sudbury School Committee. Nicole Burnard seconded the motion.
        - a. ROLL CALL VOTE:
          - i. Meredith Gerson: Aye
          - ii. Nicole Burnard: Aye
          - iii. Mandy Sim: Aye
          - iv. Sarah Troiano: Aye
          - v. Silvia Nerssessionian: Aye
          1. **Vote:** 5-0. Motion passes.

c. Liaison and Subcommittee Assignments for 2023-2024

- i. The Committee reviewed and discussed the current liaison and subcommittee roles. They mutually agreed on all proposed changes.
    - 1. Chair Silvia Nerssessian moved to approve the Liaison and Subcommittee Assignments for 2023-2024 as edited. Mandy Sim seconded.
      - a. ROLL CALL VOTE:
        - i. Meredith Gerson: Aye
        - ii. Mandy Sim: Aye
        - iii. Nicole Burnard: Aye
        - iv. Sarah Troiano: Aye
        - v. Silvia Nerssessian: Aye
      - 1. **Vote:** 5-0. Motion passes.
- d. School Committee At-A-Glance Newsletter
  - i. The Committee discussed the proposed newsletter and suggested edits. Before publishing the newsletter and sending it to the school community, they will present this at a future meeting for approval.
- e. Monthly Accounts Payable and Payroll Warrants Submission
  - i. No action required by the Committee.
- f. Future Agenda Items
  - i. None
6. Open Executive Session
- a. Vice Chair, Meredith Gerson moved to convene into executive session pursuant to Massachusetts General Laws chapter 30A section 21(a) for the following purposes:
    - i. Purpose (3) to discuss strategy with respect to and in preparation for collective bargaining with the Sudbury Education Association, the Education Support Professionals Association, Massachusetts Nurses Association, and the Custodians Union because an open discussion may have a detrimental effect on the bargaining position of the Committee. The Committee will not return to open session.
    - ii. Purpose (7) to review and approve minutes from the following Sudbury School Committee executive session meeting of January 23, 2023. Sarah Troiano seconded the motion.
      - 1. ROLL CALL VOTE:
        - a. Meredith Gerson: Aye
        - b. Nicole Burnard: Aye
        - c. Mandy Sim: Aye
        - d. Sarah Troiano: Aye
        - e. Silvia Nerssessian: Aye
      - i. **Vote:** 5-0. Motion carries.

- b. Chair Silvia Nersessian confirmed the Committee will convene in executive session pursuant to Massachusetts General Laws chapter 30A section 21(a) for the following purposes:
  - i. Purpose (3) to discuss strategy with respect to and in preparation for collective bargaining with the Sudbury Education Association, the Education Support Professionals Association, Massachusetts Nurses Association, and the Custodians Union because an open discussion may have a detrimental effect on the bargaining position of the Committee. The Committee will not return to open session.
  - ii. Purpose (7) to review and approve minutes from the following Sudbury School Committee executive session meeting of January 23, 2023.

Respectfully Submitted,  
Julie Williams  
Executive Assistant to the Superintendent

**Documents Reviewed During the May 22, 2023 School Committee Meeting**

1. Haynes State of the School SY23
2. Haynes AIM Report FY23
3. Loring State of the Schools Presentation - May 2023
4. Loring AIM Report FY23
5. Nixon AIM Report - Accessibility - FY23 - School Committee Presentation
6. Nixon - AIM Report FY23
7. Noyes AIM Reports\_ELA FY23
8. Noyes AIM Report FY23
9. Curtis\_Equity and Anti-Racism Practices - State of School Presentation May 22, 2023
10. Curtis AIM Report FY23
11. Superintendent Summative Report FY23
12. SSC Role and Liaison Assignments 2023-2024
13. Draft June 2023 At-A-Glance
14. SC Meeting Warrant Summary - 051823