



AGENDA and NOTICE SCHOOL COMMITTEE MEETING

Regular Session
Monday, September 9, 2024

LOCATION
Sudbury Public Schools
40 Fairbank Road - Room 214
Sudbury, MA 01776

AGENDA

7:00 p.m. Open Executive Session

1. Executive Session
 - a. Motion and vote to convene in executive session pursuant to Massachusetts General Laws chapter 30A section 21(a) for the following purpose:
 - i. Purpose (3) to discuss strategy with respect to and in preparation for collective bargaining or litigation with the Nurses' Union, because an open discussion may have a detrimental effect on the bargaining position of the Committee.
 - ii. Purpose (7) to review and approve minutes from the Sudbury School Committee executive session meeting of August 5, 2024.

7:30 p.m. Open Regular Session

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 15 Mins
 - a. SEA Report (Melissa Morabito) (Report)
 - b. District Reports
 - i. Director of Business and Human Resources Report
 - ii. Assistant Superintendent Report
 - iii. Superintendent's Report
4. Business and Policy Matters 10 Mins
 - a. MSBA Timeline (Discussion)
 - b. Grant Assurances (Discussion/Action) 5 Mins
 - c. Short and Long-Term Capital Planning (Discussion) 25 Mins
 - d. SED Additional Space Discussion (Discussion/Action) 15 Mins
 - e. Combined Facilities MOA (Discussion/Action) 15 Mins
 - f. Liaison Reports (Discussion) 10 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 **September 23, 2024**

**Sudbury Public Schools
School Committee Meeting**

Date: September 9, 2024

Agenda Item: 4a

MSBA Timeline

Recommendation:

Informational

**Background
Information:**

Attachments:

Timeline for the MSBA Accelerated Repair Project Funding

Action: Report: Discussion: XX



Timeline for the MSBA Accelerated Repair Project Funding

October 2024

- Invitation to Participate: The MSBA invites the district to participate in the Accelerated Repair Project at the end of October.

November 2024 - January 2025 (within 90 days of invitation)

- Funding for Design: The district must secure funding for the design phase. This will be addressed at a Special Town Meeting. SPS secured \$248,000 for the design of Nixon at Fall Town Meeting 2023 and needs funds for Haynes' design. A potential option could be to use ARPA funds to add to the Nixon funding to close the gap between the two projects without having a Special Town Meeting.

January 2025 - May 2025

- Design Phase: The design for the projects are completed to determine project costs.

May 2025

- Annual Town Meeting: The completed design is presented for approval, or, if additional time is needed:

Fall 2025

- Fall Town Meeting: The design is presented for approval if not completed in time for the Annual Town Meeting. MSBA requires full funding of projects within one year of invitation.

Summer 2026

- Construction Phase: Construction based on the approved design takes place during the summer.

**Sudbury Public Schools
School Committee Meeting**

Date: September 9, 2024

Agenda Item: 4b

Grant Assurances

Recommendation:

Move to approve the Chair of the School Committee, Nicole Burnard, to sign the Conditions of Assistance: IDEA Part B Funding Certifications on behalf of the School Committee.

**Background
Information:**

Each year, the District must attest to meeting the grant requirements.

Attachments:

COA_School Certification

Action: XX Report: Discussion: XX

**Conditions of Assistance: Individuals with Disabilities Education Act (IDEA) Part B
Funding Certifications Cover Sheet**

The Conditions of Assistance: IDEA Part B Funding Certifications must be completed and submitted electronically to the Massachusetts Department of Elementary and Secondary Education (DESE) annually. The timely submission of this Conditions of Assistance: IDEA Part B Funding Certifications is **required** for the Local Educational Agency (LEA) to be eligible to receive federal special education funds.

LEA Name: Sudbury Public Schools

District Code: 0288

Contact Person: Stephanie Juriansz, Dir. Student Services
Name, Title

Contact Phone: 978 - 639 - 3293 Ext. —

Contact Email: stephanie-juriansz@sudbury.k12.ma.us

Introduction

Each local educational agency (LEA) in Massachusetts must review and agree to these Conditions of Assistance to be eligible for funding under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 *et seq.* By submitting the Conditions of Assistance, the LEA is assuring the Massachusetts Department of Elementary and Secondary Education (Department, DESE, or State Educational Agency/SEA) that its local actions, policies, procedures, and programs are consistent with federal and state special education laws, regulations, policies, and procedures, including but not limited to the IDEA, 20 U.S.C. § 1400 *et seq.*, 34 C.F.R. Part 300, G.L. c. 71B, and 603 CMR 28.00.

The six key pillars of IDEA are:

1. Parent and Student Participation
2. Free and Appropriate Public Education (FAPE)
3. Appropriate Evaluation
4. Individualized Education Program (IEP)
5. Least Restrictive Environment (LRE)
6. Procedural Safeguards

Partnerships Improving Educational Outcomes for Students with Disabilities

IDEA emphasizes the role of parents and expands opportunities for parents, general educators, related service providers, and special educators to work together in partnerships that support student learning and the success of students in adult life.

Superintendents, principals, and other administrators are vital to this process. It is crucial that administrators know and can integrate strategically and effectively the principles of accessible instruction and positive behavior supports within a school culture, establish the infrastructure needed, and support all educators' implementation of special education services.

LEA Compliance

The LEA is eligible for assistance under Part B of IDEA for a fiscal year if the LEA submits a plan to the Department that provides assurances that it meets each of the conditions in 34 C.F.R. § 300.201 through 34 C.F.R. § 300.213. 34 C.F.R. §300.200. Therefore, every LEA must submit annually to the Department a current *Conditions of Assistance: IDEA Part B Funding Certifications* along with its grant application.

Every LEA must also maintain the documentation to demonstrate compliance with IDEA at the local level and be prepared to furnish such documentation as part of Tiered Focused Monitoring (TFM) or as requested by the Department.

The following resources may be helpful to LEAs in self-assessing compliance with conditions set forth in IDEA Part B.

U.S. Department of Education IDEA information and resources website [Statute and Regulations - Individuals with Disabilities Education Act](#)

and <https://sites.ed.gov/idea/>

The Massachusetts State Performance Plan for Special Education can be found at:

<https://www.doe.mass.edu/sped/spp/maspp.html>

The state special education regulations can be found at:

<http://www.doe.mass.edu/sped/regs.html>

Other special education documents (advisories, forms, guidance) can be found at:

<http://www.doe.mass.edu/sped/advisories/>

Directions

The Superintendent of Schools, Administrator of Special Education, School Business Official, and School Committee play critical roles in the education of students with disabilities. Therefore, the Superintendent (or school leader), Administrator of Special Education, School Business Official, and School Committee Chairperson/Board of Trustees Chairperson are required to complete the Certification Section of the *Conditions of Assistance: IDEA Part B Funding Certifications*. These signatures indicate the requirements have been read, understood, and agreed to by all signatories and that a plan is in place to address all the responsibilities the LEA has under federal and state special education laws and regulations, including but not limited to those listed in the *Conditions of Assistance*.

The Department strongly recommends conducting an annual training for all principals and building administrators to ensure compliance and identify the roles and responsibilities of building administrators relating to IDEA and state requirements.

Regional school districts may elect to submit one *Conditions of Assistance: IDEA Part B Funding Certifications* for all the LEAs within the region. If this option is elected, all special education administrators, school committee chairpersons, and superintendents must indicate in the Certification section that the requirements have been read and understood by all respective professionals. The Alternate Regional Signature Page should be completed by all appropriate representatives.

For questions about any of the requirements in this *Conditions of Assistance: IDEA Part B Funding Certifications* document, please contact the Office of Special Education Planning and Policy at specialeducation@doe.mass.edu.

As specified in the following statements, the LEA states that it follows state and federal laws, regulations, policies, and procedures, and has in place programs and services that are consistent with federal and state special education laws, regulations, policies, and procedures. The LEA understands that it must also keep on file current documentation at the local level that demonstrates its compliance with federal and state special education laws and regulations for the SEA's review.

The *Conditions of Assistance: IDEA Part B Funding Certifications* review process allows district officials such as the Superintendent, School Business Official, School Committee or Board of Trustees, and school principals and building administrators to understand the complexities of special education laws and regulations and ensure the LEA is following all applicable requirements. It is strongly recommended that when there is a change in any of the district LEA representatives who signed off on this document, the LEA review the *Conditions of Assistance: IDEA Part B Funding Certifications* with new representatives. The Department reviews special education documentation during scheduled TFM and may request to review the documentation at any time.

I. Use of Funds

Commingling; Supplement, not Supplant

The LEA understands that federal special education funds must not be commingled with state funds. In addition, the LEA understands that federal special education funds must be used to supplement, not supplant, local and state expenditures for special education and related services. 34 C.F.R. § 300.162. Federal special education funds must be used to pay the costs for special education and related services provided to students with disabilities that exceed the costs expended to provide general education services.

Permissive Use of Funds

The LEA may use federal special education funds to provide special education and related services to students with disabilities even if those services happen to benefit nondisabled students in the same setting. 34 C.F.R. § 300.208. The LEA may also use federal special education funds for early intervening services, risk sharing funds to pay for high-cost special education and related services, and administrative case management. 34 C.F.R. § 300.208.

Maintenance of Effort

Each year, the LEA must budget for and document its maintenance of effort in the Department's Consolidated IDEA Application Workbook to establish the LEA's eligibility for federal special education entitlement grant funds (Fund Codes 240 and 262). The LEA's maintenance of effort is documented in the end of the year report (or comparable report for charter schools) and shows the LEA's spending of state and local funds for the education of students with disabilities is at least the same, either in total or per capita, as the amount spent for that purpose in the comparison year. For more information, please see: 34 C.F.R. § 300.203.

The LEA understands that it may only reduce the level of expenditures below the level of expenditures for the preceding fiscal year for any of the following reasons:

- The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.
- A decrease in the enrollment of students with disabilities.
- Ending the obligation of the LEA to provide special education to a particular student with a disability that is exceptionally costly, as determined by the Department, because the student:
 - left the jurisdiction of the LEA;
 - reached the age of 22 (at which the LEA's obligation to provide FAPE to the student has terminated); or
 - no longer needs special education.
- The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.
- The assumption of cost by the high-cost fund operated by the Department. 34 C.F.R. § 300.204.

Adjustment

In cases where there are amounts in excess for any fiscal year for which the allocation received by the LEA exceeds the amount the LEA received from the previous fiscal year, the LEA may

reduce the level of expenditures otherwise required by not more than 50 percent of the amount of that excess. 34 C.F.R. § 300.205(a). If the LEA chooses to use such funds to carry out activities under the Every Student Succeeds Act (ESSA), the LEA must use an amount of local funds equal to the reduction in expenditures to carry out activities that could be supported with funds under the ESSA regardless of whether the LEA is using funds under the ESSA for those activities. 34 C.F.R. § 300.205(b).

The LEA understands that if the Department determines that the LEA is unable to establish and maintain programs of FAPE, the Department must prohibit the LEA from reducing the level of expenditures for that fiscal year. 34 C.F.R. § 300.205(c). The amount of funds expended by a district for early intervening services counts towards the maximum amount of the expenditures that the LEA may reduce state and local funding under maintenance of effort. 34 C.F.R. § 300.205(d).

Coordinated Early Intervening Services (CEIS)

The LEA may elect to use no more than 15 percent of its IDEA Part B funds for any fiscal year to develop and implement CEIS for students in kindergarten through grade 12 who have not been identified as needing special education or related services but who need additional academic and behavioral support to succeed in the general education environment. 34 C.F.R. § 300.226(a). An LEA that uses funds for CEIS must annually report to the Department:

- The number of students who received CEIS; and
- The number of students who received CEIS and subsequently receive special education and related services under IDEA Part B during the preceding two-year period. 34 C.F.R. § 300.226(d).

Comprehensive Coordinated Early Intervening Services (CCEIS)

The LEA understands that if the Department identifies within the LEA significant disproportionality in identification, placement, and discipline based on race or ethnicity, the Department will require the LEA to reserve the full 15 percent of its IDEA Part B funds to address the significant disproportionality through CCEIS. 34 C.F.R. § 300.646.

Schoolwide Programs

The LEA understands that it may use funds received under IDEA Part B to carry out a schoolwide program under Title I of the ESSA, except that the amount used in any schoolwide program may not exceed the amount received by the LEA under IDEA Part B for that fiscal year, divided by the number of students with disabilities in the jurisdiction of the LEA, and multiplied by the number of students with disabilities participating in the schoolwide program. 34 C.F.R. § 300.206(a). The funds used for this purpose must be considered as IDEA Part B funds for calculations required by 34 C.F.R. § 300.202(a)(2) and (a)(3) and may be used without regard to the requirements of 34 C.F.R. § 300.202(a)(1). All other requirements of IDEA Part B must be met by the LEA, including ensuring that students with disabilities in schoolwide program schools receive services in accordance with a properly developed IEP and are afforded all the rights and services guaranteed to students with disabilities under IDEA. 34 C.F.R. § 300.206(c).

Proportionate Share Calculation

Every year the LEA must expend a proportionate share of their IDEA Part B entitlement grants

(DESE fund codes 240 and 262) to serve eligible parentally-placed private school students who are educated within the geographic boundaries of the LEA (irrespective of where the students reside). In calculating the proportionate amount of IDEA Part B funds to be provided for parentally-placed private school students with disabilities, which in Massachusetts includes homeschooled students with disabilities, the LEA must engage in timely and meaningful consultation with representatives of private schools and representatives of parents of parentally-placed private school children with disabilities, and conduct an annual thorough and complete child find process to determine the number of parentally-placed children with disabilities attending private schools located in the LEA. 34 C.F.R. § 300.133(b).

For more information about the proportionate share requirements, please see the Department's [Special Education Administrative Advisory SPED 2018-1](#).

If the LEA does not expend its proportionate share obligation of IDEA Part B entitlement funds by the end of the fiscal year for which the funds were appropriated, the LEA must obligate the remaining funds for special education and related services for eligible parentally-placed private school students during a carry-over period of one additional year. 34 C.F.R. § 300.133(a)(3).

II. Free Appropriate Public Education (FAPE)

The LEA understands that FAPE means special education and related services provided at public expense, under public supervision and direction, and without charge, to eligible students, and in conformity with an individualized education program (IEP) and meeting the standards of the state educational agency (SEA). 20 U.S.C. § 1412(a)(1); 34 C.F.R. § 300.17. Special education includes but is not limited to specially designed instruction to meet the unique needs of the child with a disability by adapting, as appropriate, the content, methodology or delivery of instruction to address the unique needs of the child that result from the child's disability, and to ensure access of the child to the general curriculum. For more information, please see: 34 C.F.R. §300.39. The LEA shall provide or arrange for the provision of special education and related services for eligible students in accordance with the provisions of state and federal law and regulations.

The LEA understands that it must ensure that an IEP or, an Individualized Family Service Plan (IFSP), if appropriate, is in effect for eligible children by a child's third birthday. 34 C.F.R. §§ 300.101(b)(1), 300.323(b). The LEA understands that as soon as possible following the development of the IEP, special education and related services must be made available to the student in accordance with the student's IEP. *E.g.*, 34 C.F.R. §§ 300.101, 300.323. The LEA must employ adequately trained professionals to serve students with disabilities.

The LEA ensures the following activities and equipment, among others, are available for each student with a disability:

- Non-academic and extracurricular services and activities in accordance with 34 C.F.R. § 300.117.
- Instruction in physical education. 34 C.F.R. § 300.39(a)(1)(ii).
- Assistive technology. 34 C.F.R. § 300.105.

- Routine checking of certain aids and devices in accordance with 34 C.F.R. § 300.113.
- Extended school day or year services. 34 C.F.R. § 300.106; 603 CMR 28.05(4)(d).
- Transportation. *E.g.*, 34 C.F.R. §§ 300.34, 300.139(b); 603 CMR 28.05(5) and 28.06(8).
- Counseling services. 34 C.F.R. § 300.34.
- School health services and school nurse services, social work services in schools, and [parent](#) counseling and training. 34 C.F.R. § 300.34.
- Variety of educational programs and services available to nondisabled children in the area served by the LEA, including but not limited to art, music, industrial arts, and vocational education. 34 C.F.R. § 300.110.

The LEA understands FAPE must also be made available to eligible students who have been suspended or expelled from school, as provided in 34 C.F.R. § 300.530(d). 34 C.F.R. §300.101(a). The LEA also acknowledges its responsibility for arranging for provision of educational services for all students in the home or hospital for medical reasons for fourteen (14) or more days in a school year. 603 CMR 28.03(3)(c); *see also* 603 CMR 28.04(4).

III. Full Educational Opportunity Goal

The LEA will provide or arrange to provide a full continuum of services and placements for students with disabilities eligible for special education or related services. 34 C.F.R. § 300.115(a). The LEA understands an eligible student who is awarded a Massachusetts Certificate of Attainment remains entitled to publicly funded special education and related services until the student reaches age 22 or achieves a high school diploma. An eligible student who earns a diploma, irrespective of their disability status, earns a regular high school diploma and not an equivalent, lesser credential. 20 U.S.C. § 1412(a)(2); 34 C.F.R. § 300.109.

IV. Public Information

The LEA maintains:

- A copy of this *Conditions of Assistance: IDEA Part B Funding Certifications*; and
- Any supporting documentation relating to the eligibility of the LEA under IDEA Part B.

The LEA makes all such documentation available to parents of students with disabilities and the public upon request. 20 U.S.C. § 1413(a)(8); 34 C.F.R. § 300.212.

V. Confidentiality of Personally Identifiable Information

The LEA protects the confidentiality of all personally identifiable information collected, used, or maintained in accordance with federal and state law. 20 U.S.C. § 1232g; 34 C.F.R. §§ 300.611-300.625; M.G.L. c. 71, § 34H; 603 CMR 23.00

VI. Child Find & Record Keeping

The LEA's child find activities ensure all students residing in the LEA who need special education and related services are identified, located, and evaluated regardless of the severity of

their disability. 34 C.F.R. § 300.111(a). Child find activities must include students with disabilities attending private schools, highly mobile students with disabilities (including migrant and homeless students), and students suspected of having disabilities and needing special education or related services, even though they are advancing from grade to grade. The LEA cooperates with the linkage of records pertaining to migratory students with disabilities for the purpose of electronically exchanging, among states, health and educational information regarding students with disabilities. 34 C.F.R. § 300.213.

VII. Evaluation and Eligibility Determination

The LEA has policies and procedures that address:

- Initial evaluation
- Evaluation procedures
- Determination of needed evaluation data
- Determination of eligibility
- Placement, and
- Reevaluation.

20 U.S.C. § 1414; 34 C.F.R. § 300.201.

The LEA acknowledges that it has appropriate procedures in place to obtain parental consent before evaluating or reevaluating a student. Upon consent of a parent, the LEA understands it must provide or arrange for an evaluation of the student by a multidisciplinary team within thirty (30) school days. The LEA understands that initial evaluations must include all areas related to the suspected disability as well as evaluation in relation to the student's educational progress and performance. 20 U.S.C. § 1414(b)(3)(B) and (C); M.G.L. c. 71B, § 3; 603 CMR 28.04(2)(a).

In conducting an evaluation, the LEA must:

- Use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent;
- Not use any single measure or assessment as the sole criterion for determining whether a student is a student with a disability and for determining an appropriate educational program for the child;
- Use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; and
- Ensure appropriately credentialed and trained specialists administer all assessments.

20 U.S.C. §§ 1412(a)(6)(B), 1414(b)(2) and (3).

The LEA states that assessments are selected and administered so they are not discriminatory on a racial or cultural basis. 20 U.S.C. § 1414(b)(3)(A)(i)-(ii). The LEA acknowledges that assessments must be provided and administered in the language and form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is not feasible to so provide or administer. The LEA understands that assessments must be used for purposes for which the assessments or measures are valid and

reliable, and administered in accordance with any instructions provided by the producer of such assessments.

If an assessment is administered to a student with impaired sensory, manual, or speaking skills, the assessment results accurately reflect the student's aptitude or achievement level or whatever other factors the assessment measures, rather than reflecting the student's impaired sensory, manual, or speaking skills unless those skills are the factors the assessment is designed to measure. 34 C.F.R. § 300.304(c)(3).

The LEA understands that the assessment will include a history of the student's educational progress in the general curriculum provided by a teacher with current knowledge of the student's specific abilities to learn the standards of the Massachusetts Curriculum Frameworks and the LEA's curriculum. The educational assessment will also include an assessment of the student's attention and communication skills, participation behaviors, memory, social relations with groups, peers, and adults, as well as the student's educational and developmental potential.

Each assessor shall summarize in writing the procedures employed, results, diagnostic impression, the student's educational and developmental potential, and shall define in detail the student's needs and explicit means of meeting those needs. Upon request, evaluation and assessment summaries are made available to parents at least two (2) days before the IEP Team meeting.

The LEA understands any initial and reevaluations shall be completed, and a Team meeting convened within forty-five (45) school days after receiving a parent's written consent for an initial or reevaluation. The Team, including the parents, meet to review the evaluation reports and either makes an eligibility determination or decides if additional data is needed. 20 U.S.C. § 1414(b). The LEA acknowledges if a parent requests an independent educational evaluation (IEE), the LEA will provide the parent with the appropriate information. 34 C.F.R. § 300.502.

The LEA understands if the Team determines a student has one or more disabilities as defined under 603 CMR 28.02(7) and is unable to progress effectively in the general education program without specialized instruction or is unable to access the general curriculum without one or more related services, the student is eligible for special education services and an IEP is developed. In contrast, if the Team determines the student is not eligible for special education services, parents shall be informed by written notice including the reason for the finding, list of meeting participants, and parental rights, within ten (10) days of the Team meeting.

The LEA understands a student cannot be determined eligible for special education solely because of limited English proficiency, failure to meet the school discipline code, social maladjustment, or lack of appropriate instruction in reading or math. 20 U.S.C. § 1414(b)(5).

The LEA understands that it will review the student's IEP periodically and at least annually to determine whether the student's annual goals are being achieved. Additionally, at least every three (3) years the LEA shall conduct a full reevaluation with parental consent. 20 U.S.C. § 1414(a)(2) and (c)(3); 603 CMR 28.04(3). The LEA understands the reevaluation may be waived if

both the LEA and the parent agree, and the reevaluation should not occur more frequently than once a year unless the parent and LEA agree otherwise. 20 U.S.C. § 1414(a)(2).

The LEA acknowledges that before determining that a student is no longer a student with a disability, the LEA must evaluate the student. 20 U.S.C. § 1414(c)(5)(A), (B)(ii). However, this evaluation is not required if the student's eligibility terminates due to graduation or exceeding the age eligibility for FAPE. 20 U.S.C. § 1414(c)(5)(B)(i). In that case, the LEA must provide the student with a summary of the student's academic achievement and functional performance, including recommendations to assist the student to meet the student's postsecondary goals. 20 U.S.C. § 1414(c)(5)(B)(ii).

VIII. Parent Participation and Other Team Member Participation

The LEA must ensure that the IEP Team includes all the members listed in 34 CFR § 300.321, including but not limited to the parents of the student with a disability. The LEA must take steps to ensure that one or both the parents of a student with a disability are present at each IEP Team meeting or are afforded the opportunity to participate. The LEA will provide timely notice to parents and schedule the meeting at a mutually agreed on time and place. 34 C.F.R. § 300.322(a). If neither parent can attend an IEP Team meeting in person, the LEA must use other methods to ensure parent participation, including individual or conference calls or video calls. 34 C.F.R. §§ 300.322(c), 300.328.

If the LEA is unable to convince the parents that they should attend the IEP meeting, the LEA may conduct the meeting without a parent present. In this case, the LEA must keep a record of its attempts to arrange a mutually agreed on time and place. 34 C.F.R. § 300.322(d). The LEA must take whatever action is necessary to ensure that the parent understands the proceedings of the IEP Team meeting, including arranging for an interpreter for parents who are deaf or hard of hearing or whose native language is not English. 34 C.F.R. § 300.322(e).

The LEA must ensure that the rights of the student are protected when no parent of the student can be identified, or the LEA, after reasonable efforts, cannot locate a parent, or the child is a ward of the state, or the child is an unaccompanied homeless youth. 34 C.F.R. § 300.519.

The IEP Team must include:

- The parent(s) of the student;
- At least one regular education teacher of the student (if applicable);
- At least one special education teacher of the student, or where appropriate, not less than one [special education](#) provider of the child;
- A representative of the LEA who is:
 - qualified to provide or supervise the provision of special education;
 - knowledgeable about the general education curriculum; and
 - knowledgeable about the availability of the LEA's resources;
- An individual who can interpret the instructional implications of evaluations;

- At the discretion of the parent or the LEA, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate; and
- Whenever appropriate, the student with a disability. 34 C.F.R. §300.321(a).

The LEA understands that certain members of the IEP team may be excused from an IEP Team meeting. This may occur if the member's area of curriculum or related services are not scheduled for discussion or modification, and the LEA and the parent agree in writing to excuse the member. 34 C.F.R. § 300.321(e)(1). Furthermore, if the member's area of curriculum or related service is scheduled for discussion or modification, the member may be excused if the LEA and the parent agree in writing and the member provides their written input to the parent and the IEP Team prior to the meeting. 34 C.F.R. § 300.321(e)(2).

The LEA must invite a student with a disability to attend the student's IEP Team meeting starting at the age of fourteen (14), if a purpose of the meeting will be the consideration of the postsecondary goals for the student and the transition services needed to assist the student in reaching those goals. 34 C.F.R. § 300.321(b); M.G.L. c. 71B, § 2. If the student does not attend the IEP Team meeting, the LEA must take other steps to ensure that the student's preferences and interests are considered. To the extent appropriate, with the consent of the parents or the student who has reached the age of majority, the LEA must invite a representative of any participating agency that is likely to be responsible for providing or paying for transition services.

The LEA acknowledges that it must have a parent advisory council (PAC) to advise the LEA on matters pertaining to special education, safety of students with disabilities, and meet regularly with LEA officials to participate in planning, development, and evaluation of the LEA's special education programs. The LEA shall assist the PAC without charge, upon reasonable notice and subject to the availability of LEA staff and resources. The LEA shall conduct, in cooperation with the PAC, an annual workshop for parents on the rights of students and parents under federal and state special education laws.

IX. Individualized Education Program (IEP)

An IEP is a written statement for each student with a disability that is developed, reviewed, and revised in IEP Team meetings. 34 C.F.R. § 300.320(a). The IEP must include, among others, the following statements or explanations:

- A statement of the student's present levels of academic achievement and functional performance, including how the student's disability affects their involvement and progress in the general education curriculum, or for preschool children, as appropriate, how the disability affects the child's participation in appropriate activities;
- An explanation of the extent to which the student will not participate with nondisabled students in the general education classroom or nonacademic activities, if applicable;
- A statement of measurable annual goals (both academic and functional) and a description of how the student's progress towards these goals will be measured;

- A statement of the specially designed instruction required to meet the needs of the student with a disability and/or any related service(s), supplementary aids and services, and program modifications or supports that will allow the student to benefit from the specially designed instruction and/or related service, progress effectively in the general curriculum, participate in extracurricular and other nonacademic activities. The IEP must also include the start date, frequency, location, and duration of these services and modifications;
- The daily duration of the student's school day if different than the regular school day, and any extended school year services needed by the student. 34 C.F.R. § 300.106.
- Any need for residential services coordinated with the day education services including the comprehensive nature and length of the required educational program;
- Any regular transportation or special transportation arrangements, including but not limited to necessary modifications, specialized equipment, assistance, attendants on vehicles, and any other particular precautions;
- A statement of any accommodations necessary for statewide or districtwide assessments to measure the student's performance, and/or an explanation of why the student must take an alternate assessment(s);
- For all students aged fourteen (14) to twenty-two (22), appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills, as well as transition services and courses of study needed to assist the eligible student in reaching those goals and based on the individual student's needs, strengths, preferences, and interests.
- For any student approaching graduation or age twenty-two (22), whether the student is likely to require continuing services from an adult human service agency.

E.g., 20 U.S.C. § 1414(d)(1)(A); 34 C.F.R. § 300.320; M.G.L. c. 71B, §§ 2, 3; 603 CMR 28.05.

The LEA acknowledges for students identified with a disability on the autism spectrum, the IEP Team shall consider and specifically address the student's needs relating to:

- Verbal and nonverbal communication;
- Social interaction skills and proficiencies;
- Avoidance and response to bullying, harassment, or teasing;
- Unusual responses to sensory experiences;
- Resistance to changes in environment and daily routines;
- Engagement in repetitive activities and stereotyped movements;
- Positive behavioral interventions, strategies and supports;
- Social and emotional development related to progress in the general curriculum.

The LEA understands the LEA Administrator of Special Education shall refer any student with an IEP approaching graduation or age twenty-two (22) likely to require continuing services from an adult human service agency to the Bureau of Transitional Planning in the Executive Office of Health and Human Services.

The LEA states that each eligible student has an IEP in effect at the beginning of each school year. The IEP must be accessible to each general education teacher, each special education teacher, each related services provider, and any other service provider responsible for implementing the IEP. Each teacher and provider is informed of their specific responsibilities related to implementing the student's IEP and specific accommodations, modifications, and supports that must be provided in accordance with the student's IEP. 34 C.F.R. § 300.323.

The LEA acknowledges that parents of eligible students who require special transportation in their IEP may be entitled to reimbursement from the LEA in certain circumstances when they transport their student themselves.

X. Procedural Safeguards

The LEA states that it implements procedural safeguards to afford students with disabilities and their parents due process. The LEA must provide parents with a copy of these procedural safeguards annually, as well as upon initial referral or parent request for evaluation, parental request, in connection with a state complaint, due process complaint, or discipline procedures. 34 C.F.R. § 300.504. A reasonable time before the LEA either proposes to initiate or change, or refuses to initiate or change a student's identification, evaluation, placement, or provision of FAPE, the LEA must provide the student's parents with written notice. The notice must describe the action proposed or refused by the LEA and explain how the LEA reached its conclusion. The notice must be written in language understandable to the public and provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. 34 C.F.R. § 300.503.

XI. Least Restrictive Environment (LRE)

The LEA understands that an IEP Team that includes the parents develops the student's IEP and then determines the educational placement of each student with a disability. The identified placement is based on the student's IEP, is made in conformity with the LRE provisions of IDEA Part B and is as close as possible to the student's home. 34 C.F.R. § 300.116. The LEA provides a continuum of alternative placements to meet the unique needs of students with disabilities for special education and related services. 34 C.F.R. § 300.115.

The LEA acknowledges that to the maximum extent appropriate, students with disabilities, including students in public and private institutions or other care facilities, are educated with students who are not disabled. 34 C.F.R. § 300.114(a). Students with disabilities participate with non-disabled students in nonacademic and extracurricular activities, including meals, recess, athletics, and clubs, to the maximum extent appropriate to the needs of the student. 34 C.F.R. § 300.117. The LEA also takes steps to ensure students with disabilities have an equal opportunity to participate in services such as transportation, health, and counseling. 34 C.F.R. § 300.107.

A student with a disability must be educated in the school the student would attend if non-disabled unless the IEP requires some other arrangement. Supplemental services are provided in conjunction with regular class placement. 34 C.F.R. § 300.115(b).

A student in the LEA is not removed from age-appropriate general education classrooms solely because of modifications needed in the general curriculum. 34 C.F.R. § 300.116(e). Furthermore, the LEA states that special classes, separate schooling, or other removal of students with disabilities from the general education environment occurs only if the nature or severity of the disability is such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. § 300.114(a). The LEA understands that it must comply with state requirements regarding placements, including but not limited to the requirements in 603 CMR 28.06.

The LEA understands that it is prohibited for state and local educational agency personnel to require a child to obtain a prescription for a substance covered by the Controlled Substances Act.(21 U.S.C. 812(c)) as a condition of attending school, receiving an evaluation under 34 CFR §§300.300 through 300.311, or receiving services under the IDEA as described in 20 U.S.C. 1412(a)(25)(A)-(B); 34 CFR §300.174.

XII. Transition of Young Children from Early Intervention (Part C) to Preschool Programs (Part B)

The LEA acknowledges that students participating in early intervention programs (IDEA, Part C) who will participate in preschool programs (IDEA Part B) will experience a smooth and effective transition to preschool programs. 34 C.F.R. § 300.124. These students must have an IEP or an Individualized Family Service Plan (IFSP) developed and implemented by their third (3rd) birthday. The LEA must explain to parents the differences between an IFSP and an IEP. 34 C.F.R. § 300.323(b)(2)(i). If the parents choose an IFSP, the LEA must obtain written informed consent. 34 C.F.R. § 300.323(b)(2)(ii).

XIII. Students in Private Schools Enrolled by Their Parents

The LEA acknowledges its child find responsibilities include identifying, evaluating, and providing an IEP with special education and/or related services to all students with disabilities enrolled by their parents in private schools within the LEA's geographic boundaries, including but not limited to:

- Students who live in the LEA and attend a private school in the LEA;
- Students who live outside the LEA but attend a private school in the LEA;
- Students who live in the LEA and are homeschooled in the LEA; and
- Out-of-state students who attend a private school in the LEA. G.L. c. 71B, §§1, 3.

When using federal funds, the LEA may provide services for eligible students enrolled in private school on the premises of the private schools. The LEA may also need to provide transportation.

In addition to the state law requirements relating to parentally-placed private school students with disabilities, the LEA understands that it must comply with the proportionate share requirements under IDEA Part B. *E.g.*, 34 C.F.R. §§ 300.133, 300.134. The LEA understands that it must engage in timely and meaningful consultation with private school representatives and representatives of parents of parentally-placed private school students with disabilities. The consultation must cover:

- Child find;
- Proportionate share determination;
- How the consultation process will operate throughout the school year; and
- Provision of special education and related services. 34 C.F.R. § 300.134.

The LEA understands that upon completion of the timely and meaningful consultation, the LEA must obtain written affirmation signed by a representative of each participating private school. 34 C.F.R. § 300.135. If the private school representative does not provide the affirmation, the LEA will forward documentation of the consultation process to the Department within a reasonable amount of time. For more information, please see the Department's [Special Education Administrative Advisory SPED 2018-1](#).

XIV. Personnel

The LEA shall appoint an Administrator of Special Education who shall supervise all special education for the LEA and ensure compliance with all federal and state special education laws. M.G.L. c. 71B, § 3A. Each person employed as a public-school special education teacher in Massachusetts who teaches in an elementary school, middle school, or secondary school must:

Have obtained full Massachusetts certification as a special education teacher;

Have not had their special education certification or licensure requirements waived; and

Hold at least a bachelor's degree. 34 C.F.R. § 300.156; 603 CMR 7.00.

The LEA must ensure its related service personnel and paraprofessionals meet Massachusetts requirements that apply to the professional discipline in which those personnel are providing special education or related services, and that related service personnel have not had their certification requirements waived. The LEA may use paraprofessionals and assistants who are appropriately trained and supervised to assist in the provision of special education and related services.

The LEA shall provide training to all LEA staff, including general and special educators, administrators, and paraprofessionals on the requirements of special education, analyzing and accommodating diverse learning needs of all students in the general education classroom, and methods of collaboration among teachers, paraprofessionals, and teacher assistants to accommodate diverse learning needs.

XV. Indicators and Data Reporting Requirements

The LEA must monitor the progress of students with disabilities and annually report data regarding the progress of students with disabilities and other data upon request to the Department. This data includes, but is not limited to, data that the SEA collects for State Performance Plans/Annual Performance Reports (SPP/APR). The LEA must ensure the accuracy of the data it collects and reports to the SEA.

XVI. Participation in State and District-Wide Assessments

The LEA understands students with disabilities must be included in all general state and district-wide assessment programs with appropriate accommodations, if accommodations are indicated in their IEPs. 34 C.F.R. § 300.160. Students with the most significant cognitive disabilities (who cannot participate in regular assessments, even with accommodations, as indicated in their IEPs) shall take alternate assessments aligned with alternate academic achievement standards. The LEA acknowledges that it will inform parents of students selected to be assessed using an alternate assessment that their child's achievement will be measured based on alternate academic achievement standards, and how participation in such assessments may delay or otherwise affect the student from completing the requirements for a regular high school diploma.

XVII. Financial Responsibility for Ensuring Services

The LEA implements all IEPs without delay upon parental consent and at no cost to the parent. 34 C.F.R. §§300.103(c), 300.300(b)(1). The LEA understands that if a non-educational agency fails to provide or pay for any special education or related services, the LEA must provide or pay for these services in a timely manner. 34 C.F.R. § 300.154(b). The LEA understands that it may use MassHealth or other public insurance benefits programs in which a student participates to provide or pay for required services. 34 C.F.R. § 300.154(d)(1). The LEA may not require parents to incur out-of-pocket expenses, nor may the LEA require parents to sign up for public insurance. 34 C.F.R. § 300.154(d)(2). In addition, the LEA understands that it may not use a student's benefits under a public benefits or insurance program if that use would:

- Decrease available lifetime coverage or any other insured benefit;
- Result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the student outside of the time the student is in school;
- Increase premiums;
- Lead to the discontinuation of benefits or insurance; or
- Risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures. 34 C.F.R. § 300.154(d)(2)(iii).

The LEA states that it accesses a parent's public benefits or insurance only with the parent's informed consent and agreement. The LEA must provide written notification to the parent and obtain a one-time consent before accessing such benefits or insurance for the first time. After the one-time consent is obtained, the LEA is required to provide notice annually thereafter to the parent. 34 C.F.R. § 300.154(d)(2)(iv) and (v). The LEA understands it may only access a parent's private insurance with the parent's informed consent each time the LEA proposes access. 34 C.F.R. § 300.154(e)(1). The LEA informs the parent that their refusal to permit the LEA to access their public benefits, public insurance, or private insurance does not relieve the LEA of its responsibility to ensure that all required services are provided at no cost to the eligible student or their family. 34 C.F.R. § 300.154(d)(2)(v) and (e)(2).

The LEA understands that proceeds from public benefits, public insurance, and private insurance will not be treated as program income and reimbursement from federal funds such as Medicaid

will not be considered “state or local” funds for the purpose of the maintenance of effort provisions. 34 C.F.R. § 300.154(g).

XVIII. Suspension and Expulsion

The LEA understands that school personnel may remove a student with a disability who violates a code of student conduct from the student’s current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten (10) consecutive school days. 34 C.F.R. § 300.530(b)(1). For separate incidents of misconduct, school personnel may remove the student for no more than ten (10) consecutive school days in that same school year so long as the removals do not constitute a change in placement. 34 C.F.R. § 300.530(b)(1).

A change of placement occurs if a student is removed for more than ten (10) consecutive school days or if a student is subjected to a series of removals that constitute a pattern. 34 C.F.R. § 300.536(b). When a student with a disability has been removed from their current placement for ten (10) school days in the same school year, during any additional removals the LEA must provide educational services that support the student to make progress toward their IEP goals, and when appropriate, conduct a functional behavior assessment or provide behavioral intervention services and modifications to address the behavior violation. 34 C.F.R. § 300.536(d).

Within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the LEA must conduct a manifestation determination. 34 C.F.R. §300.530(e). The LEA, the parent, and relevant members of the student’s IEP Team must review all relevant information in the student’s file to determine if the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability, or if the conduct in question was a direct result of the LEA’s failure to implement the IEP. 34 C.F.R. § 300.530(e).

If a student who has not been determined to be eligible for special education engaged in behavior that violated a code of student conduct and the LEA had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred, then the student may assert discipline protections, including a manifestation determination. 34 C.F.R. § 300.534(a). The LEA must be deemed to have knowledge a student had a disability if before the behavior occurred:

- The student’s parent expressed concern in writing to the appropriate LEA supervisory or administrative personnel or the student’s teacher that the student needs special education and related services;
- The student’s parent requested an evaluation of the child pursuant to 34 C.F.R. § 300.300;
- The student’s teacher or other LEA personnel expressed specific concerns about the student’s demonstrable pattern of behavior to the LEA’s director of special education or other supervisory personnel. 34 C.F.R. § 300.534(b) and (c).

If the LEA does not have knowledge that a student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as those applied to students without disabilities who engage in similar behaviors. 34 C.F.R. § 300.534(d)(1). If a request is made for an evaluation during the duration of the disciplinary measure, the LEA must conduct an expedited evaluation. 34 C.F.R. § 300.534(d)(2)(i). Until the evaluation is completed, the student remains in their current educational placement, which can include suspension or expulsion without educational services. 34 C.F.R. § 300.534(d)(2)(ii). If the student is determined to be a child with a disability, the LEA must provide special education and related services. 34 C.F.R. § 300.534(d)(2)(iii).

The LEA understands that if significant discrepancies occur in the rate of suspensions and expulsions of students with disabilities, the LEA will submit policies, procedures, and practices (PPPs) to the Department for review. 34 C.F.R. § 300.170.

XIX. Transfer of Parental Rights at Age of Majority

The LEA understands that in Massachusetts students are considered adults and competent to make their own educational decisions at the age of eighteen (18). 34 C.F.R. § 300.320(c). The LEA acknowledges that at least one (1) year before the student reaches the age of eighteen (18), the LEA will notify the student and parent(s) that all decision-making and consent rights previously accorded to the parent(s) will transfer to the student when the student reaches the age of eighteen (18). This applies to all students with disabilities except students determined to be incompetent by a court of competent jurisdiction.

The student, upon reaching 18 years of age and in the absence of any court actions to the contrary, may choose to share decision-making with his or her parent (or other willing adult), including allowing the parent to co-sign the IEP. Such choice shall be made in the presence of the Team and shall be documented in written form. The student, upon reaching 18 years of age and in the absence of any court actions to the contrary, may choose to delegate continued decision-making to his or her parent, or other willing adult. Such choice shall be made in the presence of at least one representative of the school district and one other witness and shall be documented in written form and maintained in the student record.

Unless there is a court-appointed guardian or the adult student chose to delegate decision making to their parent or other willing adult, the LEA must seek the written consent of the student to continue the student's special education program. When a student reaches the age of 18, the parents continue to have the right to receive copies of all written notices and information sent to the student.

XX. Eligibility and Enforcement

The LEA is eligible for assistance under Part B of IDEA for a fiscal year if the LEA submits signed assurances that the LEA complies with federal and state statutes and regulations related to special education. The LEA must, in providing for the education of students with disabilities

within its jurisdiction, have in effect policies, procedures, and programs that are consistent with the SEA's policies and procedures. 20 U.S.C. § 1413(a)(1); 34 C.F.R. § 300.201.

The LEA must provide the Department with the information necessary to allow the Department to fulfill its obligations under Part B of IDEA. 20 U.S.C. § 1413(a)(7). If the Department determines an LEA is not eligible under Part B of IDEA, the Department will provide the LEA reasonable notice and an opportunity for a hearing. 20 U.S.C. § 1413(c). If the Department, after reasonable notice and an opportunity for a hearing, finds that the LEA is failing to comply with any requirement described in 20 U.S.C. § 1413(a), the Department shall reduce or shall not provide any further payments to the LEA until the Department is satisfied that the LEA is complying with the specific requirement. 20 U.S.C. § 1413(d).

The LEA understands that parents of students with disabilities attending charter, innovation, or virtual schools that are considered LEAs retain all rights under IDEA regardless of whether the school receives Part B IDEA funds (Fund Codes 240 and 262). 34 C.F.R. § 300.209. Attending such schools is neither a waiver of rights under IDEA or state law nor a limit on access to special education services, irrespective of whether the school receives federal funding.

The LEA understands that if a Massachusetts Horace Mann Charter School is included within the school district, the school district must serve students with disabilities attending that school in the same manner it serves students with disabilities in its other schools. The LEA must provide funds under Part B (Fund Codes 240 and 262) to those schools in the same manner it provides those funds to its other schools.

Individual District School Certification Page

LEA Name: Sudbury Public Schools

District Code: 0288

(Example: 0011)

Contact Person: Stephanie Juriansz, Dir. Student Services
Name, Title

Contact Phone: - - 978-639-3293

Contact Email: stephanie_juriansz@sudbury.k12.ma.us

I certify that I have read and understand the *Conditions of Assistance: IDEA Part B Funding Certifications* and I agree that the local educational agency referenced above will ensure that it complies with all of the applicable laws and regulations as a condition for funding, including but not limited to the Individuals with Disabilities Education Act and accompanying regulations. I have read and understand each of the statements of requirements and will ensure their implementation. Along with a copy of the *Conditions of Assistance: IDEA Part B Funding Certifications* and the Certification Page, I understand that the local educational agency must keep on file current documentation at the local level that demonstrates that the school district is in compliance with federal and state special education laws and regulations for the Department of Elementary and Secondary Education's review.


Special Education Administrator
Signature


Printed Name

Date 8/16/24

School Committee/Board of
Trustees Chairperson Signature

Printed Name

Date _____

School Business Official
Signature

Printed Name

Date _____

Additionally, as superintendent or school leader, I state that I discussed or am scheduled to discuss on (please indicate date(s) 8/13/24) these requirements with all building principals and administrators to ensure their understanding of these requirements and applicable special education laws and regulations. I have discussed with each of the building principals their responsibility to coordinate services with the special education administrator on behalf of the students with disabilities in this local educational agency in accordance with 603 CMR 28.03(3). I further state that discussion of these requirements is a part of the orientation for newly hired administrators and will continue to be part of ongoing discussions and professional development for staff and administrators as needed.


Superintendent/School Leader Signature

BRAD J. CROZAR
Printed Name

8/20/2024
Date

**Sudbury Public Schools
School Committee Meeting**

Date: September 9, 2024

Agenda Item: 4d

SED Additional Space Discussion

Recommendation:

Authorize additional space to reduce the waitlist for after-school programming.

**Background
Information:**

SED has requested additional space at Haynes and possibly at Loring.

Attachments:

SED Additional Space Lease Agreement_1 Year_240823

Action: XX Report: Discussion: XX



SUDBURY PUBLIC SCHOOLS

40 Fairbank Road

Sudbury, Massachusetts 01776

Phone: (978) 639-3211 Fax: (978) 443-9001

Sudbury Extended Day, Inc. Additional Space Lease Agreement

Sudbury Public Schools agrees to lease the additional space to Sudbury Extended Day, Inc. described below.

Additional Space: Haynes Learning Lab
Haynes Elementary School
169 Haynes Road
Sudbury, MA 01776

Agreement Period: 2024-2025 School Year Calendar (September 2024 – June 2025)

Additional Rent: \$2,283.82 for the Agreement Period

Both parties agree that, with the exception of those items listed in this Additional Space Lease Agreement, this agreement will be subject to all terms and conditions contained in the current main lease agreement dated February 14, 2022 between Sudbury Public School and Sudbury Extended Day, Inc.

LANDLORD:

TENANT:

For **SUDBURY PUBLIC SCHOOLS:**

For **SUDBURY EXTENDED DAY, INC.:**

Signature: Brad J. Crozier

Signature: Marianne H. Weldon

Print Name: BRAD J. CROZIER

Print Name: Marianne H. Weldon

Date: 8/22/2024

Date: 8.23.24

**Sudbury Public Schools
School Committee Meeting**

Date: September 9, 2024

Agenda Item: 4e

Combined Facilities MOA

Recommendation:

**Background
Information:**

Attachments:

Facilities MOA

Action: XX Report: Discussion: XX

Facilities Department

Memorandum of Agreement Between the Sudbury Board of Selectmen and the School Committee of the Sudbury Public Schools

The Sudbury Board of Selectmen (BOS), acting through the Town Manager, and the Sudbury Public Schools (SPS) School Committee, acting through the Superintendent, hereby agree to establish, pursuant to Massachusetts General Laws, Chapter 71, section 37M, and to coordinate the supervision and management of a joint municipal and school facilities department to be known as the Facilities Department (the Department).

This Agreement shall provide for the establishment of the Department, and the transfer of responsibilities to the Department, in a manner that does not compromise the legal authority vested by relevant Massachusetts General Laws, Chapter 131 of the Acts of 1994 (the so-called Town Manager Act), regulations, or local bylaws, in the Town of Sudbury, the Board of Selectmen and the Town Manager or in the Sudbury Public Schools, the SPS School Committee or the SPS Superintendent. Nothing in this Agreement shall prohibit either the School Committee or the Board of Selectmen from rescinding this Agreement as provided below or by law.

Article I. Facilities Department The Department shall be responsible for the facility planning, renovation, construction, energy conservation measures and efficiencies, preventative and regular maintenance, and repair of all town-owned buildings under control of the Town Manager, and under control of the School Committee.

The Department will not be responsible for the following areas, although the Agreement may be revised to transfer such responsibilities to the Department in the future:

- The custodial care and cleaning of the municipal and school buildings shall remain the responsibility of the respective town and school staff.
- Payment for ongoing utilities expenses for municipal and school buildings shall remain the responsibility of the respective town and school operating budgets.
- Pedestrian snow removal at school buildings shall remain the responsibility of school staff.
- Snow removal, salting, and sanding of all school and municipal parking lots shall remain the responsibility of the Town government
- The maintenance and repair of all school parking lots, driveways, and on-site roadways shall remain the responsibility of the Sudbury Public Schools.

- The maintenance and repair of all municipal parking lots, driveways, and on-site roadways shall remain the responsibility of the Town government.
- The maintenance and repair, including landscaping, of all school grounds other than the playing fields shall be the responsibility of the Sudbury Public Schools.
- The maintenance and repair, including landscaping, of all municipal grounds shall remain the responsibility of the Town government/Department of Public Works.
- The maintenance, repair and permitting for all town and school playing fields shall remain the responsibility of the Town government/

Article II. **Oversight of the Department:** The Department shall be under the direction and control of the Town Manager and Superintendent, who shall jointly exercise general oversight and supervision of a Facilities Director and shall have the responsibility of appointing the Director for a term not to exceed three years. The Director's compensation shall be jointly determined by the Town Manager and Superintendent. The Director's Employee Benefits and Policies shall be those stated in the Town of Sudbury Employee Handbook. The Town Manager and Superintendent may elect to use consultants or contractors as needed to carry out the responsibilities of the Department, including responsibilities to be assigned to the Facilities Director when hired.

Only the Town Manager may sign contracts for the Town, after approval as to form and appropriateness by the Town Counsel and availability of funds by the Town Accountant. The School Committee, Superintendent, or Superintendent's designee may sign contracts for SPS, as determined by the School Committee.

Article III. **Facilities Director; Department Staffing:** The Director shall administer the Department's responsibilities and shall coordinate, working with the appropriate parties, all elements of the Department's responsibilities as described above. The Director shall be qualified by education, training and experience to perform the duties required of this Department. The Town's Human Resources Office (Assistant Town Manager), in collaboration with the SPS Director of Human Resources, shall coordinate the search and recruitment process to generate candidates for this and other departmental personnel.

The Director's responsibilities shall include the following:

- Management of all maintenance and repairs of the buildings, including HVAC and others systems and major equipment.
- Development and implementation of a preventative maintenance plan for all facilities.
- Development of a system to prioritize, implement and manage all work orders and requests, including specifications for work to be done under

- contract and supervision of private contractors, for building maintenance and repairs.
- Purchase of materials, supplies, and equipment for building maintenance and repair, in accordance with procurement regulation, laws and policies.
 - Consultation with the Town Counsel's office in regard to review of contracting/bidding documents.
 - Obtaining certification through the Mass Certified Public Purchasing Official (MCPPO) Program as a procurement officer.
 - Management of capital planning, including development of a five-year capital plan for all municipal and school buildings, to be approved by the Town Manager for all Town buildings and the Superintendent of Schools for all school buildings,.
 - Preparation of an annual budget as described below.
 - Coordination with appropriate town Boards and Committees, including, but not limited to, those listed below.
 - Pursuit of grants and other funding resources to support the work of the Facilities Department, Town Manager and School Committee as appropriate.
 - Development of Department policies and annual Department objectives, plans, and goals, subject to approval of the Town Manager and Superintendent.

The Director shall recommend to both the Town Manager and the Superintendent appointment or removal for all assistants, agents and employees of the Department as may be required, pursuant to all Town and SPS personnel policies, collective bargaining agreements and relevant statutes. Actual appointment authority shall remain with the Town Manager and the Superintendent. The Director will ensure that the assignment of personnel is consistent with state and federal law, including CORI standards, and policies of the School Committee and Board of Selectmen.

Any current Town and School employees who come to work under the supervision of the Director shall remain in their current bargaining units in effect, as of the date this agreement is signed, and all bargaining will remain under the same Town or School umbrella as they currently fall, until such time the parties agree to modify this part of the agreement. Any departmental employees hired after the hiring of the Department Director shall be covered by the Employee Benefits and Policies in the *Town of Sudbury Employee Handbook*. Staff transferred from town or school departments into the shared department will be subject to policies as determined by the Town Manager and Superintendent.

During Fiscal Year 2012, the Director and Department will analyze the current status of Town and SPS buildings/facilities and, working with the Town Manager and Superintendent, develop a plan and proposal for the Department's organizational structure and ongoing operations. The plan and proposal will be

completed by September 30, if feasible. This proposal will address, among other things, the Department's policies, practices and procedures, the Department's relationship with other Committees and Boards, and address the future staffing level and needed skills, assignment or transfer of personnel from the Town departments and SPS to the Department of Facilities, and supervision of staff. This proposal will be submitted to the Town Manager, Superintendent, and School Committee for review and approval.

Until approval of the Department plan, the Director will directly supervise any clerical support assigned to the Department and will be supported by:

- The SPS Maintenance Director, who will remain an employee of SPS, and will continue to perform current responsibilities for SPS.
- The Town Supervisor of Buildings who will remain an employee of the Town Inspectional Services Department, and will continue to perform current responsibilities for the Town.

Upon approval of the plan, the Director shall have the authority to redeploy staff members listed above, consistent with the plan, temporarily or permanently, system wide, in a manner that yields the most efficient and cost effective maintenance and repair of municipal and school buildings. The parties agree that additional positions may be assigned to the Department as called for in an approved plan.

Article IV. Relationship with Town Boards and Committees: The Director will provide reports to the Town Manager, Superintendent, Board of Selectmen, School Committee, and other boards and committees, as needed, and will be available to attend evening meetings as required.

The Director will work closely with the Permanent Building Committee (PBC) in the oversight of the construction, reconstruction, alteration or enlargement of all existing or new buildings owned by the Town and SPS, including designer selection when applicable.

The Director shall be responsible for developing a five-year capital plan for the Department, including projects for submission to the CIPC and projects proposed for the operating budget of the Department or other funding. The capital plan shall be sufficiently detailed to show the capital requirements, including major pieces of equipment, separately for school buildings and for municipal buildings. The school portion shall reflect capital budget needs identified and submitted by the Superintendent, or designee. The final recommendation of the school portion of the capital budget and plan shall be submitted to the Superintendent of

Schools and approved by the School Committee and the municipal building portion shall be submitted to the Town Manager.

The Director will work closely with the Energy and Sustainability Green Ribbon Committee, in the development and implementation of measures to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning.

Article V. **Building Managers:** Each municipal and school building shall have a building manager as designated by the Superintendent or Town Manager (e.g., school principal, police chief, etc.). The building manager shall directly supervise custodial staff working in the building, unless the Town Manager directs otherwise for Town buildings or the Superintendent directs otherwise for school buildings. The Director shall coordinate as needed with the building manager concerning building maintenance and interaction with custodial staff. The Superintendent, in the matter of school buildings, or the Town Manager, in the matter of municipal buildings, shall address any unresolved differences between a building manager and the Director, depending on the building involved. In such instances the decision of the Superintendent or Town Manager shall be final.

Article VI. **Operating Budget:** For Fiscal Years 2012 and 2013, all salaries and benefits for the Director and a clerical staff member shall be shared equally by the Town and SPS, with payment coming from the respective operating budgets and the benefits account.

For Fiscal Years 2012 and 2013, all expenses for maintenance and repair of municipal and school buildings will be paid from the respective operating budgets or other approved funding sources, depending upon the building that is the subject of the expense. All shared expenses of the Department that are not allocated to a specific building will be shared equally by the Town and School operating budgets, subject to the approval by the Town Manager and Superintendent.


For years subsequent to Fiscal Year 2013, the Director shall be responsible for developing an annual operating budget for the Department. The operating budget shall be sufficiently detailed to show separate budget allocations for school buildings and for municipal buildings. The operating budget shall include the estimated cost for all wages and salaries, operating expenses, supplies, and capital purchases. The budget will include a recommended assessment for the Town, subject to approval of the Town Manager, and a recommended assessment for SPS, subject to approval of the Superintendent and School Committee.

For school facilities, all planned salaries and expenses for the Department shall be appropriated within the SPS operating budget. For all municipal facilities, all


planned salaries and expenses for the Department shall be appropriated within the Town operating budget as determined by the Town Manager. All shared salaries and expenses will be allocated by agreement between the Town Manager and the BOS and the Superintendent and School Committee, to be appropriated within the respective budgets. These assessments will become part of the Department's fiscal year budget.

Article VI. Use of School Buildings and Municipal Buildings: The Town Manager shall retain jurisdiction and control of all municipal buildings, consistent with state law and the Town Manager Act. The School Committee, consistent with Massachusetts General Laws, Chapter 71, shall retain full jurisdiction and control over the use and rental of school buildings, facilities, and grounds. The School Committee shall maintain control over the use of school facilities and grounds by all groups wishing to use the school grounds and facilities. Unless the School Committee determines otherwise, the Recreation Department shall continue to permit use of both Town and School playing fields. Fees established for use of the school grounds and facilities shall be set by the School Committee. The fees will be paid into a revolving fund, which is to be used by SPS for payment of costs for custodial care and cleaning, but may be used for maintenance projects, as requested by the Director and approved by the Superintendent. The Town will continue to have separate policies for use and fees associated with the various Town buildings which will not be a part of this agreement.

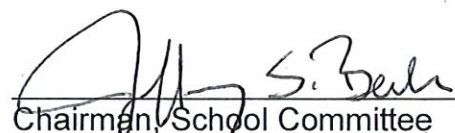
Article VII. Terms of Agreement: This Agreement is effective beginning on the last date of execution by signatories as shown below, by authorized votes of the BOS and the School Committee, and shall remain in effect unless terminated by the BOS or School Committee. Termination requires six months notice prior to the end of a fiscal year and will not take effect until the end of that fiscal year. Amendments to this Agreement may be made at any time by written agreement of the BOS, Town Manager, School Committee, and Superintendent.



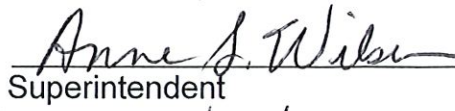
Chairman, Board of Selectmen
Date: 1/17/2012



Town Manager
Date: 1/17/12



Chairman, School Committee
Date: 1/18/2012



Superintendent
Date: 1/18/12