AMENDED AGENDA and NOTICE
SCHOOL COMMITTEE MEETING
(Originally posted 9/18/25 at 3:45 p.m. - Amended on 9/22/25 at 9:00 a.m.)

This is a hybrid meeting, allowing community members to attend and participate in public comment either in person or remotely.

Regular Session Meeting
Monday, September 22, 2025

LOCATION
Sudbury Public Schools
40 Fairbank Road; Room 214; Sudbury, MA 01776
Dial In: 1 301 715 8592 - Webinar ID: 870 9748 1357
Live Link: https://us02web.zoom.us/j/87097481357

AGENDA

6:30 p.m. Open Executive Session

1. Executive Session — 60 Mins
    a. Motion and vote to convene in executive session and to return to open 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 Nurses' Association, the Sudbury Education Association, the Education Support Professionals Association, and Custodians (Units A, B, & C) because an open discussion may have a detrimental effect on the bargaining position of the Committee. The Committee will return to Open Session.
        ii. Purpose (7) to review and approve minutes from the Sudbury School Committee executive session meeting of July 21, 2025, and August 18, 2025.

7:30 p.m. Return to Regular Session

2. Public Comment — 15 Mins
    a. At the start of each regularly scheduled School Committee meeting, community members may address the Committee. In-person attendees should sign in; remote attendees on Zoom should use the "Raise Hand" feature (in the Reactions menu, or under "More" on mobile). For remote comments, attendees must also type their full name into the Zoom name field in order to be called on. Per Policy BEDH, each speaker has up to three (3) minutes and must state their name and city/town. The Chair will alternate between in-person and remote speakers. Public comment is not a discussion or debate, but an opportunity to share opinions on matters within the Committee's authority. Meetings are live-streamed and recorded for SudburyTV; participation constitutes consent to be recorded and broadcast.

3. Educational and Operational Matters — (Report) — 15 Mins
    a. SEA Report (David Williams)
    b. District Reports
        i. Director of Business and Human Resources' Report
        ii. Assistant Superintendent's Report
        iii. Superintendent's Report

4. Consent Calendar — (Discussion/Action) — 5 Mins
    a. Monthly Accounts Payable and Payroll Warrants Submission

AGENDA CONTINUED

5. Continuing Business and Policy Matters
    a. 2025–2026 Goal Area: FY26 Listening Sessions Planning; Determine Dates, Location, School Committee Member Attendance, and Community Communications (Discussion/Action) 20 Mins
    b. After-School Care RFP: Review and Approve Timeline/Next Steps (Contract Expiration 6/30/2027) (Discussion/Action) 10 Mins
    ~~c. LGBTQ+ Parent Advisory Council: Finalize Proposal for Establishment (Discussion/Action) 20 Mins~~

6. New Business and Policy Matters
    a. Policy BGB, Step 1: Informational Item Only: Policy Subcommittee Recommendation For Policy FA, Facilities Development Goals: Discussion at Subsequent Meeting (Informational)
    b. Policy JFABG, Enrollment of Non-Resident Employees: Committee Discussion and Direction on Scope, Including Eligibility parameters; Vote to Charge the Policy Subcommittee to Draft Policy Language Accordingly (Discussion/Action) 20 Mins
    c. Policy IMDA, Accommodations for Religious and Cultural Observances: Committee Discussion on Scope and Timeline for Review; Vote to Charge the SPS School Committee Members of the Tri-District Calendar Review Subcommittee to Draft Policy Language Accordingly (Discussion/Action) 20 Mins
    d. Review the Tri-District Calendar Subcommittee Staff & Community Survey, Listening Session Materials and Discuss Calendar Timeline (Discussion/Action) 20 Mins
    e. Appointment of a Sudbury School Committee Liaison to the Energy and Sustainability Committee (Discussion/Action) 5 Mins
    f. Review Policy Subcommittee Recommendation for Posting Policy Subcommittee Agenda Packets to District Website; Potential Vote on Website Language and Direction to Policy Subcommittee to Update School Committee Handbook (Discussion/Action) 10 Mins

7. Future Agenda Items (Report) 5 Mins
    a. Rolling agenda provided as informational only; members may state items they would like to see on a future agenda. No discussion will occur in compliance with Open Meeting Law.

8. 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 Chair will strive to honor timed items as best as possible.

The next School Committee Meeting is scheduled for Monday, ***October 6, 2025***

Sudbury Public Schools
School Committee Meeting

Date: **September 22, 2025**

Agenda Item: **4 - Consent Calendar**

Recommendation:

Motion to approve the Consent Calendar as presented / amended.

a. Monthly Accounts Payable and Payroll Warrants Submission

Background Information:

Attachments:

SC Meeting Warrant Summary - 091725.pdf

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

SUDBURY PUBLIC SCHOOLS

Office of the Director of Business and Human Resources

To: School Committee

Date: 9/17/25

RE: FY26 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:

Date:	Warrant Type:	Warrant #:	Amount $:
9/18/25	Accounts Payable	1214	$122,173.48
9/18/25	Accounts Payable	1213	$137,672.06
9/18/25	Accounts Payable	1212	$4,242.69
9/11/25	Accounts Payable	1211	$182,982.91
9/4/25	Accounts Payable	1210	$759,538.98
8/28/25	Accounts Payable	1209	$492,838.95
8/21/25	Accounts Payable	1208	$1,438.76
8/21/25	Accounts Payable	1207	$203,117.47
9/12/25	Payroll	P/R 9/18/25	$1,612,291.17
8/29/25	Payroll	P/R 9/4/25	$1,576,146.74
8/15/25	Payroll	P/R 8/21/25	$1,363,564.52

Donald R. Sawyer
Director of Business and Human Resources

Sudbury Public Schools
School Committee Meeting

Date: **September 22, 2025**

Agenda Item: **5a - Continuing Business and Policy Matters**

2025 - 2026 Goal Area: Fy26 Listening Sessions Planning; Determine Dates, Location, School Committee Member Attendance, and Community Communications

Recommendation:

Timing and Format
Move to hold listening sessions in November 2025 and March 2026.

Move that the November listening session be held in-person at the **LOCATION** from **TIME** and held remotely at **TIME**.

Facilitator Assignment
Move to designate **MEMBER** and **MEMBER** as facilitators for the November Listening Session and **Member** and **Member** as facilitators for the March Listening Session.

Survey & Marketing Materials Approval
Move to approve the FY26 Listening Session Participant Survey and marketing materials as **presented/amended**.

Marketing Plan

Background Information:

At the September 8, 2025 School Committee meeting, the Committee began its discussion around upcoming community listening sessions. The Committee reached consensus on the following:

- **Timing**: Sessions will be held in **November 2025** and **March 2026** (Sunday evenings).
- **Format**:
    - November session: first hour in person at the Police Station, followed by a second hour conducted remotely.
    - March session: format to be determined after assessing the success and feedback from the November session.

This approach allows for both in-person and remote engagement while providing flexibility to adjust the format based on community participation and Committee reflection.

Attachments:

1-09082025SCAgendaPacket_ListeningSessions

2-Draft Flyer

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

2025–2026 Goal Area: FY26 Listening Sessions Planning; Review Draft Participant Survey, Confirm Facilitators and Determine Timing, Format, and Communications Strategy

Listening Sessions

Overview:

The community listening sessions were proposed as part of our 2025-2026 goal to connect Committee members with the broader community in a less formal setting than regular School Committee meetings. These meetings have no set agenda, are attended by only two School Committee members, and all Sudbury Community members are welcome to attend and share ideas and perspectives.

School Committee business will not be conducted during listening sessions. The purpose is to give the public an opportunity to provide feedback on matters within the School Committee's authority. SPS families and the Sudbury community can raise awareness about important topics, share school-related ideas, or simply attend to listen.

Goal:

The goal of the sessions is to listen to and understand the concerns, ideas, and experiences of community members. These sessions are designed to ensure that community perspectives are acknowledged. Our hope is to capture community input on the Districts values and vision and raise awareness of topics within the School Committee's purview. The collected feedback will assist the School Committee in creating student-centered goals that allow the School Committee to effectively govern, ensure community voices are part of our decision-making and help us guide the district's strategic plan.

Planning, Logistics and Guidelines

Schedule of Listening Sessions:

The goal is to create at least two listening sessions for FY25-26.

Session #1 First week of Dec	My recommendation would be to schedule the first session the first week of December. The timing of this follows the MetroWest Survey and MCAS presentations, both meetings are highly attended by the community and historically foster follow up conversations within the community. Holding a listening session during this time would allow another avenue for feedback and the targeted date may be beneficial for attendance. This will allow the SC to report during the mid-year target date in January.
Session #2 After April 13 meeting	The end of year listening session report is currently slated for March of 2026. I would recommend moving this to mid May. Administration is slated to present Academic Benchmarking on April 13, 2026. This is another highly attended meeting and generates feedback and conversations within the community. Scheduling the second listening session after this presentation, prior to school vacation, would be ideal.

Logistics:

Pre Listening Session	Advertise via District wide email, individual weekly emails from schools, and PTO / Town website. The email should include: goal and guidelines of the listening session, date/time/format and names of the SC members attending, and a link to our Roles & Responsibilities to reinforce the community topics within our purview
Post Listening Session	Request attendees complete the survey. Meeting minutes and survey results are reviewed by the full SC at a later meeting. Operational matters brought up during the listening session will be forwarded to the Superintendent.

Planning, Logistics and Guidelines

Guidelines:

1. MASC indicates listening sessions are not a back and forth dialogue, listening only
2. No set agenda however we can provide topic examples for specific feedback
3. Format of the listening session:
    a. 1 hour long
    b. Not recorded, “minutes” taken
    c. Two members of the SC in attendance, assign one moderator
    d. Scheduled as a zoom or hybrid as SC member availability permits
    e. Schedule in the evening: **discuss technology logistics (Admin not on the call)**

Draft Email

Dear SPS families and community members,

The Sudbury Public School Committee is inviting you to participate in a listening session on (date) at (time) in (location). Name of SC members in attendance.

The session will last an hour with no set agenda. It is an informal opportunity for us to hear your thoughts, opinions, and concerns on topics within the School Committee's purview. Examples may include curriculum input from the recent MCAS presentation, budget insight, or School Committee policies.

The listening session is not a back-and-forth dialogue. The goal of the session is to listen to and understand the concerns, ideas, and experiences of community members. Our hope is to capture community input on the District's values and vision and raise awareness of topics within the School Committee's purview. The collected feedback will assist the School Committee in creating student-centered goals that allow the School Committee to effectively govern, ensure community voices are part of our decision- making and help us guide the district’s strategic plan.

You are being invited because you are a vital part of our community. If you’re able to join the listening session, please review the roles and responsibilities of the School Committee. We hope you’re able to join us and we look forward to hearing from you.

Best,

The Sudbury Public School Committee **(*we can create and attach a flyer)**

Post Session Survey Draft

Thank you for taking the time to join our listening session. We appreciate your time, dedication, and feedback. The goal of the listening sessions is to listen to and understand the concerns, ideas, and experiences of community members. To help us improve and better our next session, we'd greatly appreciate your thoughts on our recent meeting. Please take a few minutes to complete this brief survey:

Draft Questions:

1. How did you hear about the listening session? (choose all that apply)
    a. District email
    b. School email
    c. Town website
    d. PTO website
    e. Word of mouth

2. Who attended the listening session?
    a. Parent / guardian
    b. Community member (no children currently attending SPS)

3. Which school(s) does your child attend? (check all that apply)
    a. Curtis
    b. Haynes
    c. Loring
    d. Nixon
    e. Noyes
    f. N/A

4. Was the format of the listening session clearly outlined ahead of time? (yes or no)

5. Were the presenters able to encourage participation?

    (Yes or No)

6. How would you rate the listening session overall? (Scale 1-5)

7. How likely are you to attend a future session? (Scale 1-5)

If you would like to provide additional feedback, please email the School Committee at:

school-committee@sudbury.k12.ma.us

Roles & Responsibilities

The School Committee, Superintendent, School Buildings, School Councils, SEPAC and PTOs work together in complementary ways to ensure a well-rounded, effective SPS education system

The **School Committee** sets the vision and policies for the District, approves and monitors the budget, oversees the Superintendent and District goals and negotiates the collective bargaining agreements

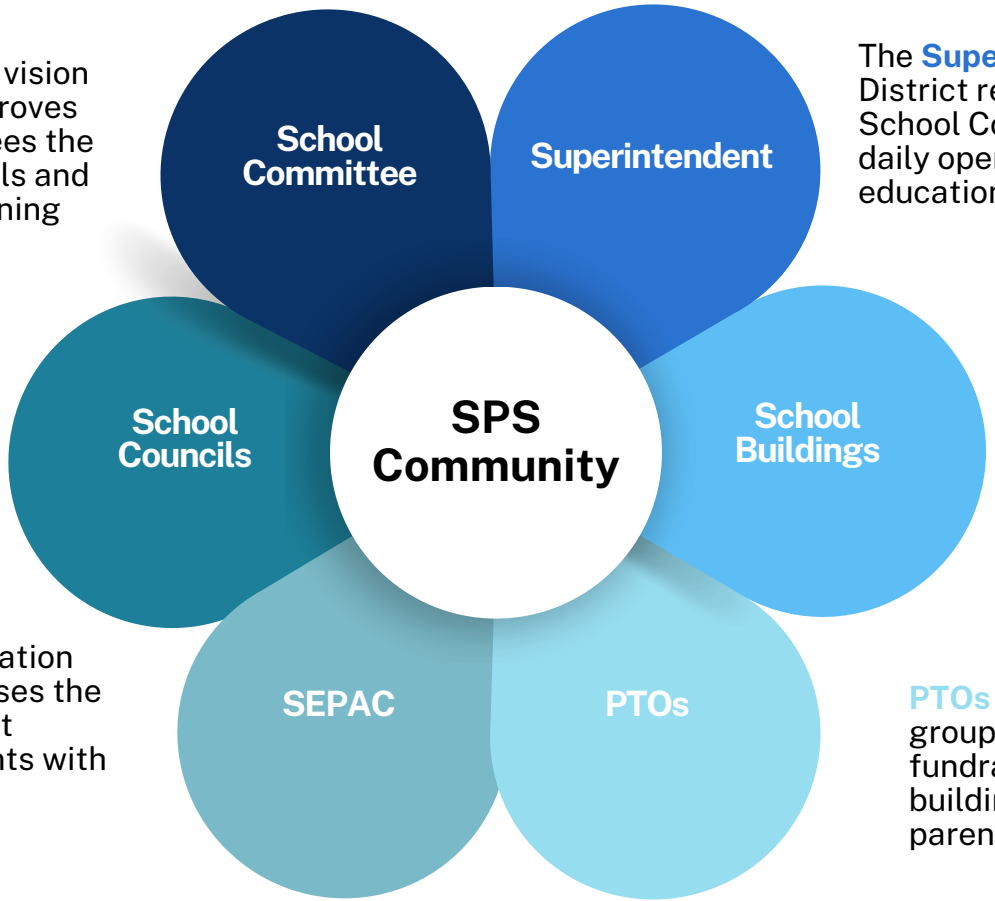
The **Superintendent** is the CEO of the District responsible for implementing School Committee policies, managing daily operations and leading the District's educational strategies

School Councils are required advisory groups within individual schools that include principals, teachers, parents and community members that create and review school improvement plans

The District's **School Buildings** house educators, administrators and support staff that implement the District's educational strategies and work directly with students

SEPAC is Sudbury's Special Education Parent Advisory Council that advises the School Committee on matters that pertain to the education of students with disabilities

PTOs are independent volunteer led groups that support schools thru fundraising, organizing events and building strong connections between parents, teachers and the community



Who Should You Contact?

Teacher: Ask questions on student progress, grades, curriculum, instruction, or discipline
Principal: Contact with questions on school wide policy, administrative decisions, transportation or classroom placement
Superintendent: Ask questions about District related items. Attend Parent Information Exchange (PIE) meetings
School Committee: Contact about SPS policies, vision, and goals. All School Committee meetings are open to the public
School Councils: Contact about School Improvement Plans. All School Council meetings are open to the public
Parent Teacher Organizations (PTOs): Contact about volunteering, donating or attending PTO sponsored events. Meetings are open to families
SEPAC: Ask questions relevant to special education. Meetings are open to families

Subject: Re: Listening sessions

Alicia Mallon <amallon@masc.org> Fri, Aug 29, 9:18 AM (7 days
to Nicole Burnard

A public hearing is an officially posted meeting with an agenda, a quorum, and the possibility deliberation. A listening session is just that - listening only. Sometimes a moderator is used encourage the audience members to step up and speak. Offering two at two different times help increase access, but there are many factors that prevent people from attending. You c offer a post-listening session survey, but then there are multiple surveys which can cause confusion. I would recommend one survey to keep all of the feedback in one place. Additionally, I would consider the survey and the listening sessions two conduits to gather information. Have a dedicated note taker and generate a report alongside your survey result

Community surveys are often utilized to gather feedback because they reach a greater audience over a longer timeframe. Because you're covering multiple districts, a survey is a good option. That way you can gauge what the actual concerns of the community are before offering possible solutions. Engagement is always a concern with surveys, but calendars are usually a topic that garners interest. Just be sure to have the subcommittee follow all of the rules around following their charge and reporting back to the full committee rather than makir decisions on their behalf.

Alicia (Curtin) Mallon
MASC Field Director/Search Coordinator
AMallon@MASC.org
(978) 729-1117

From: Nicole Burnard <nicole_burnard@sudbury.k12.ma.us>
Sent: Wednesday, August 27, 2025 8:04 PM
To: Alicia Mallon <amallon@masc.org>; Tracy Novick <tnovick@masc.org>
Subject: Listening sessions

Hello,

Happy end of summer! I'm writing to gather some input and advice with regard to listening sessions. Previously, I reached out on behalf of our Tri-District Calendar Review Subcommittee to understand the difference between a p hearing and a listening session. The response I received indicated listening sessions were not a back and forth dialogue.

As part of the communications liaison for SPS, I'm tasked with coordinating two listening sessions for our District during the school year. Community members have many ways of currently reaching via email, public comment, an the monthly Superintendent Parent Information Exchange (PIE). This would create another layer and avenue. I'm wondering what other Districts incorporate to achieve a high attendance / success rate for listening sessions if it's

Nicole Burnard <nicole_burnard@sudbury.k12.ma.us>

Listening Sessions

2 messages

Nicole Burnard <nicole_burnard@sudbury.k12.ma.us> Tue, Sep 2, 2025 at 4:19 PM
To: openmeeting@mass.gov

Hello,

I sit on a Committee with five members, as part of our communication goal, we'd like to offer two listening sessions in an effort to obtain feedback from the community. Recently, I was informed by the Massachusetts Association of School Committees (MASC) that listening sessions are not a back-and-forth dialogue between members and the public and it should be looked at as another opportunity, other than public comment, to allow community members to offer feedback. The intention is to schedule each listening session with two members present.

With this structure, is a listening session bound by OML? I've previously received feedback that two members of a five member Committee may constitute a subcommittee and would be bound by OML.

Thank you for your time and input,

Nicole Burnard
Sudbury School Committee

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OpenMeeting (AGO) <openmeeting@mass.gov> Fri, Sep 5, 2025 at 8:03 AM
To: Nicole Burnard <nicole_burnard@sudbury.k12.ma.us>

Dear Nicole,

Thank you for contacting the Division of Open Government. Please note that we can provide general information about the requirements of the Open Meeting Law but cannot provide advisory opinions or legal advice.

The Open Meeting Law applies to “meetings” and “deliberation.” “Deliberation” generally means communication among a quorum of public body members, with some exceptions. If the listening session will just be an opportunity for members of the public to share their concerns and input, without any discussion between or among a quorum of public body members, then it is not a “meeting” for purposes of the Open Meeting Law. This would be true even if a quorum of public body members are present, although then they would need to be very careful about not engaging in discussion and only receiving input.

Whether two members of a five-member body are considered a “subcommittee” and therefore a public body subject to the Open Meeting Law depends on whether a subcommittee of those two members was created by the public body. It is true that there could be a two-member subcommittee, but two members are not necessarily a subcommittee. A public body forms a subcommittee when the body formally authorizes multiple members of the public body, or other individuals, to

advise or make recommendations to the public body. Whether a subcommittee was created hinges on the public body's actions and whether it intended to create a multiple-member body, or whether it intended to assign the task to one person, even if another member of the public body subsequently volunteers to assist. Attached are a few determinations that analyze whether a subcommittee was created.

Sincerely,

Natalie Reyes (she/her/hers)

Paralegal

Division of Open Government

Massachusetts Office of the Attorney General

From: Nicole Burnard <nicole_burnard@sudbury.k12.ma.us>
Sent: Tuesday, September 2, 2025 4:19 PM
To: OpenMeeting (AGO) <openmeeting@mass.gov>
Subject: Listening Sessions

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

[Quoted text hidden]

4 attachments

DETERMINATION - 9 13 2017 - OML 2017-145 - WINCHESTER SCHOOL COMMITTEE MASTER PLAN WORKING GROUP.pdf
1541K

DETERMINATION - 3 23 2022 - OML 2022-54 - NORTH ADAMS AIRPORT COMMISSION.pdf
132K

DETERMINATION - 5 10 2024 - OML 2024-93 - BROOKLINE PIERCE SCHOOL BUILDING COMMITTEE.pdf
271K

DETERMINATION - 4 25 2024 - OML 2024-86 - CARLISLE SELECT BOARD.pdf
261K

2025-2026 Sudbury School Committee Goals

Goal Area: Family and Community Engagement	**Goal:** To foster trust, transparency, and collaboration, the Sudbury School Committee will strengthen relationships with families, educators, and the broader community through inclusive engagement practices, open communication, and responsive action.			
Strategic Actions	**Who is Responsible**	**Outcomes & Deliverables (Evidence & Data)**	**Mid-Year Targets**	**EOY Deliverable (s)**
Review and update policies to support hybrid meetings and inclusive public participation	Policy Subcommittee School Committee	Review and possible adoption of BEDH (Public Comment) and BEA (Remote Participation)	Drafts presented and voted upon	Review and update policies communicated to the SPS Community
Strengthen and support the School Committee's Parent Advisory Council(s).	SEPAC Liaisons, School Committee Chair	School Committee liaisons will provide a report on SEPAC's goals and outcomes The School Committee Chair will allow SEPAC to present to the School Committee at least once this year	SEPAC presentation	SEPAC EOY Report
Conduct a minimum of two community listening sessions	Full School Committee (two rotating members) Communications Liaison	Summaries documented Attendance logs A minimum of two surveys will be conducted to assess the effectiveness of Listening Sessions.	At least one community listening session will be conducted and summarized Draft of surveys presented to the full committee for review and approval (October)	EOY report, which will include documented summaries from listening sessions, attendance logs, and survey results for discussion regarding if listening sessions were effective. Policies and School Committee Handbook will be updated, if needed, regarding listening sessions.

Sudbury School Committee invites you to our

Listening Session

November xx

In person 6pm – 7pm

Remote 7pm – 8pm

Join Member #1 and Member #2
Share your ideas about the schools
Provide feedback to the committee



In person session details

Remote session details

school-committee@sudbury.k12.ma.us

Sudbury
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Listening Session

November xx

In person 6pm – 7pm

In person session details

Remote 7pm – 8pm

Remote session details

Join Member #1 and Member #2

Share your ideas!

Provide feedback to us!

Questions?
school-committee@sudbury.k12.ma.us

Sudbury Public Schools
School Committee Meeting

Date: **September 22, 2025**

Agenda Item: **5b - Continuing Business and Policy Matters**

After-School Care RFP: Review and Approve Timeline / Next Steps (Contract Expiration 6/30/2027)

Recommendation:

Move to approve the recommended timeline as **presented/amended**.

Background Information:

Attachments:

SPS RFP Timeline_250918

After-School Care SC Timeline - Draft

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

Request for Proposal (RFP) Process Timeline



1. Phase 1: Develop & Approve RFP Details

- **Duration:** 4-8 weeks
- **Description:** This initial phase involves all the internal work required to build a solid RFP. You'll define the **project scope and requirements**, determine the **evaluation criteria**, and draft the final RFP document. This stage also includes a crucial **legal review** to ensure compliance.

2. Phase 2: Advertise in State & Local Media

- **Duration:** 3 weeks
- **Description:** This is the public-facing part of the process where the RFP is officially announced. The advertisement is a **legally required** step that ensures fair and open competition for all potential vendors.

3. Phase 3: Vendor Proposal Submission Period

- **Duration:** 2-8 weeks
- **Description:** Once the RFP is released, vendors are given this time frame to prepare and submit their full proposals. This is when vendors receive the official RFP documents and submit their **technical and financial proposals** by the submission deadline. Any amendments or clarifications are also issued during this time.

4. Phase 4: Proposal Evaluation

- **Duration:** 2 weeks
- **Description:** A dedicated evaluation committee reviews all submitted proposals. They score each one against the pre-defined criteria, **ranking the vendors** and selecting a final candidate for a potential contract award.

5. Phase 5: School Committee Approvals

- **Duration:** 2-3 weeks
- **Description:** The recommended vendor and proposal are presented to the relevant committee, which takes formal action to either **approve the contract award** or decline it. This is a critical step for formalizing the decision.

6. Phase 6: Vendor Contract Signing

- **Duration:** 1 week
- **Description:** The final phase involves notifying the selected vendor and finalizing the contract. At this time, all non-selected vendors are also informed of the decision. Legal and business teams **finalize the agreement** with the chosen vendor, and the contract is signed.

DRAFT - Sudbury School Committee After-School Care Timeline

Review RFP Process; Approve Timeline	School Committee Meeting: 9/22/2025
Develop & Approve RFP Details (4-8 Weeks)	School Committee Meetings: 10/20/2025, 11/3/2025, 11/24/2025, 12/1/2025
Advertise in State Publications & Local Media (3 weeks)	Central Office: January (1/7/2026-1/28/2026)
Vendor Proposal Submission Period (2-8 Weeks)	1/29/2026-3/26/2026
Proposal Evaluation (2 Weeks)	Evaluation Committee: 3/30/2026-4/10/2026
School Committee Approvals	School Committee Meeting: 4/13/2026
Vendor Contract Signing	End of April 2026

Key Dates:

6/15/2026	Last Day of School (no school closures)

Sudbury Public Schools
School Committee Meeting

Date: **September 22, 2025**

Agenda Item: **6a - New Business and Policy Matters**

Policy BGB, Step 1: Informational Item Only: Policy Subcommittee Recommendation for Policy FA, Facilities Development Goals: Discussion at Subsequent Meeting

Recommendation:

Background Information:

Under Policy BGB, the Sudbury School Committee follows a structured, three-step process to adopt or amend district policies:

1. **Information** – The proposed policy is distributed in the agenda packet for Committee members to review. ***(We are currently in this step)***

2. **Discussion** – The policy is read and discussed at a public meeting. This includes feedback from the Superintendent and/or relevant advisory committees, and may result in suggested edits or directions for redrafting.

3. **Action** – The Committee may vote to adopt or reject the policy.
    - If significant changes are made during this step, the Committee may choose to extend discussion.

Additional Notes:
- The Committee may suspend the above sequence in the case of emergencies.
- Once adopted, policies go into effect on a date set by the Committee to ensure time for implementation and communication.

Attachments:

1-BGB - POLICY ADOPTION

2-Current SPS Policy - FA Facility Development Goals

3-DRAFT -FA Facilities Development Goals with Redlines

4-DRAFT -FA Facilities Development Goals without RedLines

Informational: **XX**

BGB - POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:

1. Information item - distribution with agenda

2. Discussion item - reading of the proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting

3. Action item - discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.

The School Committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

FA - FACILITIES DEVELOPMENT GOALS

The School Committee believes that educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and of school facilities that help implement that program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number and educational requirements of students in the school system and to provide the kind of facilities that will best support the educational program. To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

LEGAL REFS: M.G.L. 70B
963 CMR 2.00

DRAFT - FA - Facilities Development Goals

The School Committee believes that school facilities are essential for the achievement of students' quality academic performance. ~~educational programs are influenced greatly by the environment in which it they function.~~ The development of ~~quality~~ exceptional educational programs and ~~of~~ its school facilities that support ~~help implement those~~ those programs must go hand in hand. Therefore, it is the Committee's goal to provide ~~the facilities~~ well maintained, safe and comfortable facilities ~~needed for the number and educational requirements of students in the school system to provide the kind of facilities~~ that will best support and accommodate the educational needs of all students.~~the educational program. To best use local resources, it is the Committee;s intent, whenever possible, to partner with the Massachusetts School Building Authority.~~

~~Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.~~

In planning facilities, the Committee recognizes that capital outlay funds are limited, and that priorities must be established to make the best use of the school building dollar. The Committee´s first objective is to support educational programming and the rights of its students to be independent learners and effective contributors to their school community. The cultural and educational needs of the overall community will be considered in planning facility expansions. In addition, the committee strives to provide pedestrian, bicycle, and school bus circulation access that minimizes traffic, congestion and idling near schools. It is the Committee's intent, whenever possible, to partner with the Massachusetts School Building Authority.

Building Design Professionals are expected to plan for simplicity of design; universal design; high educational use; sound economics; low long-range maintenance costs and efficiency in energy needs; low insurance rates; and flexibility.

LEGAL REFS: M.G.L. 70B
963 CMR 2.00

Cross Ref: AD, Mission Statement

Approved by the Sudbury School Committee on [DATE].

DRAFT - FA - Facilities Development Goals

The School Committee believes that school facilities are essential for the achievement of students' quality academic performance. The development of exceptional educational programs and its school facilities that support those programs must go hand in hand. Therefore, it is the Committee's goal to provide well maintained, safe and comfortable facilities that will best support and accommodate the educational needs of all students.

In planning facilities, the Committee recognizes that capital outlay funds are limited, and that priorities must be established to make the best use of the school building dollar. The Committee´s first objective is to support educational programming and the rights of its students to be independent learners and effective contributors to their school community. The cultural and educational needs of the overall community will be considered in planning facility expansions. In addition, the committee strives to provide pedestrian, bicycle, and school bus circulation access that minimizes traffic, congestion and idling near schools. It is the Committee's intent, whenever possible, to partner with the Massachusetts School Building Authority.

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LEGAL REFS: M.G.L. 70B
963 CMR 2.00

Cross Ref: AD, Mission Statement

Approved by the Sudbury School Committee on [DATE].

Sudbury Public Schools
School Committee Meeting

Date: **September 22, 2025**

Agenda Item: **6b - New Business and Policy Matters**

Policy JFABG, Enrollment of Non-Resident Employees: Committee Discussion and Direction on Scope, Including Eligibility parameters; Vote to Charge the Policy Subcommittee to Draft Policy Language Accordingly

Recommendation:

Background Information:

Attachments:

1-SPS_JFABG_Policy_Memo.docx

2-Current JFAG Policy

3-Policy Prior to May 2024_JFAG Enrollment of Non-Resident Employees

4-LPS_JFAB Admission of Nonresident Students

5-L-S Policy JFAA

6-Historical Data

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

Sudbury Public Schools
Memo
To: Sudbury School Committee
From: Policy Subcommittee, Chair
Date: September 18, 2025
Subject: Policy Review — JFABG, Enrollment of Children of Non-Resident Employees

Background

At the December 2025 Policy Subcommittee meeting, members began a review of JFABG – Enrollment of Children of Non-Resident Employees following public comment on the May 6, 2024 revision and requests from Committee members to revisit the policy's scope.

- SPS policy as of May 6, 2024: Eligibility limited to non-resident employees in DESE-licensed positions working ≥0.5 FTE and eligible for benefits.
- Prior SPS policy (pre-May 6, 2024): Required ≥0.5 FTE and eligibility for benefits, without requiring a DESE-licensed position.

As part of this work, we also reviewed Lincoln Public School's Policy JFAB and Lincoln-Sudbury Regional High School's Policy JFAA.

- **Lincoln Public Schools (Policy JFAB – Admission of Non-Resident Students)**: Extends enrollment on a space-available basis to dependent children of Lincoln Public Schools employees, Town of Lincoln employees, and Lincoln-Sudbury Regional High School employees (with prioritization and lottery provisions).

- **Lincoln-Sudbury Regional High School (Residency Policy)**: Allows enrollment for:
    - Dependents of L-S employees (≥20 hrs/week, benefits-eligible).
    - Dependents of employees of Lincoln Public Schools or Sudbury Public Schools provided those employees remain employed by their districts and the student's educational needs can be met.
      Note: Town employees are not included.

	SPS (Current, May 2024)	**SPS (Pre-May 2024)**	**Lincoln PS**	**Lincoln-Sudbury RHS**
Eligible employees	SPS & L-S employees in DESE-licensed positions, ≥0.5 FTE,	SPS & L-S employees ≥0.5 FTE, benefits-eligible	Employees of LPS, Town of Lincoln, and L-S	Employees of LSRH, LPS, and SPS

	benefits-eligible			
Town employees	X	X	Town of Lincoln	X
Work/benefit threshold	≥0.5 FTE + DESE license + benefits	≥0.5 FTE + benefits	≥25 hrs/week (FT or regular PT)	≥20 hrs/week + benefits

Guidance Requested from the Full Committee
To set the scope for continued policy development, the Subcommittee seeks direction on whether to:

1. Maintain the current (May 2024) SPS policy.
2. Revert to the pre-May 2024 policy language (remove DESE-licensed requirement, retain ≥0.5 FTE and benefits-eligible).
3. Expand eligibility to include Town of Sudbury employees (Lincoln model)

The Subcommittee will use the Committee's guidance to draft policy language options for further review.

JFABG - ENROLLMENT OF CHILDREN OF NON-RESIDENT EMPLOYEES

The Sudbury Public Schools provide a quality education to all of its students. It is a sign of confidence and support for our programs if employees wish to enroll their children in the Sudbury Schools. It is also an indication of appreciation of the staff for the Sudbury School Committee to approve the enrollment in our schools of the children of non-resident employees. This enrollment extends the benefits of our educational program to the children of those people whose efforts create the fine programs of the Sudbury Schools.

Procedure for Enrollment

A. Any non-resident employee of the Sudbury Public Schools or the Lincoln-Sudbury Regional High School who works a minimum of 0.5 FTE in a DESE licensed position and is eligible for benefits such as health insurance desiring to enroll a child(ren) within the Sudbury Schools or Lincoln/Sudbury Regional High School will write a letter requesting this admission to the Superintendent of the Sudbury Schools.
B. Requests for admission must be made to the Superintendent of the Sudbury Schools by March 1 of the school year preceding the September in which enrollment is desired. All non-resident admissions will commence in September of the academic year. The Superintendent may waive this date under extenuating circumstances.
C. Along with the request for admission, the employee will include copies of educational records and information, if available.
D. The Superintendent will communicate their decision regarding enrollment no later than June 30 following the receipt of the request for admission.
E. This enrollment will continue so long as the employee is employed by the Sudbury Schools or the Lincoln/Sudbury Regional High School. It will continue, even though the non-resident employee is on an approved leave of absence.
F. Once enrollment is approved, the child(ren) of a non-resident employee will be considered a Sudbury school pupil until the completion of the eighth grade year, with access to all Sudbury school programs as outlined in this document.
G. Once the enrollment is approved by the Superintendent, the employee will complete all formal registration procedures.
H. The non-resident employee will be responsible for the transportation of their child(ren) to and from school.
I. All school rules, regulations, and fee requirements will apply equally to the child(ren) of a non-resident staff member.
J. A student whose parent leaves the employ of the Sudbury Schools or the Lincoln/Sudbury Regional High School may continue to attend the Sudbury Schools for the balance of the year.

Criteria for Enrollment

A. The School Committee reserves the right to deny admissions to pupils based on space constraints of the district.
B. The Superintendent of the Sudbury Schools will determine the school in which the child(ren) will be enrolled. All efforts will be made to place the child(ren) in the same school building where their parent is employed, but space constraints and grade assignment may dictate a different assignment. Once a school assignment has been determined, it will change only due to progress through the grades or school re-organization.

Approved by Sudbury School Committee: May 6, 2024

Previous Policy (Before May 6, 2024)

JFABG - ENROLLMENT OF CHILDREN OF NON-RESIDENT EMPLOYEES

The Sudbury Public Schools provide a quality education to all of its students. It is a sign of confidence and support for our programs if employees wish to enroll their children in the Sudbury Schools. It is also an indication of appreciation of the staff for the Sudbury School Committee to approve the enrollment in our schools of the children of non-resident employees. This enrollment extends the benefits of our educational program to the children of those people whose efforts create the fine programs of the Sudbury Schools.

Procedure for Enrollment

1. Any non-resident employee of the Sudbury Public Schools or the Lincoln-Sudbury Regional High School who works a minimum of 0.5 FTE and is eligible for benefits such as health insurance desiring to enroll a child(ren) within the Sudbury Schools or Lincoln/Sudbury Regional High School will write a letter requesting this admission to the Superintendent of the Sudbury Schools.
2. Requests for admission must be made to the Superintendent of the Sudbury Schools by March 1 of the school year preceding the September in which enrollment is desired. All non-resident admissions will commence in September of the academic year. The Superintendent may waive this date under extenuating circumstances.
3. Along with the request for admission, the employee will include copies of educational records and information, if available.
4. The Superintendent will communicate their decision regarding enrollment no later than June 30 following the receipt of the request for admission.
5. This enrollment will continue so long as the employee is employed by the Sudbury Schools or the Lincoln/Sudbury Regional High School. It will continue, even though the non-resident employee is on an approved leave of absence.
6. Once enrollment is approved, the child(ren) of a non-resident employee will be considered a Sudbury school pupil until the completion of the eighth grade year, with access to all Sudbury school programs as outlined in this document.
7. Once the enrollment is approved by the Superintendent, the employee will complete all formal registration procedures.
8. The non-resident employee will be responsible for the transportation of their child(ren) to and from school.
9. All school rules, regulations, and fee requirements will apply equally to the child(ren) of a non-resident staff member.
10. A student whose parent leaves the employ of the Sudbury Schools or the Lincoln/Sudbury Regional High School may continue to attend the Sudbury Schools for the balance of the year.

Criteria for Enrollment

1. The School Committee reserves the right to deny admissions to pupils based on space constraints of the district.
2. The Superintendent of the Sudbury Schools will determine the school in which the child(ren) will be enrolled. All efforts will be made to place the child(ren) in the same school building where their parent is employed, but space constraints and grade assignment may dictate a different assignment. Once a school assignment has been determined, it will change only due to progress through the grades or school reorganization.

Previous Policy (Before May 6, 2024)

LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

ADMISSION OF NON-RESIDENT STUDENTS

Children of Employees

The Lincoln Public Schools provide a quality education to all of its students. It is a sign of confidence and support for our programs if non-resident employees of the Schools and the Town wish to enroll their children in our schools. The Lincoln School Committee wishes to show its appreciation of such employees by extending enrollment to their children on a space available basis. In addition, the Committee wishes to extend such privileges on a reciprocal basis to employees of the Lincoln-Sudbury Regional High School. This policy is also governed by MGL , c 76, § 12.

Therefore, dependent children of employees of: 1) the Lincoln Public Schools, 2) the Town of Lincoln, and 3) Lincoln-Sudbury Regional High School, may attend the Lincoln School or the tuition based Preschool on the Lincoln Campus upon approval of the Lincoln School Committee based on the following guidelines:

Eligibility Requirements

For the purposes of this policy, eligible "employees" are full-time or regularly scheduled part-time employees working 25 (twenty-five) or more hours per week.

A. A student whose parent leaves the employ of his/her qualified employer will no longer be eligible to be educated in the Lincoln School or Preschool. If the parent leaves the employ before March 15, the student must transfer out of district. If the parent leaves the employ after March 15, the students may continue to attend the Lincoln School or Preschool for the remainder of the school year.
B. Eligibility is dependent upon the ability of the Lincoln Public Schools to meet the educational needs of the child(ren) within the normal academic program and student support services.

Criteria for Enrollment

In consideration of both cost and space constraints, the School Committee reserves the right to limit the total number of employees' children to ensure the quality of education delivered to all the District's students.

Space availability will be determined by the actual enrollment in any grade or program at the time an employee requests to enroll their child in the Lincoln School or Preschool. The number of seats available will be established by the School Committee's Class-size Policy.

A. Eligible dependents that, by their enrollment, would cause a given grade to exceed its target class size will be denied admission unless recommended by the Superintendent and approved by vote of the School Committee.
B. First priority will be given to children of the members of the Lincoln Teachers Association. Remaining seats will be allocated to the children of employees of the

Lincoln Public Schools, employees of the Town of Lincoln, and employees of the Lincoln-Sudbury Regional High School. If such requests exceed the number of available seats the remaining seats will be allotted based on a lottery of all eligible families in a given grade level.

C. Once admitted, enrollment in the Lincoln School or Preschool will continue so long as the employee continues to meet all Eligibility Requirements and Criteria for Enrollment; however, if a student leaves the district, he/she will be subject to re-admission on the same basis as all other new applicants.

Enrollment Procedure

A. Non-resident employees desiring to enroll a child(ren) in the Lincoln School or Preschool will submit a written request to the Superintendent of Schools. Requests for admission should be made by April 1 of the school year preceding the September in which enrollment is desired. The Superintendent may waive this date under extenuating circumstances.
B. Based on the Criteria for Enrollment the Superintendent will recommend to the School Committee admission of eligible children.
C. The School Committee will communicate its decision regarding enrollment by June 30, except under extenuating circumstances.
D. The non-resident employee will be responsible for the transportation of his/her child(ren) to and from School.

Adopted by the Lincoln School Committee on June 17, 1998
Revised September 28, 1998
Revised March 30, 2003
Revised April 25, 2013

File: JFAA

RESIDENCY POLICY

The Lincoln-Sudbury Regional School Committee feels that students best flourish in a supportive school environment that is in concert with an equally supportive home environment. With the exception of rare and unique circumstances, a student's residence is the home where his or her parent(s) or legal guardian(s) reside. In circumstances where parents or guardians live separately and custody is shared, or another arrangement exists, one guideline that the Superintendent/Principal will use in any residence consideration is whether or not the district is the principal location of the student's domestic, social and civil life.

In order to attend Lincoln-Sudbury Regional High School, a student must be a resident dependent, with his/her parent(s) or legal guardian(s), of either the Town of Lincoln or the Town of Sudbury as defined in MA General Law Chapter 76, Section 5 or qualify in accordance with one of the following exceptions:

- A student participating in the METCO Program
- A student participating in a Student Exchange Program
- A student whose parent or legal guardian is an employee of Lincoln-Sudbury Regional School District (teacher, administrator, clerical, educational support or buildings & grounds) who works a minimum of 20 hours per week and who would also be eligible for such benefits as health insurance.
- A student whose parent or legal guardian is a faculty member of the Lincoln or Sudbury Public Schools, provided that said school districts have a policy which provides dependent children of Lincoln-Sudbury Regional School District employees equivalent access and said policy is implemented in the same manner as this policy is implemented.

Procedures for enrollment, including all requirements for documentation, will be available from the Director of Student Services and/or the Superintendent/Principal. In any circumstances involving legal guardianship, documentation confirming a decision in the courts to this effect must be available to the District upon request. In addition, the District retains the right to require the production of a variety of records and documents to verify residence.

Dependents of employees of Lincoln-Sudbury Regional School District, Lincoln Public School or Sudbury Public Schools are permitted to attend Lincoln-Sudbury as long as they remain employed by said school district and provided the student's educational needs can be met within the school and its academic and support services.

Non-Resident Students

A. Non-resident employees desiring to enroll a dependent child(ren) shall apply to the Superintendent/Principal in writing. Procedures for enrollment will be available from the Superintendent/Principal

B. Once enrollment is approved, the child(ren) of a nonresident employee will be permitted to remain a student of LSRHS until completion of his/her senior year, except that a student whose parent leaves the employ of LSRHS or the Lincoln or Sudbury Public Schools may continue to attend LSRHS only for the balance of the current semester.
C. The non-resident employee will be responsible for the transport of his/her child(ren) to and from school.

Resident Senior Students Who Move After the Official Opening of School

The Lincoln-Sudbury Regional School Committee recognizes that stability is important in a student's educational career, especially for the final year of high school. Therefore, the LSRSC will allow any resident senior whose parent or legal guardian moves from Lincoln or Sudbury after the start of the school year one of the following opportunities:

A. Should the parent or legal guardian leave the District after the opening of the fall semester of the student's senior year, the District will allow for the student to remain in attendance through the conclusion of midterm (first semester) exams. Thereafter, as and if necessary, the student will be expected to be educated in the community in which the parent(s) or legal guardian(s) reside. In addition, should the parent or legal guardian desire for the senior student to remain in the District through the conclusion of second semester, the parent or guardian shall pay the District one semester's tuition in full prior to the start of second semester.
B. Should the parent or legal guardian leave the District after the conclusion of midterm (first semester) exams of the student's senior year, the District will allow for the student to remain in attendance through the conclusion of second semester in order to complete his or her senior year.

Transportation of senior students in these circumstances will be the responsibility of the parent(s) or legal guardian(s) once the parent(s) or legal guardian(s) have left the District.

In good faith, reasonable effort will be made by the Administration to work with students to complete studies in line with LSRHS graduation requirements and receive an LS diploma should the fall semester be the concluding semester of studies within the District for the student.

Temporary Residence

In accordance with Massachusetts law, if a child resides temporarily in Lincoln or Sudbury for the specific purpose of attending school, but the legal residence of the child's parent(s) or guardian(s) is not in Lincoln or Sudbury, the School District may recover the tuition from the parent(s) or legal guardian(s).

Prospective Residents of Lincoln or Sudbury Awaiting Occupancy

For evidence of residency, a fully signed and executed Purchase and Sale (P&S) Agreement can be used, provided the occupancy date occurs before a student can be enrolled in the district. Evidence of occupancy must be provided for enrollment.

This policy makes every effort to provide guidance and support for the Superintendent/Principal and District Administration in most circumstances. There may remain unique circumstances that may require specific deliberation, discretion and a decision by the Superintendent/Principal and/or the School Committee that may result in policy exceptions, should circumstances so warrant. The Superintendent/Principal will be responsible for keeping the School Committee Chair duly informed of special circumstances, issues and concerns that may arise in the enforcement of this policy.

The School Committee reserves the right to limit the space available to ensure the maintenance of appropriate class sizes and to avoid overcrowding.

Nothing in this policy shall supersede any provision of any collective bargaining agreement. The Lincoln-Sudbury Regional School Committee will review this policy annually.

SOURCE: Lincoln-Sudbury
Adopted 12/10/2002
Amended and approved 10/25/2011
Amended and approved 01/22/2019
Amended and approved for LSSC Policy Manual: 12/21/21

	2024-2025	2023-2024	2022-2023	2021-2022	2020-2021
Total Non-Sudbury Staff Students	30	30	32	31	36
Lincoln-Sudbury	5	6	7	6	7
Sudbury Public Schools	25	24	25	25	29
Teacher, Nurse, OTPT	25	26	27	24	28
Support Staff	3	3	3	3	3
Central Office & Administrators	2	1	2	4	5
SPS Teacher, Nurse, OTPTs	293				
SPS Support Staff	139				
SPS Central Office & Administrators	30				

Sudbury Public Schools
School Committee Meeting

Date: **September 22, 2025**

Agenda Item: **6c - New Business and Policy Matters**

Policy IMDA, Accommodations for Religious and Cultural Observations: Committee Discussion on Scope and Timeline for Review; Vote to Charge the SPS School Committee Members of the Tri-District Calendar Review Subcommittee to Draft Policy Language Accordingly

Recommendation:

Move for the SPS Members of the Tri-District Calendar Review Subcommittee to amend Policy IMDA, Accommodations for Religious and Cultural Observances to include enhancements in areas that include **language that references MGL, excused absences, make-up work, teacher/staff expectations, major observances, extracurriculars, one-time events, and standardized tests** as discussed.

Background Information:

Attachments:

1-SPS_IMDA_Memo.docx

2-SPS_IMDA_Policy_Comparison

3-Policy IMDA - Full Committee .docx

4-Policy IMDA Adoption Timeline - Draft

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

Overview

The Sudbury Public Schools currently has an Accommodations for Religious and Cultural Observances Policy (IMDA) adopted in December 2022. A draft revision has been proposed for discussion to bring the policy into closer alignment with Massachusetts law and evolving practices in neighboring districts (e.g., Concord, Reading, Wellesley, Hamilton-Wenham, Brookline). This memo summarizes key differences between the current SPS policy and the draft version, highlighting what is being strengthened, clarified, or newly introduced.

The packet also includes a comparison chart between SPS current policy and other district policies for review.

Key Differences

1. Legal Alignment and Student Rights

- Current Policy: References respect for diversity and ensures excused absences upon parent/guardian notification; no explicit mention of state law.
- Draft Policy: Explicitly aligns with Massachusetts General Law (M.G.L. c. 151C, §2B). Clarifies that students cannot be penalized, charged fees, or required to disclose religious affiliation to receive an excusal.
- Implication: Strengthens protections by grounding policy in law and eliminating possible stigma or barriers to access.

2. Notification of Absences

- Current Policy: Encourages families to notify schools at the start of the year.
- Draft Policy: Maintains encouragement for advance notice but specifies that advance notice is not required for an absence to be excused.
- Implication: Greater flexibility for families who may not know observance dates far in advance.

3. Make-Up Work and Timelines

- Current Policy: Requires that students be given at least the number of days missed plus one additional day.
- Draft Policy: Keeps the same minimum timeline but emphasizes reasonable opportunity without penalties or fees and requires teachers to provide instructional materials to ensure preparedness.
- Implication: Expands clarity on teacher responsibility and student protections.

4. Annual Calendar of Observances

- Current Policy: Provides a list of observances annually to educators.
- Draft Policy: Expands this to a published District Observances Calendar distributed to both staff and families. Identifies “major observances” based on historic attendance data, to guide planning.
- Implication: Moves from passive awareness to proactive planning tool for scheduling and equity.

5. Planning and Instruction – Major Observances

- Current Policy: Encourages teachers to be mindful when planning assignments/assessments. No specific prohibitions.
- Draft Policy: Introduces clear restrictions for major observances: no assignments due the day of or the day after, no assessments on the day of, and avoidance of major one-time events (performances, field trips, etc.). Equitable alternatives must be provided if unavoidable.
- Implication: Establishes enforceable guardrails similar to Reading and Hamilton-Wenham's stricter models.

6. Extracurricular Activities

- Current Policy: States students will not be penalized for absence from extracurriculars.
- Draft Policy: Reaffirms this protection and adds expectation for reasonable make-up opportunities when practicable.
- Implication: Stronger assurance of full participation and equity in school life beyond academics.

7. Limitations Clause

- Current Policy: No mention of state-mandated tests.
- Draft Policy: Explicitly states the policy cannot change standardized test schedules (e.g., MCAS, AP), while urging state bodies to avoid conflicts.
- Implication: Provides transparency and advocacy stance.

Summary of Proposed Shifts

• From general awareness → to legal protections.

• From encouraged teacher discretion → to specific scheduling prohibitions and planning requirements.

• From annual educator-only notifications → to public District Observances Calendar with major observance designations.

• From general make-up provisions → to explicit protections, timelines, and teacher support responsibilities.

Next Steps for Committee

• Review policies from other districts and draft policy
• Give specific direction to the Tri-District Calendar Review Subcommittee so they can work towards a draft to present to the Committee.

Policy Area	SPS Current (2022)	SPS Draft (Proposed)	Concord (2024)	Reading (2017)	Wellesley (2023)	Hamilton-Wenham	Brookline
Legal References	No explicit mention of M.G.L.	Explicit reference to M.G.L. c.151C §2B; no fees/penalties; no disclosure of religion required	None cited	Explicitly cites M.G.L. c.151C §2B	Cites state/federal law broadly	No statute cited	No explicit citation
Excused Absences	Yes, with parent/guardian notification	Yes, excused regardless of advance notice	Yes, with parent/guardian notification	Yes, with legal protection	Yes, with caregiver notification	Yes, includes list of major observances	Yes, excused if due to religious observance
Advance Notice	Encouraged at start of year	Encouraged, but not required	Encouraged	Encouraged, but absence protected regardless	Encouraged	Families encouraged to notify Superintendent of omissions	Student must inform teacher
Make-Up Work Timeline	Missed days + 1	Missed days + 1; explicit teacher support for instructional materials	Minimum 1 week	Reasonable / no 'unreasonable burden'	Ample and flexible accommodations	Reasonable timeframe	Alternative time for completion, no loss of credit
Teacher/Staff Expectations	Be mindful when planning	Explicit: no tests, quizzes, or assignments on major observances; no assignments due next day; avoid one-time events	General awareness	Strict: no tests, quizzes, assignments, or one-time events	No penalties; flexible accommodations	Avoid tests, major due dates, and one-time events	No homework before low-attendance holidays
Major Observances / Calendar	Annual list to educators only	District publishes Observances Calendar for staff & families; identifies 'major observances' based on attendance patterns	Annual list to educators	Fixed list (Rosh Hashanah, Yom Kippur, Passover 1st day, Good Friday)	Annual list; DEI framing	Published list; avoid first day of school on holiday	Not formalized; references in attendance rules
Extracurriculars	No penalty for missing	No penalty; reasonable make-up opportunities where practicable	Same as SPS Current	No penalty; explicit participation protections	Same as SPS Current	No penalty; optional practices allowed	Students not penalized
One-Time Events (Performances, Trips, etc.)	Not addressed	Avoid scheduling major events on major observances; alternatives if unavoidable	Not addressed	Prohibited on major holidays	Not explicitly addressed	Avoid scheduling whenever possible	No assignments or major homework before holidays

Standardized Tests	Not addressed	Cannot reschedule state tests; District advocates for change	Not addressed	Not addressed	Same as Draft SPS: cannot control, advocates for equity	Not addressed	Not addressed

Sudbury Public Schools
School Committee Meeting

Date:
Agenda Item:

Policy IMDA Accommodations for Religious and Cultural Observations

Recommendation:

Background Information:

On December 8, 2022, the Sudbury School Committee approved Policy IMDA – Accommodations for Religious and Cultural Observances.

The Calendar Review Subcommittee's charge includes: "Recommend any potential Policy changes and whether to continue recognizing the current holidays and/or to add other holidays as "No School" days."

This agenda item presents two discussion drafts of Policy IMDA:

- Redline Draft for Discussion
- Clean Draft for Discussion

These are initial drafts submitted for feedback and further discussion.

Attachments/ Supplemental Support

Sudbury Public Schools Policy IMDA - Accommodations for Religious and Cultural Observances CURRENT POLICY

Sudbury Public Schools Policy IMDA - Accommodations for Religious and Cultural Observances CLEAN DRAFT FOR DISCUSSION

Concord Public Schools Policy IMDA - Accommodations for Religious and Cultural Observances

Reading Public Schools Policy IMDA - Accommodations for Religious and Cultural Observances

Reading Public Schools Implementation Regulations IMDA-R Accommodations for Religious and Cultural Observances

Wellesley Public Schools Policy IMDA - Accommodations for Religious and Cultural Observances

Hamilton-Wenham Regional School District - IMDC Accommodation for Religious and Ethnic Observances

Brookline School Committee: Policy Manual of the Public Schools Of Brookline

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

CURRENT POLICY

IMDA - ACCOMMODATIONS FOR RELIGIOUS AND CULTURAL OBSERVANCES

The Sudbury Public School District is a religiously and culturally diverse community. In recognition of this diversity and in keeping with the districts' core values it is the intent of the school district to be aware of and to respect the religious and cultural observances of its students, families and staff.

Toward that end, any student who is absent due to a religious or cultural observance will, upon notification by the parent or guardian, have their absence excused. Families will be encouraged and invited to notify the school site of such plans at the start of the school year.

The District expects that classroom teachers will plan curriculum, major assignments, and assessments based on their awareness of their students' attendance plans recognizing the impact of significant absences on the educational process.

Any student who is absent because of religious or cultural observances shall be provided the time and the opportunity to make up missed work, activities, and / or assessments. It is expected that students will meet with their teacher(s) in advance of a planned absence or at least upon the first day of their return to agree mutually upon a due date for missed work. In no case shall the timeframe to make up missed work be less than the number of days missed plus one day. Teachers will be responsible for providing students with missed materials relative to future assessment.

Similarly, families will be encouraged and invited to notify coaches, advisors, club leaders, etc. of student absences for religious or cultural observances. Students will not be penalized (e.g. held out of post absence participation) in their extra-curricular activities (e.g. sports, theater, clubs, etc.) for such absences.

Open and timely communication between students, families and educators shall ensure that the opportunity to make up work does not place an unreasonable burden upon any of the parties.

Annually, the District will provide notification of this policy and a list of religious and cultural observances and their dates for the current academic year to all educators.

Approved on December 8, 2022

DRAFT FOR DISCUSSION

IMDA – ACCOMMODATIONS FOR RELIGIOUS AND CULTURAL OBSERVANCES

The Sudbury Public School District values and respects the religious and cultural diversity of our community. In alignment with our core values and in accordance with Massachusetts law, it is the District's policy to ensure that students, families, and staff are supported in observing their religious and cultural practices.

Student Rights and Legal Protections

- Students who miss classwork or assessments because of religious or cultural observances must be excused from school and provided a reasonable opportunity to make up missed requirements.
- Such make-up opportunities will be offered without fees, penalties, or adverse effects on academic standing.
- Students are not required to disclose religious affiliation to receive an excused absence.

Notification of Absences

- Any student absent due to a religious or cultural observance will, upon notification from a parent or guardian, have their absence excused.
- Families are encouraged to share anticipated observance dates at the start of the school year, and as dates approach, but advance notice is not a condition for excusal.
- Families are also encouraged to notify coaches, advisors, and activity leaders of planned absences. Participation in extracurricular activities will not be penalized due to observance-related absences, and reasonable make-up opportunities will be provided where practicable.

Annual Calendar of Observances

- Each year, prior to the beginning of the school year, the Superintendent will publish and distribute to all staff and families a District Observances Calendar.
- This calendar will include a range of cultural and religious observances recognized in the community as excused absences. It is intended as a planning resource and is not an exhaustive list of all possible observances.
- The calendar will also identify observances that have historically resulted in significant student absences in Sudbury Public Schools. These days are designated as major observances to assist in planning; this designation does not imply greater importance, but rather reflects attendance patterns within the District.

Expectations for Planning and Instruction

Educators and administrators are expected to plan curriculum, assignments, assessments, and events with awareness of student absences and in recognition of the District's cultural and religious diversity.

For Major Religious or Cultural Observances (as designated on the District Observances Calendar):

- **Assignments:** No assignments may be due for any student on the day of the observance or the following school day.
- **Assessments:** No tests, quizzes, or other assessments may be scheduled on the day of the observance.
- **One-Time Events:** The District will avoid scheduling significant school or community events (e.g., performances, field trips, athletic events, grade-wide programs, graduation, and the first day of school) on days identified as major observances. If unavoidable, equitable alternatives (e.g., make-up opportunities, alternate dates) will be provided.

For All Religious or Cultural Observances (as designated on the District Observances Calendar):

- **Make-Up Opportunities:** Students absent for observances shall have the opportunity to make up missed work, activities, and/or assessments.

- **Coordination with Teachers:** Students are expected to meet with teachers either in advance or upon their return to arrange due dates for missed work.
- **Minimum Timeline:** Students must be given at least the number of days absent plus one additional day to complete make-up work.
- **Teacher Support:** Teachers will provide necessary instructional materials to ensure students are adequately prepared for future assessments.

Communication and Collaboration
Open and timely communication among students, families, and educators is essential to ensure observance accommodations are respectful, reasonable, and manageable for all parties.

Limitations
This policy applies only to district-regulated events and activities. The District cannot reschedule state-mandated or standardized tests (e.g., MCAS). However, the District strongly advocates for state testing authorities to avoid scheduling assessments that conflict with major religious or cultural observances to ensure equitable access for all students.

Approved on: _____

Concord Public Schools Policy IMDA - Accommodations for Religious and Cultural Observances

IMDA - ACCOMMODATIONS FOR RELIGIOUS AND CULTURAL OBSERVANCES

The Concord and Concord-Carlisle School Districts are religiously and culturally diverse communities. In recognition of this diversity and in keeping with the districts' core values, it is the intent of the school districts to be aware of and to respect the religious and cultural observances of its students, families and staff.

Toward that end, any student who is absent due to a religious or cultural observance will, upon notification by the parent or guardian, have his or her absence excused. Families will be encouraged and invited to notify the school site of such plans at the start of the school year.

The Districts expect that classroom teachers will plan curriculum, major assignments, and assessments based on their awareness of their students' attendance plans recognizing the impact of significant absences on the educational process.

Any student who is absent because of religious or cultural observances shall be provided the time and the opportunity to make up missed work, activities, and/or assessments. It is expected that students will meet with their teacher(s) in advance of a planned absence or at least upon the first day of their return to agree mutually upon a due date for missed work. In no case shall the timeframe to make up missed work be less than a week. Teachers will be responsible for providing students with missed materials relative to future assessment.

Similarly, families will be encouraged and invited to notify coaches, advisors, club leaders, etc. of student absences for religious or cultural observances. Students will not be penalized (e.g. held out of post absence participation) in their extra-curricular activities (e.g. sports, theater, clubs, etc.) for such absences.

Open and timely communication between students, families, and educators shall ensure that the opportunity to make up work does not place an unreasonable burden upon any of the parties.

Annually, the Districts will provide notification of this policy and a list of religious and cultural observances and their dates for the current academic year to all educators.

Concord Public Schools and Concord-Carlisle Regional School District
Approved November 19, 2024

Reading Public Schools Policy IMDA - Accommodations for Religious and Cultural Observances

Policy: IMDA ACCOMODATIONS FOR RELIGIOUS OBSERVANCES

The Reading Public Schools educates children from many different religious and ethnic backgrounds. It shall be the Policy of the Reading Public Schools, out of respect for family values and our different religious and ethnic traditions, and in accordance with state and federal law, to provide accommodations for those students who are absent from school for religious observances.

I. District Policy

In accordance with M.G.L. c. 151C, § 2B, students who are unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day, shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he or she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon the school. No fees of any kind shall be charged by the Reading Public Schools, PTO or Booster group for making available to the student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of M.G.L. c 151C, § 2B.

A. Major Non-National Religious Holidays-For the purpose of this policy, major nonnational religious holidays are identified as the following:

- Two days of Rosh Hashanah (holiday begins at sundown the night before);
- Yom Kippur (holiday begins at sundown the night before);
- The first day of Passover, which begins at sundown the night before with the first Seder supper and ends after the second Seder supper on the evening of the first day; and
- Good Friday

1. No assignments will be due for any student the day of or the day after a Major Non-National Religious Holidays.
2. No tests or quizzes will be scheduled on the day of a Major Non-National Religious Holiday.
3. No one-time events such as field trips, music performances, theatre plays and productions, auditions, and back to school functions will be scheduled on the day of a Major Non-National Religious Holiday.
4. The Superintendent will develop a set of implementation regulations (See IMDAR), which will be communicated each year to staff and the school community prior to major non-national religious holidays.

B. Calendar

1. Prior to the School Committee approving the annual calendar, the Superintendent of Schools will identify and recommend other (if any) major non-national religious holidays on an on-going basis and communicate them on the school calendar at the beginning of the school year.
2. School calendars distributed to teachers, staff, and families shall include those major religious and ethnic holidays whose observance would require absence from school or other accommodations;
3. The first day of the school year shall not be scheduled on a major non-national religious holiday.

II. Individual Accommodations for Students Who Observe Other Religious Holidays

A. For other religious holidays not mentioned above, teachers should work in a proactive and sensitive manner with students who are observing those religious holidays to provide individual accommodations, and to reassure students by affirming school policy whenever appropriate. III. Absences on Religious Holidays A. Parents and students (if age appropriate) are encouraged to notify the school in advance when their child will be not be attending school because of religious or ethnic observance.

B. Discrimination against any student, because of such individual's religious/ethnic belief or practice, or any absence based on said belief or practice is prohibited.

1. Any pupil absent from school because of a religious or ethnic holiday may not be deprived of any award or eligibility or opportunity to compete for any award because of such absence;
2. Students whose conscientious observance of a religious or ethnic holiday conflicts with participating in a school-scheduled event such as tryouts, athletic contests, theatricals, or concerts, will not be required to participate nor penalized for their non-participation;
3. Any absence because of religious or ethnic holiday must be recorded as an excused absence for religious observance in the school register or in any group or class attendance record.

Approved by Reading School Committee on January 13, 2014.

Revised and Approved by Reading School Committee on September 11, 2017.

References: Massachusetts General Law, Chapter 151C, Section 2B

Reading Public Schools Implementation Regulations IMDA-R Accommodations for Religious and Cultural Observances

IMDA-R ACCOMODATIONS FOR RELIGIOUS OBSERVANCES

Implementation Regulations There are many cultures and religions that celebrate holidays during the school year. The major non-national religious holidays, as defined in School Committee Policy, IMDA, are as follows:

- Two days of Rosh Hashanah (holiday begins at sundown the night before);
- Yom Kippur (holiday begins at sundown the night before);
- The first day of Passover, which begins at sundown the night before with the first; Seder supper and ends after the second Seder supper on the evening of the first day; and
- Good Friday.

It is important to note that even though a holiday may end at sundown, students and families may still be gathering as part of the observance and will not be available to attend events and complete assignments for the rest of that day and evening.

State and federal laws require schools to make reasonable accommodation to the religious needs of students in observance of holy days. With respect to students, Massachusetts General Laws Chapter 151C, section 2B reads in relevant part as follows:

"Any student in an educational or vocational training institution...who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day….No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section."

As with any policy, implementation is important and each stakeholder plays a critical role in the implementation. Below are the guidelines for administrators, teachers, parents and students in implementing Policy IMDA.

I. I. Administrators

a) Send out the School Committee approved district calendar listing all religious holidays;
b) The first day of the school year shall not be scheduled on a major non-national religious holiday;
c) Communicate to remind parents to contact their child's teacher or school and let them know that their child will be absent for religious observances. The main office shall let the child's teacher or teachers know the students that will be out on the religious holidays;
d) Parent, student or school community events should not be scheduled on major non-national religious holidays;
e) Any pupil absent from school because of a religious holiday may not be deprived of any award or eligibility or opportunity to compete for any award because of such absence;
f) Any absence because of religious holiday must be recorded as an excused absence for religious observance in the school register or in any group or class attendance record; and

II. Teachers, Coaches, Advisors

1. Teachers, coaches, and advisors shall refrain from the following teaching and learning activities and extracurricular opportunities on major non-national religious holidays:
    a) Teaching difficult to make-up material;
    b) Having a single day of exam preparation;
    c) Scheduling tests or quizzes;
    d) Assigning homework;

e) Scheduling one-time events such as field trips, music performances, theatre plays and productions, auditions, and back to school functions; and
f) Scheduling home athletic/extra-curricular events, and, if possible, offsite/away athletic/extra-curricular events.

2. Teachers are encouraged to facilitate and provide regular instruction on major nonnational religious holidays which include hands-on learning, classroom discussions, and mini-lessons of direct instruction as aligned with the Massachusetts Curriculum Frameworks. Planning for these days should include the type of accommodations that can be made for any student who will be absent and how they will be able to access the classroom information.
3. No assignments will be due the day of or the school day after a major non-national religious holiday. [For example, a long term assignment cannot be due the day of Yom Kippur or the next school day after Yom Kippur.]
4. Any materials needed for make-up such as movies or media, should be easily and flexibly accessible within a reasonably determined time frame.
5. Coaches and advisors may hold practices, meetings or rehearsals on school days during major non-national religious holidays. However, students whose conscientious observance of a religious or ethnic holiday conflicts with participating in a practice or rehearsal will not be required to participate nor penalized for their non-participation. [For example, if a student-athlete is absent from school to observe the Good Friday religious holiday and misses track practice, they will not be penalized by not being able to participate in the next meet.]
6. Students may miss school and extra-curricular activities in order to participate in celebrations of their families' major religious and ethnic holidays and will not be penalized in any way. For example, if a student misses school to observe Rosh Hashanah and their teacher gives a participation grade, they will not receive a participation grade of zero for class on those days.
7. Parent, student or school community events should not be scheduled on major nonnational religious holidays.
8. Individual accommodations will be provided to students which allow them to participate in their family religious or ethnic observances without detriment to their education or grades. Some examples of these accommodations could include, but are not limited to the following:

a) Extensions of due dates on assigned work (at a minimum the extension should be the number of days absent plus one additional day);
b) Opportunities to make up material missed in class;
c) Rescheduling of a test or quiz for students who missed the preparation day;
d) Videotaping the lesson and allowing the student to access the video;
e) Having a classroom peer take notes from the lesson and share it with the student
f) Altering the time of a student's presentation;
g) Allowing extra-credit assignments to substitute for missed class work;
h) Arranging for an increased flexibility in assignment dates. The guidepost for any extensions in assignment due dates should be reasonableness. For example, if the student had a relatively long period of time in which to complete the assignment, an extension may not be necessary. On the other hand, if the assignment was assigned with relatively short notice, and completion of the assignment would require the student to work over the religious holiday, an extension should be allowed;
i) Letting a student attend a different discussion section for the same class that week;
j) Assigning the student appropriate make-up work that is intrinsically no more difficult than the original assignment; and
k) Other reasonable accommodations as may be appropriate.

III. Parents and Students

1. Parents and students (if age appropriate) are encouraged to notify the school in advance when their child will be not be attending school because of religious or ethnic observance.
2. Parents should follow the normal procedures when their child is going to be absent to observe the religious holiday and call the parent verification system at the school on the day of the absence or notify the school in advance by email, written note, or phone. If a child is to receive an excused absence for religious observance, the parent must indicate that information in the correspondence with the school.
3. Parent, student or school community events, including PTO and School Council meetings, should not be scheduled on major non-national religious holidays.

Wellesley Public Schools Policy IMDA - Accommodations for Religious and Cultural Observances

Wellsely Policy IMDA - Accommodations for Religious and Cultural Observances

The Wellesley Public Schools District is a religiously and culturally diverse community. In keeping with the district's Diversity, Equity & Inclusion (DEI) mission statement, our moral responsibility is to welcome, celebrate and affirm the full spectrum and intersections of human differences in and beyond our community. Therefore, the school district intends to be aware of and respect the religious and cultural observances of its students, families and staff.

Toward that end, any student absent due to a religious or cultural observance will have their absence excused upon notification by the caregiver. Families will be encouraged and invited to notify the school of such plans at the start of the school year.

The District expects that classroom teachers will:

- Impose no penalty or detriment on students who participate in observances of their family's major religious and ethnic holidays and treat any absence related to such observance without penalty;
- Provide ample and flexible accommodations to allow students to make up subject material, assignments, and assessments within a reasonable time (assuming students will not do schoolwork or study during their absence);

Similarly, families will be encouraged to notify coaches, advisors, club leaders, etc., of student absences for religious or cultural observances. Students will not be penalized (e.g., held out of post-absence participation) in their extra-curricular activities (e.g., sports, theater, clubs, etc.) for such absences. Open and timely communication between students, families, and educators shall ensure that the opportunity to make up work does not burden any parties. Annually, the District will notify all educators of this policy and provide a list of religious and cultural observances and their dates for the current academic year.

The guidelines outlined in this policy only apply to events and activities regulated by the district, such as school-sponsored events and activities. It is outside the district's authority to reschedule or adjust the dates for events such as AP exams, MCAS, and other standardized tests. However, we strongly advocate for these entities to avoid scheduling these tests on days that conflict with major religious observances or cultural holidays to ensure access for all students.

Voted: May 23, 2023

Hamilton-Wenham Regional School District - IMDC Accommodation for Religious and Ethnic Observances

IMDC Accommodation for Religious and Ethnic Observances

Accommodation for Religious and Ethnic Observances

The Hamilton-Wenham Regional School District serves children from many different religious and ethnic backgrounds. Out of respect for our students´ different religious and ethnic traditions, and to ensure fair and sensitive treatment of all students, the District shall:

- At the time of publication of the approved school calendar for a given school year, provide a list of those major religious and ethnic holidays during that school year whose observance may require absence from school or other accommodations, and encourage students and families to notify the Superintendent of any omissions from the list. The Superintendent will notify building principals and staff of these dates prior to Sept 1 each school year;
- Not schedule the first day of the school year on a holiday included in the above list;
- Impose no penalty or detriment on students who participate in observances of their and/or their family´s major religious and ethnic holidays and treat any absence related to such observance as without penalty;
- Provide ample and flexible accommodations to allow students to make up subject material, assignments, and assessments within a reasonable time (assuming students will not do schoolwork or study during their absence);
- Avoid whenever possible scheduling test preparation, tests, and introduction of and/or due dates for long-term assignments, when these are within the purview of the District, in consideration of major religious and ethnic holidays;
- Avoid scheduling one-time events (e.g., field trips, athletic events, music or theatre performances, auditions, group photographs, back-to-school functions, and graduation) when possible on major religious and ethnic holidays, keeping in mind that some major religious holidays begin at sundown on the preceding evening (e.g., Jewish and Muslim Holidays);
- Not require students observing major religious or ethnic holidays to participate or face penalties for their non-participation in school-scheduled events, such as in try-outs, athletic contests, or music performances;
- Not prevent coaches and advisors from holding optional athletic practices on major religious and ethnic holidays;
- Not deprive any student absent from school because of a religious or ethnic holiday of any award or of eligibility or opportunity to compete for any award because of such absence;
- Encourage students and families to make their observances known far enough in advance to individual teachers so that they can jointly plan appropriate accommodations prior to the absence or holiday observance.

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Assignments over Vacations, Low Attendance Holidays, and Holy Days of Religious Observance

If a homework assignment requiring a substantial amount of reading or writing is made over a vacation period, adequate time must be provided to the student, either before or after the vacation to complete the assignment. Exceptions to this policy may be made at the discretion of a teacher, as long as the assignment is not extensive, or is an unanticipated result of classroom work immediately prior to a vacation period. Students at Brookline High School who feel that the spirit of this rule has been violated are urged to take their grievances to the Fairness Committee.

No homework shall be assigned on the last day of school before a low attendance holiday that is not immediately proceeded or followed by a weekend.

Any student who is unable to complete a homework assignment due to religious observances shall inform the teacher, who will arrange with the student an alternative time for completion of the work, without loss of credit.

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III. EXCUSED AND UNEXCUSED ABSENCES:

A. Excused Absences: A student shall be deemed to have an excused absence from school or from class only under the following circumstances:

1. The student is experiencing personal illness;
2. The student has suffered personal trauma, such as the death of a family member;
3. The student is observing a religious holiday;
4. The student must attend a medical appointment that cannot be made outside of school hours. The student must provide proper documentation for such appointment. The School Committee discourages the making of appointments during the school day;
5. The student must participate in a legal proceeding requiring his/her personal appearance;
6. The student has been suspended from school;
7. The student is attending an approved school related trip, assembly, or meeting;
8. The student is attending a scheduled interview for formal opportunities outside of school which may include, but not be limited to employment, postsecondary education opportunity, or internship. The student must provide proper documentation for such interview;
9. Other, as deemed appropriate by the Principal or Head of School or their designees. All such absences must be confirmed by an eligible parent/guardian.

DRAFT - Policy IMDA Adoption Timeline

Tri-District Calendar Review Subcommittee Votes to Recommend to Full Committee	Before 10/6/2025	Before 10/20/2025	Before 11/3/2025	Before 11/24/2025	Before 12/1/2025
Policy BGB, Step 1: Informational	10/6/2025	10/20/2025	11/3/2025	11/24/2025	12/1/2025
Step 2: Discussion Item (First Reading)	10/20/2025	11/3/2025	11/24/2025	12/1/2025	12/15/2025
Step 3: Action Item (Second Reading)	11/3/2025	11/24/2025	12/1/2025	12/15/2025	1/20/2026

Key Dates:

11/3/2025	School Committee has to reach a consensus on district preferences as it relates to no school days and half-days observed for religious and cultural observances.
11/13/2025	Tri-District School Committee Meeting *Note: As draft agenda reads right now each district could potentially vote on their calendars*
10/21/2024, 11/6/2023, 11/21/2022	Dates when SPS School Committee has voted on its school calendar.

Sudbury Public Schools
School Committee Meeting

Date: **September 22, 2025**

Agenda Item: **6d - New Business and Policy Matters**

Review the Tri-District Calendar Subcommittee Staff & Community Survey, Listening Session Materials, and Discuss Calendar Timeline

Recommendation:

Move to approve the Staff & Community Survey and Listening Session Materials as presented.
Move to approve the Sudbury School Committee Calendar Review Timeline as presented / amended.

Background Information:

On September 17, 2025, the Tri-District Calendar Review Subcommittee voted to recommend these materials for School Committee approval. The School Committee must vote to approve these materials before they are distributed.

Attachments:

1-Survey for SPS Review

2-Listening Session Flyer

3-Tri-District Calendar Review Subcommittee Listening Session Sign-Up Form

4-Calendar Review Timeline - Draft

5-Memo_ What to Expect at the Tri-District School Committee Meeting

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

Overview
The School Committees for Lincoln Public Schools (LPS), Sudbury Public Schools (SPS), and Lincoln–Sudbury Regional High School (LSRHS) are reviewing the school calendar for the 2026-2027 school year and beyond, specifically how religious and cultural observances are addressed.

- **Estimated time to complete this survey:** ~7 minutes

Purpose
This survey is one of several ways our school committees are gathering feedback from staff, families, and community members. We are currently considering four approaches:

1. **Keep the current calendar without any changes** (keep state and federal holidays, Rosh Hashanah, Yom Kippur, and Good Friday (½ day in LPS) as school holidays and do not add the proposed new holidays).

2. **Add closures for Diwali, Lunar New Year, Eid al-Fitr, and Eid al-Adha** (school year may be extended by up to 4 days)

3. **Observe only state and federal holidays** (remove Rosh Hashanah, Yom Kippur, and Good Friday; school year may be shortened by 3 days).

4. **Rotate a limited number of non-state and federal holidays** (from a pool including Diwali, Lunar New Year, Eid al-Fitr, Eid al-Adha, Rosh Hashanah, Yom Kippur and Good Friday). For example, year 1 may include no-school days for 2-3 of those holidays, year 2 may include no-school days for 2-3 other holidays.

Your input will help us balance multiple factors, including the religious and cultural traditions across our community, childcare needs on no-school days, impact on summer break length, instructional continuity, and contractual and cost implications.

Confidentiality & Reporting
Responses are **anonymous**. Results will be reported **in aggregate** (totals/percentages). We may share summaries by broad groups (e.g., Families, Staff, Community), and to protect privacy, we will **not report small subgroups**.

Key Notes for All Respondents

- Current non–state/federal school closures are **Rosh Hashanah**, **Yom Kippur**, and **Good Friday** (½ day in LPS).
- **Diwali**, **Lunar New Year**, **Eid al-Fitr**, **Eid al-Adha, Rosh Hashanah,** and **Yom Kippur** follow a **lunar calendar** and shift each year. If an observance falls on a **weekend**, the district would **not** close on the adjacent Friday or Monday; school would be in session on those weekdays. Because these dates rotate, an observance may occasionally occur during a week that already includes another non-instructional day.

- **Accommodations** (e.g., excused absences, flexible deadlines, avoiding major tests) are provided under the **Accommodations for Religious and Cultural Observances Policy** when school is in session on a major observance; other supports may be considered as appropriate.

- The district must meet a state-required minimum of **180 instructional days**. Adding a closure for an additional observance will require adding a student day elsewhere (for example, extending the school year or adjusting an existing break).

Thank you for participating in this survey!

Section 1 – About You

Q1. What is your role? (Select all that apply)

- Family or caregiver of a student (SPS / LPS / LSRHS)
- Staff (SPS / LPS / LSRHS)
- Community member (no student/staff role)
- Current/former student
- None of the above

Q2. Current school affiliation(s) (Select all that apply)

- Sudbury Public Schools (SPS)
- Lincoln Public Schools (LPS)
- Lincoln Sudbury Regional High School (LSRHS)
- None

Q3. (Families/caregivers only) If you have children in the district, what grade(s) are they in? (Select all that apply)

□ PreK
□ K–4
□ 5–8
□ 9–12

Q4. Where do you reside?

- Sudbury
- Lincoln
- Hanscom AFB
- Boston
- Other

Section 2 – Attendance Impact Matrix

Q5a. (parent/guardian) If school were in session on the following holidays, how would this affect attendance for your child/children?

Holiday	My child would stay home to observe	My child would attend but miss important observance	My child would attend with no major conflict
Rosh Hashanah	☐	☐	☐
Yom Kippur	☐	☐	☐
Good Friday	☐	☐	☐
Diwali	☐	☐	☐
Eid al-Fitr	☐	☐	☐
Eid al-Adha	☐	☐	☐
Lunar New Year	☐	☐	☐

5b. (staff) If school were in session on the following holidays, how would this affect your attendance?

Holiday	I would request absence to observe	I would attend but miss important observance	I would attend with no major conflict
Rosh Hashanah	☐	☐	☐
Yom Kippur	☐	☐	☐

Good Friday	☐	☐	☐
Diwali	☐	☐	☐
Eid al-Fitr	☐	☐	☐
Eid al-Adha	☐	☐	☐
Lunar New Year	☐	☐	☐

Section 3 – Calendar Options (All Respondents)

Notes:

- Closure = no school for students/staff.
- If school is open on a day of religious/cultural observance, it is "open with accommodations"=school day with excused absences and supports for students with religious and cultural observances (no major tests/assignments, flexible deadlines, no special school events).

Q6. Considering your own household, which calendar approach do you prefer? (Select one)

- **Keep the current calendar without any changes** (keep state and federal holidays, Rosh Hashanah, Yom Kippur, and Good Friday (½ day in LPS) as school holidays and do not add the proposed new holidays).
- **Add closures for Diwali, Lunar New Year, Eid al-Fitr, and Eid al-Adha** (school year may be extended by up to 4 days).
- **Observe only state and federal holidays** (remove Rosh Hashanah, Yom Kippur, and Good Friday; school year may be shortened by 3 days).
- **Rotate a limited number of non-state and federal holidays** (from a pool including Diwali, Lunar New Year, Eid al-Fitr, Eid al-Adha, Rosh Hashanah, Yom Kippur and Good Friday). For example, year 1 may include no-school days for 2-3 of those holidays, year 2 may include no-school days for 2-3 other holidays.

Q7. Thinking beyond your own household, which calendar approach best serves the district and broader community overall? (Select one)

- **Keep the current calendar without any changes**
- **Add closures for Diwali, Lunar New Year, Eid al-Fitr, and Eid al-Adha**

- **Observe only state and federal holidays**
- **Rotate a limited number of non-state and federal holidays**

Q8. Please indicate your level of support for each option:

1 = strongly oppose, 2 = somewhat oppose, 3 = neutral, 4 = somewhat support, 5 = strongly support

- Keep the current calendar without any changes: 1 2 3 4 5
- Add closures for Diwali, Eid al-Fitr, Eid al-Adha, Lunar New Year: 1 2 3 4 5
- Observe only state and federal holidays: 1 2 3 4 5
- Rotate a limited number of non-state/federal observances each year: 1 2 3 4 5

***Add “any additional comments / feedback, email the 3 District emails (list emails)

***Add registration link for listening session



Tri-District Calendar Review Listening Session

The School Committees for Lincoln Public Schools (LPS), Sudbury Public Schools (SPS), and Lincoln–Sudbury Regional High School (LSRHS) are reviewing the school calendar for the 2026-2027 school year and beyond, specifically how religious and cultural observances are addressed. The calendar review listening session is designed to provide an opportunity for the community to share their perspectives on possible changes to the school calendar directly with the Tri-District Subcommittee. The purpose of this session is to listen, learn, and better understand your viewpoint ensuring a wide range of voices are heard and considered in the review process.

Registration	Registration for the listening session is **REQUIRED**. Please use this **link** to register for the event. *Registration will close at 7PM on October 13, 2025.*
Survey	For more information, we encourage you to take the **community survey** prior to joining the listening session. The survey outlines different approaches discussed and reviewed by the Subcommittee.
Start time	Oct 14, 2025 7:00 PM
End time	Oct 14, 2025 7:45 PM
Location	40 Fairbank Road, Sudbury - Senior Center Room # 126
Email	If you have questions, or if you're unable to attend and would like to provide your feedback, please email: school-committee@sudbury.k12.ma.us, schoolcomm@lincnet.org, and/or schoolcom@lsrhs.net.

Tri-District Calendar Review Subcommittee Listening Session

Thank you for your interest in joining the listening session on **October 14, 2025 at 7pm**. Please complete the registration form below. Your personal information will not be shared, the information is necessary to properly identify you as a registered attendee and/or speaker.

If you're planning to make a public comment via Zoom, you'll receive a link to the meeting via the email you provided on this registration form. The link will be emailed on the day of the event.

Click here for more information regarding the Calendar Review process.

karyn_jones@sudbury.k12.ma.us Switch account

Not shared

* Indicates required question

Name (first and last) *

Your answer

Email address *

Your answer

Phone number *

Your answer

Where do you live? *

- ◯ Lincoln
- ◯ Sudbury
- ◯ Other

How are you planning to attend the meeting? *

- ◯ In-person (40 Fairbank Road, Sudbury - Senior Center Room #126)
- ◯ Zoom

What is a listening session?

A listening session is designed to provide an open forum for the community to share their perspectives directly with the Subcommittee. Unlike a regular business meeting, where the focus is on deliberations and formal votes, *the purpose of this session is to listen*.

The Subcommittee will not engage in a back and forth dialogue during the meeting; rather, it's a chance for us to listen, learn, and better understand your viewpoint. The information shared during the session will help us inform our ongoing calendar review discussions.

Please complete. *

- ◯ I've read the purpose of the listening session.

Submit Clear form

Never submit passwords through Google Forms.

This form was created inside of sudbury.k12.ma.us. - Contact form owner

Google Forms

DRAFT - Sudbury School Committee Calendar Review Timeline

9/22/2025	• Discuss Policy IMDA to give SPS Members of the Tri-District Calendar Review Subcommittee direction when making recommendations to policy • Approve Tri-District Calendar Review Subcommittee materials • Discuss and Solidify Sudbury School Committee Calendar Review Timeline
10/6/2025	• Introduce mock calendars • Memo on how the Tri-District Calendar Review Subcommittee arrived to the consideration of Diwali, Lunar New Year, Eid al-Fitr, and Eid al-Adha) • Review SPS absentee data • End of Year Staff Survey Results / SPS and LS Teacher Survey Results • Understand how half-day holidays work regarding instructional time • Discussion on the need for teacher feedback regarding student absenteeism impact and no school days
10/20/2025	• Summarization of Faith Leader Presentations, Memo included in packet • Review Staff and Community Survey data • Review listening session feedback
11/3/2025	• Student Services Feedback • Discussion around instructional time, academic outcomes, no school days, and half-days • Consensus on no school/half days for religious and cultural observances so mock calendar can be provided on our preference for the Tri-District School Committee agenda packet; if no consensus, conduct straw vote
11/13/2025	• Review mock calendars of Lincoln Public Schools and Lincoln-Regional High School regarding their district preference regarding no school days and half days in relation to religious and cultural observances • Discuss and work to see if there can be any alignment across the three districts • Potential vote on FY27 Calendars

	Agreed-upon date for Sudbury School Committee vote on FY27 Calendar, if additional time is needed following the Tri-District School Committee meeting.

Key Dates:

11/3/2025	School Committee has to reach a consensus on district preferences as it relates to no school days and half-days observed for religious and cultural observances.
11/13/2025	Tri-District School Committee Meeting *Note: As draft agenda reads right now each district could potentially vote on their calendars*
10/21/2024, 11/6/2023, 11/21/2022	Dates when SPS School Committee has voted on its school calendar in the past.

September 19, 2025

What to Expect at the Tri-District School Committee Meeting

Purpose of the Meeting

The Tri-District School Committee will meet remotely on Thursday, November 13, 2025, at 7:00 PM. The purpose of this joint meeting is to review each district's preferences regarding no school days and to discuss opportunities for alignment of the academic calendars across Lincoln, Lincoln-Sudbury, and Sudbury.

This conversation will help us understand where calendars align, where they diverge, and whether adjustments could bring them closer together.

Preparation and Process

- **Consensus within each Committee:** Prior to the Tri-District meeting, each School Committee is expected to come to a consensus on its preference to which "no school days" work best for its district and student needs.
    - Some Committees may choose to take an informal vote.
    - Others may move forward without a vote if there is clear agreement.
- **Mock Calendars:** Based on this consensus, each Committee should prepare a mock calendar to include in the Tri-District agenda packet. These mock calendars will serve as starting points for comparison.
- **Half Days for Religious and Cultural Observances:** Each School Committee may also wish to discuss its approach to half days tied to religious and cultural observances.

Possible Discussion Topics at the Tri-District School Committee Meeting

The agenda for the Tri-District meeting is still in draft form, but the joint discussion may include:

- School year start dates
- Vacation weeks
- Professional development days
- No school days
- Half-day religious and cultural observances
- Process moving forward

Sudbury Public Schools
School Committee Meeting

Date: **September 22, 2025**

Agenda Item: **6e - New Business and Policy Matters**

Appointment of a Sudbury School Committee Liaison to the Energy and Sustainability Committee

Recommendation:

Move to appoint (SC Member) as the Sudbury School Committee liaison to the Energy and Sustainability Committee, effective immediately, to service until the Committee's next annual reorganization or until a successor is appointed.

Background Information:

Attachments:

1- Memo_SCLiaison to the Energy and Sustainability Committee

2- Subcommittee & Liaison Assignments - Sudbury Public Schools

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

Sudbury Public Schools
Memorandum

To: Sudbury School Committee
From: Karyn Jones, Chair
Date: September 15, 2025
Subject: Consideration of a Sudbury School Committee Liaison to the Energy and Sustainability Committee

Purpose

The purpose of this memo is to provide background information and rationale for the potential appointment of a Sudbury School Committee (SSC) liaison to the Town's Energy and Sustainability Committee (ESC).

Background on the Energy and Sustainability Committee

The Energy and Sustainability Committee was established by the Sudbury Select Board on May 13, 2009. Its mission is:

> *"To provide a mechanism to assist the Select Board and Town Manager in developing programs and projects to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning. This committee gathers, studies, and evaluates information that will help determine approaches for improving the energy efficiency of operating town and school buildings and vehicles, investigates alternative energy technologies, and identifies funding opportunities to help the Town achieve its energy and sustainability-related goals."*

The Committee is also charged with developing recommended approaches for influencing town residents and businesses to maximize environmental sustainability through educational outreach, informational programs, and incentives.

Recent and Ongoing ESC Work with Schools

In conversation with ESC leadership, the following recent and planned projects were highlighted that directly involve the schools:

- Multiple plans for solar installations across all town schools.
- Active research into the least-polluting alternatives for HVAC replacements in SPS buildings.

- Past support for upgrades, including more efficient HVAC control systems, fuel-efficient windows, insulation, and large refrigeration units.

- Work toward achieving the Green Leader Community designation, which requires collaboration with SPS on a “zero-emission” first vehicle purchase commitment. This designation would make Sudbury eligible for up to $1 million in additional Green Community funds and specialized technical assistance.

As ESC leadership noted, most of the “low-hanging fruit” (LED lighting and basic control systems) have already been completed, and the Committee is now pursuing more advanced initiatives.

Relevance to Sudbury Public Schools

Given these responsibilities and initiatives, there is a clear intersection between the ESC’s work and the needs of Sudbury Public Schools. Having a School Committee liaison would:

- Provide representation and consistent communication on projects impacting SPS facilities and operations.

- Support the pursuit of grant opportunities and cost-saving sustainability measures for our schools.

- Ensure alignment between town-wide sustainability goals and School Committee planning.

- Position SPS as an active partner in long-term sustainability efforts.

Respectfully submitted,
Karyn Jones
Chair, Sudbury School Committee

Subcommittee & Liaison Assignments

FY25 Assignments

Members	
Karyn Jones	Chair
Dr. Jessica McCready	Vice Chair
Nicole Burnard	Member
Mandy Sim	Member
Elizabeth Sues	Member
Liaison Role	
Select Board	Karyn Jones, Jessica McCready
Finance Committee	Karyn Jones, Elizabeth Sues
LS Regional High School	Karyn Jones, Elizabeth Sues
M.A.S.C. Delegate	Mandy Sim
Sudbury Special Education Advisory Council	Karyn Jones, Mandy Sim

Skip To Main Content

English

Health Advisory Committee	Jessica McCready, Mandy Sim
Communications	Nicole Burnard
Legislative Forum	Nicole Burnard
Subcommittee	
Negotiations / Labor Relations	Karyn Jones, Jessica McCready
Calendar Review	Nicole Burnard, Elizabeth Sues
Policy	Nicole Burnard, Karyn Jones

Contact Information

Ms. Karyn Jones - Chair
2024-2027

Dr. Jessica McCready - Vice Chair
2025-2028

Ms. Nicole Burnard
2023-2026

Ms. Mandy Sim
2023-2026

Skip To Main Content

English

Sudbury Public Schools
School Committee Meeting

Date: **September 22, 2025**

Agenda Item: **6f - New Business and Policy Matters**

Review Policy Subcommittee Recommendation for Posting Policy Subcommittee Agenda Packets to District Website; Potential Vote on Website Language and Direction to Policy Subcommittee to Update School Committee Handbook

Recommendation:

Move that the Sudbury School Committee approve website language as **presented/amended** by the Policy Subcommittee and to update the School Committee Handbook to reflect recommended process as discussed.

Background Information:

Attachments:

1- 6f. Memo

2-Recommended Website Language for Potential Approval

3 - Sudbury Public Schools Website - About The School Committee, Revised

4-Examples from other Districts

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

Sudbury Public Schools
Memorandum

Sudbury Public Schools
Memorandum

To: Sudbury School Committee
From: Karyn Jones, Chair, Policy Subcommittee
Date: September 16, 2025
Subject: Posting Policy Subcommittee Agenda Packets to the District Website and Public Comment Language

The Policy Subcommittee met on September 5, 2025. As part of that meeting, we discussed posting Policy Subcommittee agenda packets to the District website. We reviewed the Town of Sudbury Select Board's practice for subcommittee materials; they do not currently post Policy Subcommittee agenda packets. We also examined several school districts to understand common approaches. Based on our review, we did not find a district that posts policy drafts i or agenda packets until the recommended policy is before the full School Committee.

Our discussion focused on reducing potential confusion during policy development while maintaining transparency. We want to ensure that drafts are not mistaken for adopted policy and recognize that policies are actively revised during meetings until the Policy Subcommittee is ready to make a recommendation to the full Committee. We also acknowledged that even if Policy Subcommittee agenda packets were not posted to the district website, at any time a member of the community may email for the materials, as agenda packets are public documents. With that in mind, we looked at website language from three districts:

- **Wayland Public Schools** maintains a "Policies for Review" page with links to drafts when available and notes that all School Committee policies are on file in the Superintendent's Office during normal business hours.

- **Canton Public Schools** posts policies under review and invites public comment by email, the draft before the Committee appears in the meeting packet for First Reading, Second Reading, and any vote.

- **Brookline School Committee** posts drafts under review once the Policy Subcommittee has made a formal recommendation and, when possible, provides at least ten calendar days for public comment following a First Reading so input can be considered before Second Reading and a possible vote.

Balancing transparency with the capacity to keep pages current, the Subcommittee recommends adopting website language modeled on Brookline, with clear references to our Policy BGB sequence, Information, Discussion First Reading, and Action Second Reading and

possible vote. The recommended language is enclosed in the packet for review. In brief, it would continue the practice of posting drafts in the agenda packet when the full Committee is reviewing a policy, and it would specify that public comment will be accepted for at least ten calendar days after a First Reading when practicable.

Recommendation to the School Committee

Approve the enclosed website language regarding policy drafts and public comment, and direct the Policy Subcommittee to update the School Committee Handbook to reflect this practice.

DRAFT - Recommended Website Language for Potential Approval

Public Comment on Proposed Drafts for School Policy Under Review

The Sudbury School Committee, through its Policy Subcommittee, regularly reviews and, when necessary, revises written policies governing the Sudbury Public Schools. All current/approved policies are available through the Policy Manual.

In an effort to improve public feedback on new policies and revisions, any draft under review by the full School Committee will be posted in the agenda packet. Per Policy BGB, policies move through three steps: Information, Discussion (First Reading), and Action (Second Reading and possible vote.) When possible, the period for public comment will be for at least ten (10) calendar days following a First Reading so that the School Committee can consider comments before its final deliberation (Second Reading/Possible Vote).

To provide input on any of the policies under consideration or any other School Committee policies, please email school-committee@sudbury.k12.ma.us.

Policies currently under review by the Policy Subcommittee can be found here.

About The School Committee

Information

The School Committee consists of five members who are elected to overlapping three-year terms. The Committee is an independent body entrusted by law with broad powers and important duties. Following the enactment of the Educational Reform Act in 1993, which restructured and in some ways curtailed the powers of Massachusetts School Committees, the School Committee has the power to:

1. Establish educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the Board of Education;
2. Review and approve budgets for public education in the district; and,
3. Select, evaluate annually, and, if necessary, terminate the Superintendent.

It is also the role of the Committee to evaluate the effectiveness of its policies and the Superintendent's implementation of them and to serve as the employer for the district for collective bargaining purposes.

Moreover, the Committee is responsible for keeping the local citizenry informed about the schools and for keeping itself and, through the Administration, the school staff informed about the needs and wishes of the public. In contrast to the Committee, which has budgetary, and policy-making authority, the Superintendent is charged with the day-to-day administration and oversight of the SPS.

The Committee typically holds public meetings two times per month during the academic year and one time each in July and August. There is opportunity for public input at each regular school committee meeting. Additionally, contact can be made with the whole Committee by emailing school-committee@sudbury.k12.ma.us (mailto:school-committee@sudbury.k12.ma.us) or mail:

School Committee
40 Fairbank Road
Sudbury, MA 01776

Due to the high level of phishing and other cyber-threats, please be aware that the

Recent school committee meetings may be viewed online on SudburyTV (http://sudbury.vod.castus.tv/vod/). Meetings prior to March 2016 may be viewed on SudburyTV's older PegCentral (http://sudburytv.pegcentral.com/) site.

Public Comment

The School Committee Policy BEDH - Public Comment at School Committee Meetings can be found here (/fs/resource-manager/view/564ff486-ba47-4bfe-92b3-10078fe17daf).

Click here to learn more about public comment on School Committee policies under review.

School Committee Roles and Responsibilities

The School Committee Roles and Responsibilities are linked here (/fs/resource-manager/view/abc99b3c-a202-4cf0-818c-0da1b81d0060).

Member and Term

Ms. Karyn Jones - Chair
2024-2027

Dr. Jessica McCready - Vice Chair
2025-2028

Ms. Nicole Burnard
2023-2026

Ms. Mandy Sim
2023-2026

Ms. Elizabeth Sues
2025-2027

Links

About The School Committee (/school-committee/school-committee)

Agendas & Minutes (/school-committee/agendas-minutes)

Meeting Schedule (/school-committee/meeting-schedule)

Policy Manual (/school-committee/policy-manual)

Presentations & Plans (/school-committee/presentations-plans)

School Committee Communications (/school-committee/school-committee-communications)

School Committee Goals (/school-committee/school-committee-goals)

School Committee Handbook (/school-committee/school-committee-handbook)

School Committee Operating Protocols (/school-committee/school-committee-operating-protocols)

Subcommittee & Liaison Assignments (/school-committee/subcommittee-liaison-assignments)

Wayland Public Schools

41 Cochituate Road, Wayland, MA 01778
Phone 508-358-7728 | Fax 508-358-7708

POLICIES FOR REVIEW

Policies for Review

Policy IJND: Use of Technology Resources

When there are policies out for review, you may review them online here, or you may visit the Superintendent's office in the Wayland Town Building during normal business hours where all School Committee policies are on file and available to the public.

School Committee

Overview
Annual Reports
Members
Public Meetings & Participation
Subcommittees & Advisory Roles
Policy
Overview

Public Comment on School Policy Under Review

The Canton School Committee (CSC), through its Subcommittee on Policy Review, regularly reviews and, when necessary, revises or creates written policies governing the Public Schools of Canton. All current/approved policies are available through the Policy Manual.

In an effort to improve public feedback on policy revisions, the policies that are currently under review are posted below.

To provide input on any of the policies under consideration that are listed below or any other School Committee Policies, please sign up for public comment and/or email us your thoughts at schoolcommittee@cantonma.org.

The proposed draft of any policy under review will be posted on the Public Schools website when it is approved for a First Reading by the full School Committee and shared in the meeting packet/materials reviewed.

SCHOOL COMMITTEE

- Welcome
- Meet Your School Committee Members
- School Committee Newsletters
- 2024 Evaluation of Superintendent
- Meetings

Public Comment on Proposed Drafts for School Policy Under Review

The Brookline School Committee (BSC), through its Subcommittee on Policy Review, regularly reviews and, when necessary, revises or creates written policies governing the Public Schools of Brookline (PSB). All current/approved policies are available through the Policy Manual.

In an effort to improve public feedback on policy revisions, the draft of any policy that is under review by the full School Committee will be posted. When possible, the period for public comment will be for at least ten (10) calendar days following a First Reading so that the School Committee can consider comments before its final deliberation (Second Reading/Possible Vote).

To provide input on any of the policies under consideration (listed below) or any other School Committee Policies, please email school_committee@psbma.org.

The School Committee is not actively considering any new or revised policies at this time.

Sudbury Public Schools
School Committee Meeting

Date: **September 22, 2025**

Agenda Item: **7a - Future Agenda Items**

Recommendation:

Background Information:

All requests for future agenda items that were communicated to the Chair by email, as well as those noted during previous meetings, have been included in the rolling agenda. Members may email the Chair with topics they would like to see on a future agenda or state them during this agenda item.

This portion of the meeting is solely for identifying potential topics for future agendas. It is *not* a time for discussion, debate, or deliberation on the merits or details of any suggested item.

In accordance with the Open Meeting Law, the Committee will not engage in dialogue or take action on any items suggested during this segment. Placement of topics on a future agenda is at the discretion of the Chair, in consultation with the Superintendent.

Attachments:

2025-2026 SC Agenda Setting & Materials - Rolling Agenda

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

This rolling agenda outlines topics reasonably anticipated by the School Committee Chair and Superintendent, in accordance with School Committee Policy BEDB – Agenda Format and the requirements of the Massachusetts Open Meeting Law (M.G.L. c.30A, §20). It serves as a planning tool to help the Committee fulfill its 2025–2026 strategic goals and conduct business in an organized and transparent manner.

This document is not a formal meeting agenda. Official agendas will be posted at least 48 business hours in advance of each meeting in compliance with Open Meeting Law. As new priorities emerge or timelines shift, items listed here may be adjusted. Additional topics may be added at the discretion of the Chair in collaboration with the Superintendent, or suggested by School Committee members, staff, or community members as outlined in Policy BEDB.

July
Workshop / School Committee Annual Retreat
School Committee Retreat: School Committee Protocols and Operations, Alicia Mallon, MASC
Consent Calendar Items
CASE Q4 Report
ACCEPT Q4 Report
Business & Policy Matters
Policy BGB Step 2: JBD, BDFB, BDFB-R
Policy BGB Step 1: AC, AC-R, ACAB, ACAB-R
2025-2026 School Committee Goals, Initial Discussion
August
Special Matters / Presentations/ Reports
Sandra Duran, Combined Facilities Director, FY25 and FY26 Capital Updates
Chief Nix, School Safety
Consent Calendar Items
Appointment of School Committee Representative to Educational Collaboratives, (CASE and ACCEPT)
Medication Delegation Application
Business & Policy Matters
FY25 End of Year Annual Budget Report
BGB Step 3: JBD, BDFB, BDFB-R
BGB Step 2 & 3: AC, AC-R, ACAB, ACAB-R
FY26 Family Handbook

2025-2026 SPS District Goals
FY27 School Committee Budget Guidelines, Initial Discussion
Task Policy Subcommittee with Policies to work on 2025-2026 Cycle
September
Consent Calendar Items
Conditions of Assistance: IDEA Part B Funding Certifications
2025-2026 School Committee Goals
FY26 Listening Sessions Planning: Review Draft Participant Survey, Confirm Facilitators, and Determine Timing, Format, and Communication Strategy
Exploration and Evaluation of After-School Care and Enrichment Options, Including Research Approach, Stakeholder Engagement, and Analysis Framework
Business & Policy Matters
FY26 Budget Reset
Approval of FY27 School Committee Budget Guidelines
LGBTQ+ Parent Advisory Council, initial discussion & Possible Determination
Discussion on Budget Book Enhancements
Review Lease Agreement with Sudbury Extended Day, Discuss RFP Process, Determine Next Steps.
October
Special Matters / Presentations / Reports
SMILE/Explore Update
FY27 Capital Project Recommendations for Warrant Article Consideration – Sandra Duran, Combined Facilities Director
Consent Calendar Items
CASE Q1 Report
ACCEPT Q1 Report
2025-2026 School Committee Goals
Draft Short- and Long-Term Capital Plan – Initial Discussion – Sandra Duran, Combined Facilities Director
Business & Policy Matters
Discussion regarding ILAP/Half Wednesdays - Subcommittee?
Discuss process around requesting future agenda items
Task Policy Subcommittee Items that need to be updated in School Committee Handbook this 2025-2026 Cycle
Potential Adoption of Updated FA, Facilities Development Goals Policy
Calendar Discussions to prepare for 11/13/2025 Tri-District School Committee Meeting
School Committee members will share preliminary ideas for potential warrant articles. The Committee will identify items for which additional information or cost analysis should be requested from the administration.

Approve Community Budget Letter Describing the 2025–2026 Budget Planning Process with the Administration
November
Special Matters / Presentations / Reports
Presentation of Student Achievement Data (MCAS Report, etc.) - 11/24/2025
MetroWest Health Study - 11/24/2025
2025-2026 School Committee Goals
Superintendent Update, Implementation of Policy JIJC - STudent USe of Technology in Schools, Update #1
SC Goal: BDA, Step 1 (possibly Step 2): BEDH and BEDA
Business & Policy Matters
Determination of FY27 SPS School Calendar
Report: PreK-8 School Improvement Plans
Combined Facilities MOA Update
Potential Adoption of Updated IMDA, Accommodations for Religous and Cultural Observations Policy
FY27 School Calendar Discussion & Possible Vote on FY27 School Calendar
FY27 Budget Process: Administration and School Committee FY27 Prioritization of Initiatives
December
Budget Hearing (December 15)
Special Matters / Presentations / Reports
Student Services Report
2025-2026 School Committee Goals
Presentation on K–5 EL Curriculum Implementation, Grade 6 EL Pilot, and 7th Grade Math/Compacted 7–8 Pathway to Inform FY27 Budget Planning
2025-2026 Goals: Sudbury Extended Day Presentation (12/15/2025)
SEPAC Report
SC Goal: BDA, (Step 2) Step 3: BEDH and BEDA
Business & Policy Matters
Discussion and Determination of Process for Implementing Policy BDFB-R to Support SEPAC’s Advisory Role (per School Committee Handbook)
Approval of Sudbury School Committee's At-A-Glance Newsletter
Adopt FY27 School Calendar
FY27 Budget Process: Review Budget Drivers presented by the SPS Administration
FY27 Budget Process: Review Three Year Budget Projections, presented by the SPS Administration
FY27 Budget Process: Workshop on Prioritization and Alignment of School Committee Goals with Administrative Budget Planning (with Building Principals
FY27 Budget Process: FY27 Recommended Budget - Vote

Budget Book, Initial Discussion
January
Special Matters / Presentations / Reports
SC Goal: Presentation on the Integration of Digital Resources and Instructional Technnology in Classroom Instruction
School Committee Professional Development - Goal Setting, Monday, January 26 at 7PM, MASC
Consent Calendar Items
CASE Collaborative Q2 Report
ACCEPT Collaborative Q2 Report
2025-2026 School Committee Goals
Review listening session summaries, attendance logs, and survey data from Listening Session
After-School Care and Enrichment — Initial Findings on Space Usage, Peer District Practices, and Local Provider Landscape, and Summary of Emerging Considerations for Program Design, Accessibility, and Alignment with Diverse SPS Student Needs
Business & Policy Matters
FY27 Capital Updates and Town Meeting Warrant Articles
Approval of Budget Book
FY26 Q2 YTD Budget Update
Superintendent Mid-Year Report
BGB Step 1 and 2: Policies the School Committee tasked the Policy Subcommittee to Review
SPS Town Report (2025)
February
2025-2026 School Committee Goals
Superintendent Update, Implementation of Policy JIJC - STudent USe of Technology in Schools, Update #2
Determine communication plan to tell community about updates regarding to public comment; Discuss if School Committee webpages need to be updated.
Integration of Digital Resources and Instructional Technnology in Classroom Instruction Presentation, Next Steps
Business & Policy Matters
March Tri-District Meeting Planning
Legislative Forum Discussion
Student Fees for FY27
BGB Step 3: Policies the School Committee tasked the Policy Subcommittee to Review
March
School Choice Hearing (March 16)
Special Matters / Presentations/ Reports

METCO Annual Report
Legislative Forum
2025-2026 School Committee Goals
End-of-Year Listening Session Report – Review Summaries, Attendance, and Survey Results to Assess Effectiveness
End-of-Year Review of School Committee Goal: After-School Care and Enrichment — Comprehensive Summary of Findings, Including Key Takeaways on Space, Provider Landscape, Peer Models, and Considerations for Future Program Development; Discussion of Next Steps and Potential External Partnerships
Business & Policy Matters
Discussion of Potential Resolutions for Submission to the MASC Resolutions Committee for Delegate Assembly (Note: 2025 Submission Deadline was June)
Review and Possible Approval of Policy Subcommittee Work on the School Committee Handbook, as Previously Assigned
April
Special Matters / Presentations/ Reports
Academic Benchmarking
Consent Calendar Items
CASE Q3 Report
ACCEPT Q3 Report
2025-2026 School Committee Goals
Academic Benchmarking: K–5 EL Implementation Update, Grade 6 EL Pilot Update, and Grade 7 Math/Compacted 7–8 Pathway Review
Review of Policies and School Committee Handbook; Recommendations for Updates Related to Listening Sessions
Approval and Public Posting of Final Capital Plan
Business & Policy Matters
Superintendent Annual Report (Summative)
May
2025-2026 School Committee Goals
Superintendent Update, Implementation of Policy JIJC - Student USe of Technology in Schools, Update #3
Review Superintendent Feedback Regarding Policy JIJC and Consider Next Steps
Review of Policies and School Committee Handbook; Recommendations if updates should be made in regard to listening sessions
Business & Policy Matters
School Committee Reorganization
Discuss and approve charge of Subcommittees, Assign Liaisons
Approve all Subcommittee and Executive Session Minutes that have yet to be Approved for the 2025-2026 cycle as presented/amended
School Committee Self Assessment
FY26 Q3 YTD Budget Update

Approve School Committee Meeting Schedule for FY27
June
Special Matters / Presentations/ Reports
AIM Reports (Principals)
2025-2026 School Committee Goals
SEPAC EOY Report
Business & Policy Matters
Review of 2025-2026 School Committee Goals
FY27 DC Trip Approval
Review of 2025-2026 District Goals
FY26 Superintendent Evaluation
Vote on FY28 No School Days; Half Days to be Voted on in December 2026
At-A-Glance Newsletter
2026-2027 Superintendent Goals
2026-2027 School Committee Goals, Initial Discussion
July 2026
Workshop / School Committee Annual Retreat
School Committee Retreat
Consent Calendar Items
CASE Q4 Report
ACCEPT Q4 Report
Business & Policy Matters
2026-2027 School Committee Goals, Adpoted
2026-2027 Superintendent Goals, Adopted