



## AGENDA and NOTICE SCHOOL COMMITTEE MEETING

*This is a remote meeting, with public comment available via the meeting link.*

**Regular Session Meeting**  
**Monday, October 6, 2025**

### LOCATION

**Remote Location**

**Dial In: 1 301 715 8592 - Webinar ID: 844 1568 7180**

**Live Link: <https://us02web.zoom.us/j/84415687180>**

### **AGENDA**

#### **6:30 p.m. Open Executive Session**

##### **1. Executive Session**

**30 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 September 22, 2025.

#### **7:00 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. Remote attendees on Zoom should use the "Raise Hand" feature (in the Reactions menu, or under "More" on mobile) and must type their full name into the Zoom name field to be called on. Per Policy BEDH, each speaker has up to three (3) minutes and must state their name and city/town. 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. Special Matters**

- a. SMILE and Explore Presentation (Report) **30 Mins**  
(Annette Doyle, Rebecca Amaral, Sarah Rivera and Annya Pedreshi)

##### **4. Educational and Operational Matters**

**(Report) 15 Mins**

- a. SEA Report (Ellen Vedora)
- b. District Reports
  - i. Director of Business and Human Resources' Report
  - ii. Assistant Superintendent's Report
  - iii. Superintendent's Report
    1. Department of Elementary and Secondary Education Award – 2025  
MCAS Recognition: Sudbury Public Schools was honored as one of 63 districts in Massachusetts whose students have met or exceeded pre-pandemic MCAS performance

5. Consent Calendar (Discussion/Action) 5 Mins
  - a. Minutes (08/18/2025)
  - b. Community Budget Letter Describing the 2025-2026 Budget Planning Process With the Administration
  
6. New Business and Policy Matters
  - a. Policy BGB Step 1 – Informational Item Only: SPS Members of the Tri-District Calendar Review Subcommittee Recommended Policy IMDA (Accommodations for Religious and Cultural Observances) for Potential Adoption (Informational)
  - b. Policy BGB Step 2 - Policy FA (Facilities Development Goals) (Discussion/Action) 20 Mins
  - c. Combined Facilities Memorandum of Agreement: Update, Next Steps (Discussion) 25 Mins
  - d. Preliminary Discussion of Potential Special and Annual Town Meeting Warrant Articles: School Committee members will share initial ideas and identify items requiring Additional Information or cost analysis from the administration (Discussion/Action) 10 Mins
  - e. LGBTQ+ Parent Advisory Council: Finalize Proposal for Establishment, Possible Vote For Liaison Assignment and Next Steps (Discussion/Action) 25 Mins
  - f. FY27 Calendar Review (First of Three Meetings): Member questions and comments on packet materials (mock calendars, memos, absentee data) with preliminary discussion of calendar options and half-day considerations; potential straw vote if needed. The Committee will vote on one mock calendar on 11/3 ahead of the 11/13 Tri-District School Committee meeting. (Discussion/Action) 25 Mins
  - g. Appointment of a Sudbury School Committee Liaison to the Parks and Recreation Commission (Discussion/Action) 5 Mins
  
7. Liaison and Subcommittee Reports (Report) 5 Mins
  
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 20, 2025***

**Sudbury Public Schools  
School Committee Meeting**

**Date:** October 6, 2025

**Agenda Item:** 3 - SMILE and Explore Presentation

**Recommendation:**

**Background Information:**

**Attachments:**

Summer Learning Programs 2025

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



# Summer 2025 Learning Programs



Summer Math Intervention &  
Literacy Engagement



Extended School Year

**DRAFT**

**SMILE  
EXPLORE  
ESY**

**A Presentation to  
the Sudbury School  
Committee**



# Program Objectives

The **SMILE** program is designed to provide additional structured learning opportunities for students demonstrating the need for supplemental instruction in the areas of mathematics and/or literacy.

The **Ready for Kindergarten** program is designed to provide a structured school experience for students entering kindergarten in the upcoming school year. Priority is given to students with limited or no preschool experience.

The **EXPLORE** program is designed to provide engaging and enriching learning experiences for students with a specific focus on social emotional skill development and learning by doing.

# Program Objectives

**ESY** is mandated special education programming, following Individualized Education Plans

## Integration with SMILE Programming :

- Allows for integrated opportunities in a least restrictive setting
- Allows for generalization of skills
- Mimics a regular school model
- Promotes socializing with grade level peers
- Promotes student engagement with Explore opportunities
- Allows for social, academic and emotional skill development within a general education setting
- Provides an opportunity for IEP progress reports to be based on performance and presentation within this general education setting and not in isolation

# Changes for Summer 2025

## Inclusion:

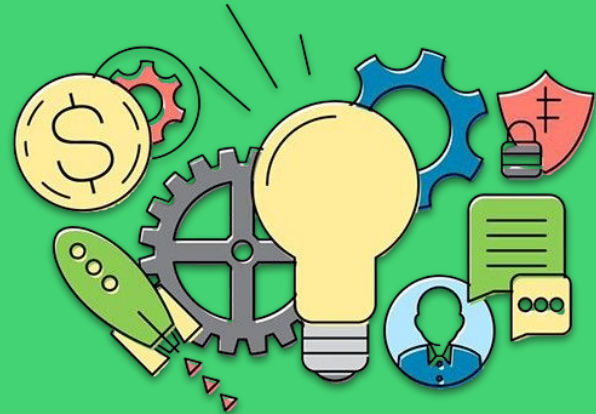
- Expanded and refined inclusion across all programs

## Data Based Decisions:

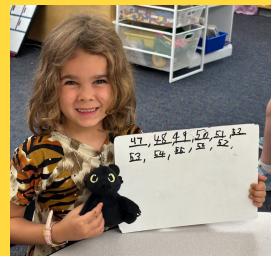
- Refined guidelines for SMILE recommendation process
- Streamlined data collection for enrolled students
- Altered training plans to include deeper data dives with summer staff
- Shifted big-picture data points to evaluate overall student growth and program effectiveness

## Cost Structures:

- Shifted lunch source to Whitsons Food Services - considerable cost savings
- Analyzed student-staff pairings to prioritize student needs and staff efficiency









**July 7 - August 1, 2025**

**8:30-11:30**

**SMILE/ESY  
Classrooms**

Preschool  
Ready for K  
Kindergarten-  
7th Grade  
ESY Programs

**EXPLORE**

*2 Day Rotation*

PE  
Art  
Musical Theatre  
Science

**11:30-12:00**

**Lunch**

Contracted through  
Whitsons Food  
Services

**12:00-3:00**

**SMILE/ESY  
Classrooms**

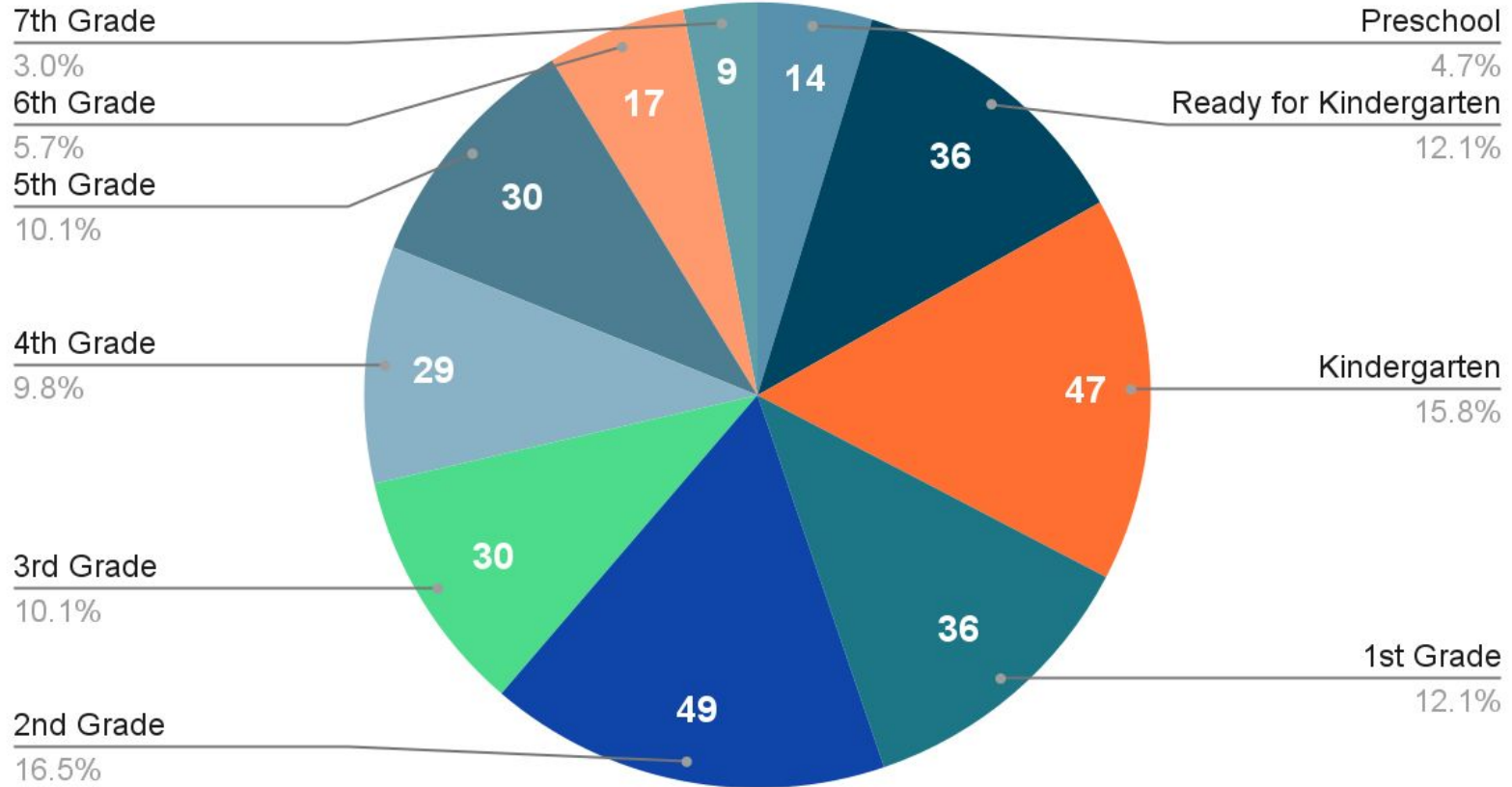
Preschool  
Ready for K  
Kindergarten-  
7th Grade

**EXPLORE**

*2 Day Rotation*

PE  
Art  
Musical Theatre  
Science

# Summer 2025 - SMILE & ESY Enrollment





# SMILE & ESY Inclusion

5th Grade

8.5%

4th Grade

10.8%

3rd Grade

7.5%

2nd Grade

21.7%

Ready for Kindergarten

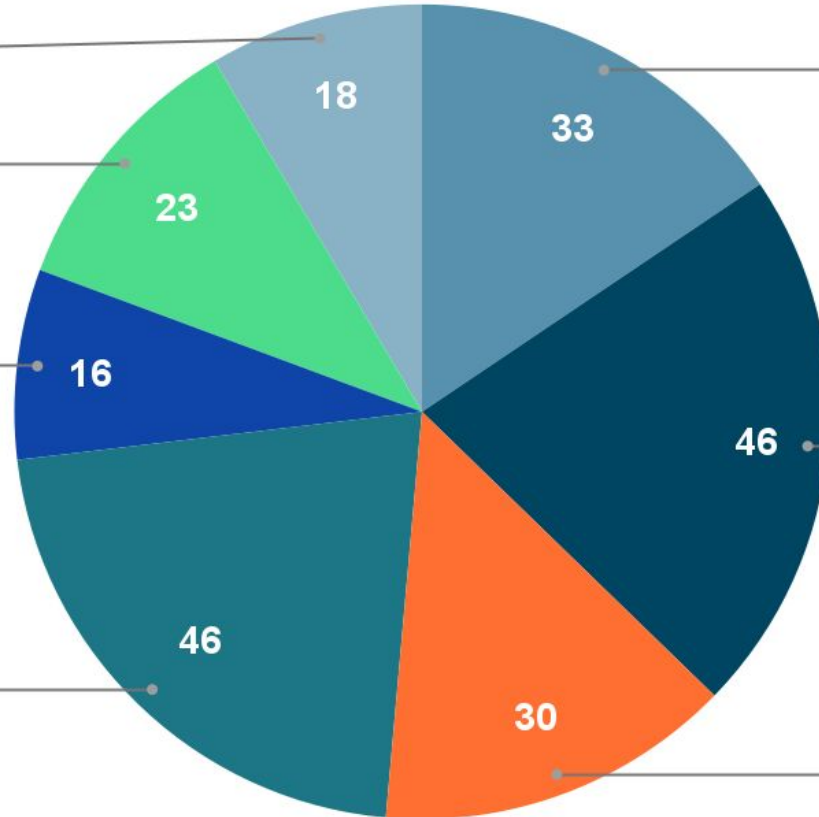
15.6%

Kindergarten

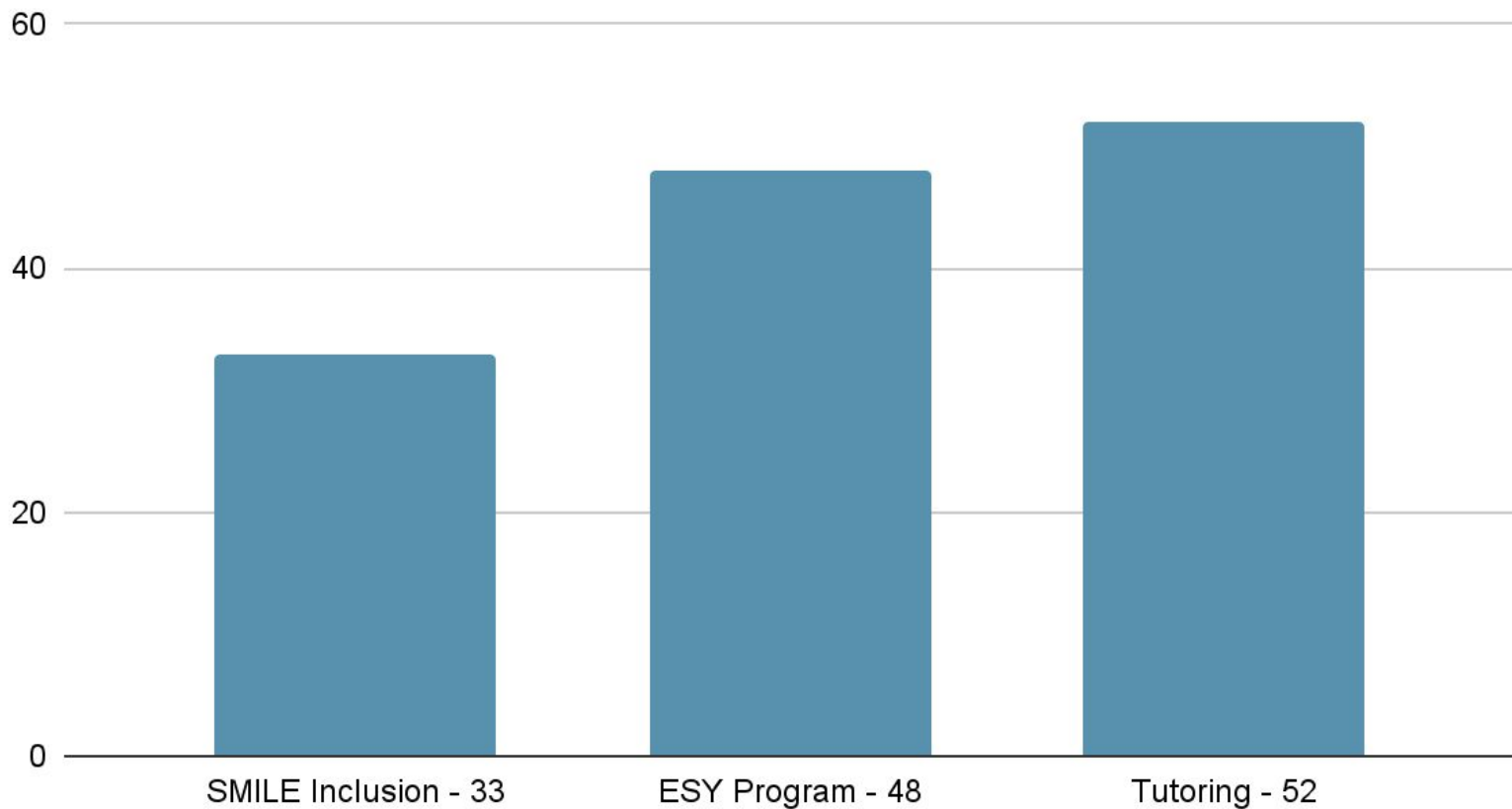
21.7%

1st Grade

14.2%

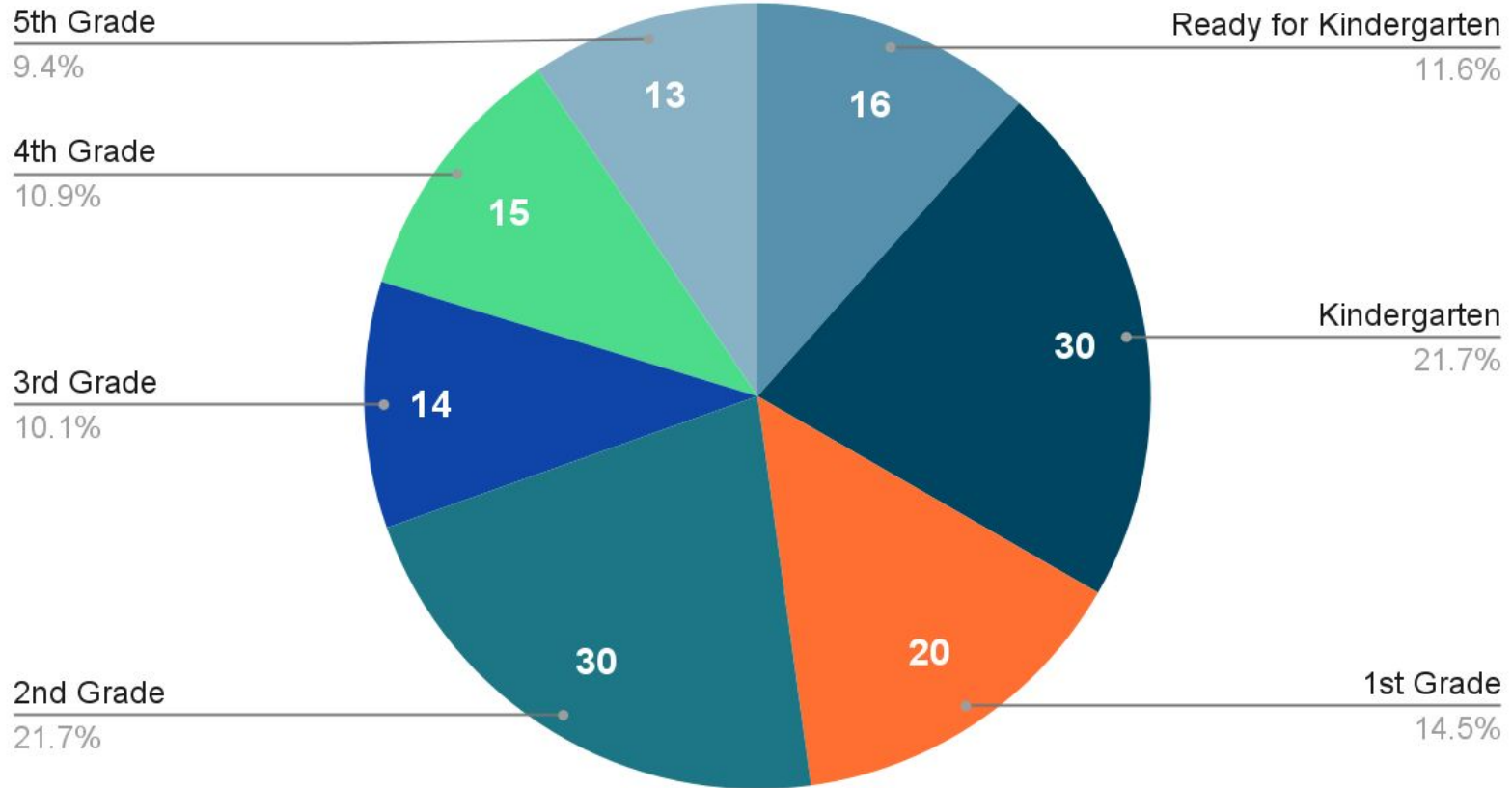


## ESY Program Enrollment

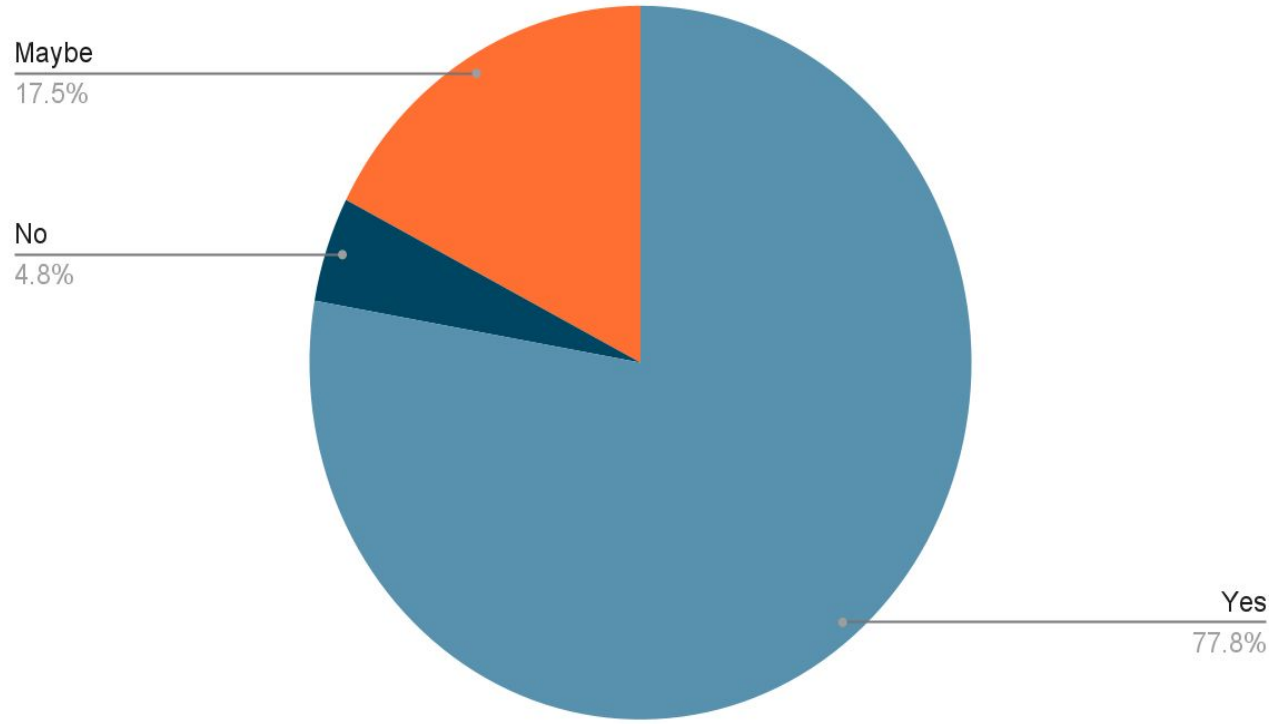




# EXPLORE ENROLLMENT - 137 Participants



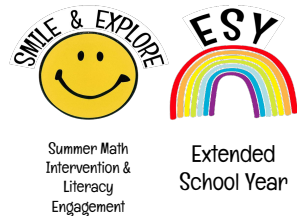
Are you interested in returning for the Summer 2026 program?



## Team Members

Administrators  
Administrative Assistant  
Nurses  
Math & Literacy Coaches  
Classroom Teachers  
Special Educators  
ELD Teacher  
METCO Coordinator  
BCBA, OT, SLP, PT  
Guidance Counselor  
Teaching Assistants  
ABA Tutors  
EXPLORE Counselors  
High School Volunteers

# Impacts on Student Learning- ELA



## Background Information:

- Benchmark means the expected achievement level for a designated point in the school year.
- Benchmark was measured using the composite score from the end-of-year assessment in the previous grade and fall assessment in the current grade.
- Data for students currently in Kindergarten through grade 3 is drawn from the DIBELS early literacy screener.
- Data for students currently in grades 4-6 is drawn from the Track My Progress ELA screener.
- DIBELS measures phonemic awareness, word reading fluency, sentence reading fluency, and comprehension (grade 2 only).
- Track My Progress assesses foundational skills (word parts), comprehension, vocabulary, language skills, and conventions.

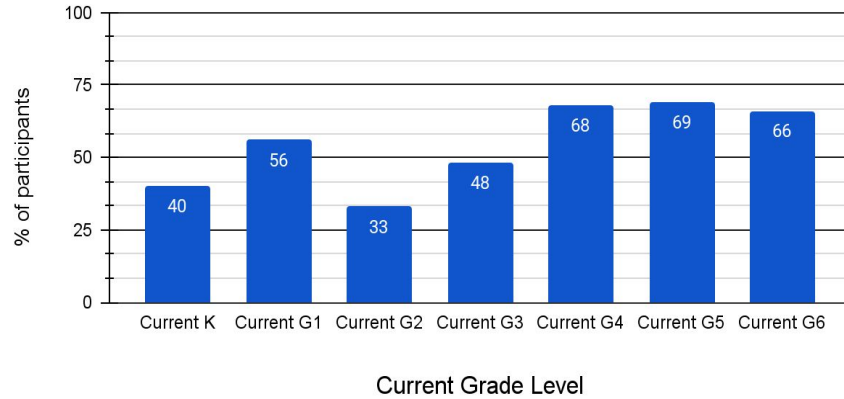
Proficiency levels from highest to lowest are defined as:

DIBELS: Core Plus, Core, Strategic, Intensive

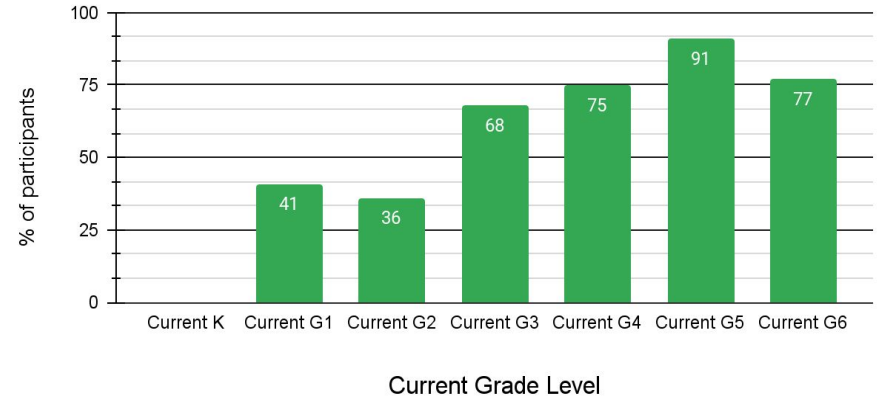
Track My Progress: Advanced, Proficient, Beginning, Developing

Due to sliding scaled score ranges from grade to grade, students who scored "Intensive" or "Developing" on both benchmark assessments are not included in the regression prevention data.

### SMILE Participants Starting Year At or Above Benchmark



### SMILE Participants Maintained or Improved Proficiency Level (prevented regression)



According to the data:

- The impact of SMILE on baseline performance is greater as students get older.
- Overall, our current 5th graders received the greatest benefit from attending SMILE and 2nd graders received the least benefit.
- Kindergarten baseline data aligns with the overall district data for all students. All other grades are approximately 10 to 45 points lower than overall district data for all students.

# Student Learning Goals - Math

## **SMILE Kindergarteners/current first graders:**

- Know number names and the count sequence/Structuring five
- Count to tell the number of objects and compare numbers/Structuring ten
- Understand addition as putting together and adding to, and understand subtraction as taking apart and taking from
- Story problems within 5

## **SMILE First graders/current second graders:**

- Adding and subtracting within 20
- Understand place value
- Extending counting sequence to 120
- Story problem within 20

## **SMILE Second graders/current third graders :**

- Basic addition and subtraction facts and add to/take from story problems within 20
- Modeling two-and three-digit 2 numbers and representing them in standard and expanded form
- Think ten strategy and put together/take apart story problems within 20
- Adding two-digit numbers using splitting strategy/number line

## **SMILE Third graders/current fourth graders:**

- Place value understanding for addition and subtraction of multi-digit numbers
- Story problems focusing on addition and subtraction
- Multiplication and division strategies and story problems
- Unit fractions and understanding numerators and denominators

## **SMILE Fourth graders/current fifth graders:**

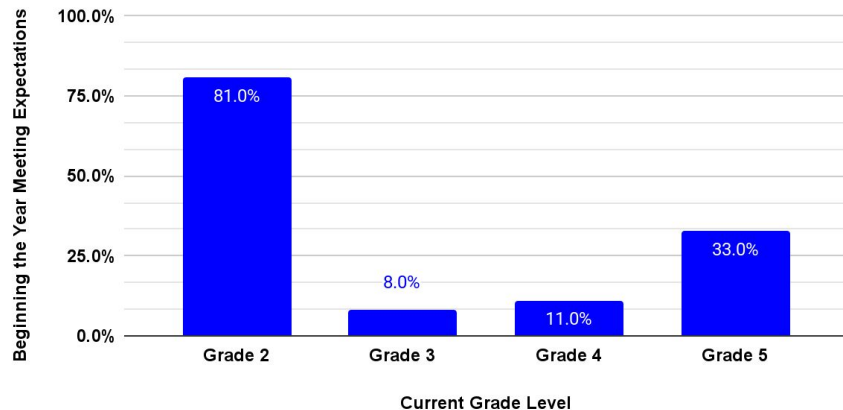
- Place value understanding for addition and subtraction of multi-digit numbers
- Solving one-digit by two-digit multiplication
- Building unit fractions and comparing and ordering fractions
- Finding equivalent fractions and adding fractions with like denominators

## **SMILE Fifth graders/current sixth graders:**

- Multi-digit multiplication and division using place value strategies
- Comparing fractions with unlike denominators and creating equivalent fractions
- Adding and subtracting fractions and mixed numbers with unlike denominators
- Solving story problems involving fractions and mixed numbers with unlike denominators

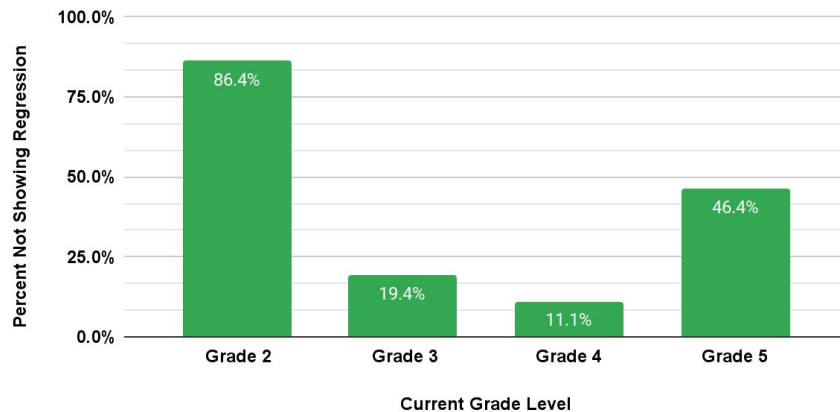
# Impacts on Student Learning - Math

**Smile Participants Starting the Year Meeting Expectations on the Baseline Assessment**



21% of students were absent for more than 25% of the SMILE program. Since they attended for fewer than 15 days, their assessment data is not included here.

**Smile Participants Maintaining or Improving Proficiency Level (Prevented Regression)**



# EXPLORE PROGRAM

## Pre-Program Work

- Targeted conversations about student needs in ESY and SMILE
- Addition of Harmony Curriculum components-mirroring SPS experience during the school year.
- Trainings with Teachers, Activity Leaders, and Counselors
- Art, Music, PE, and Science curriculum development with SEL focuses imbedded
- Indoor SEL and outdoor SEL activities and experiences created by counselors during training days.





# EXPLORE PROGRAM: Impacts on SEL

## Program Successes

- Smaller groupings to facilitate peer interactions
- Connection to others in Sudbury
- Positive relationships fostered with peers and adults
- Community building at the Welcome Assembly each day
- Two SEL experiences each cycle.
- Greater focus on connection and building a positive group dynamic





# EXPLORE PROGRAM: Impacts on SEL

## Student Outcomes

- Positive school climate
- Improved social and emotional competencies
- Stronger relationships
- Positive connections to summer school staff
- Increased positive interactions with collaborative activities



# Staff + Family Survey Results

The best part of the summer was...

**"Our aid. She was awesome at amplifying my son's interests and building them into learning opportunities."**

**"I loved hearing about all the fun my daughter had while at camp. She made friends and felt confident about learning new skills and becoming familiar with the teachers."**

"How organized the curriculum and assessments were!"

"Being able to provide continued support for SPS English learners."

"The amount and quality of staff we had to meet the students' needs."

"Seeing so many familiar faces and kids happy to be here everyday."

"How supported I felt as an instructor."

The program would be better if...

**"I would like more class specific updates."**

**"If it went longer. Both my children participated and they both already miss it."**

**"If students could be told earlier if they are accepted to the program, only because other camps have you register much earlier."**

**"The distance to Loring is a challenge from the Haynes area."**

"Pop-up shades/umbrellas on the playground to mitigate heat."

"Lunch was a bit shorter (or restructured) for the younger students."

"Ensuring recess does not bump up to PE to prevent fatigue."

# Changes for Summer 2026

Schedule considerations - lunch duration, recess timing, etc.

Timing of supply ordering, considering fiscal year

Balance of student groupings

Budget considerations - ensuring fiscal efficiency

Heat mitigation during outdoor activities

Consider strategies for increasing consistent attendance

# THANK YOU!



Teachers

Staff

Families

School Committee

Whitsons Food Services

First Student Transportation

CASE Transportation

**Sudbury Public Schools  
School Committee Meeting**

**Date:** October 6, 2025

**Agenda Item:** 5 - Consent Calendar

**Recommendation:**

Motion to approve the Consent Calendar as presented / amended.

- a. Minutes (08/18/2025)
- b. Community Budget Letter Describing the 2025-2026 Budget Planning Process with the Administration

**Background Information:**

**Attachments:**

081825\_Sudbury School Committee Minutes\_DRAFT

2-DRAFT Community Budget Letter

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

Sudbury School Committee  
Meeting Minutes - DRAFT  
August 18, 2025

**Members Present:**

Karyn Jones, Chair  
Jessica McCready, Vice Chair  
Nicole Burnard  
Mandy Sim  
Betsy Sues

**Also Present:**

Brad Crozier, Superintendent  
Annette Doyle, Assistant Superintendent  
Don Sawyer, Director of Business and Human Resources

**1. Open Executive Session**

Vice Chair Jessica McCready opened the meeting at 7:03 p.m. Nicole Burnard, Mandy Sim, Betsy Sues and Jessica McCready affirmed in the positive.

Mandy Sim made a motion 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. Purpose 4 to discuss the deployment of security personnel or devices, or strategies with respect thereto.

Nicole Burnard seconded the motion.

ROLL CALL VOTE:

Mandy Sim: Aye  
Nicole Burnard: Aye  
Jessica McCready: Aye  
Betsy Sues: Aye

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

Vice Chair Jessica McCready confirmed the motion passed and that the Committee will convene in executive session and will return to open session at 7:30 p.m. pursuant to Massachusetts General Laws chapter 30A section 21(a) for the following purposes. Purpose 4 to discuss the deployment of security personnel or devices, or strategies with respect thereto.

**2. Open Regular Session**

Chair Karyn Jones opened the regular session meeting at 7:35 p.m.

**3. Public Comment**

- a. Vidya Parwani, Sudbury resident shared her concerns about inequities South Asian students experience in SPS and her hope that all cultures are embraced.

**4. Special Matters**

- a. New Administrator Introductions (Amy Mulkerin, Beth Ludwig, Sarah Daggett, Michelle Savage, Laura Brande)
    - i. Superintendent Crozier introduced the new administrators and all had an opportunity to introduce themselves and share their backgrounds.
  - b. School Safety Update, Chief of Police, Scott Nix
    - i. Chief Scott Nix gave his annual school safety update sharing that the state has now adopted ALERT (Advance Law Enforcement Rapid Response Training) which allows for agencies other than just Sudbury to respond to safety emergencies.
    - ii. Questions related to School Resource Officers and how they will be used and an update on SPD staffing was asked.
- 5. Educational and Operational Matters
  - a. District Reports
    - i. Director of Business and Human Resources Report
      - 1. Final bus passes have been distributed via postal mail. There are 1,718 registered bus riders throughout the District. The First View app will go live in about a month, once route adjustments are finalized.
      - 2. A suggestion was made to share a safety communication by the District.
    - ii. Assistant Superintendent Report
      - 1. An update was shared on the new EL Curriculum. Special thanks to Lauren Egizio and her team for their work in preparing for the EL launch.
      - 2. Questions from the Committee related to the training and whether it was mandatory and what training looks like in the future was asked.
    - iii. Superintendent's Report
      - 1. Staffing for certified staff is almost 100% in preparation for the new school year. A few openings for Teacher Assistants, Crossing Guards and Building Subs are still open.
      - 2. Opening Day is Monday and the guest speaker is Dr. Elise Wolf, an international speaker, focused on neurodiversity, Special Education and Executive Functioning.
- 6. Consent Calendar
  - a. Monthly Accounts Payable and Payroll Warrants Submission
  - b. BGB Step 3, Action - Adoption, Rejection or More Discussion Needed of Policy
    - i. AC - Non-Discrimination Policy Including Harassment and Retaliation
    - ii. AC-R - Civil Rights Grievance Procedure
    - iii. ACAB - Sexual Harassment / Title IX Policy
    - iv. ACAB-R - Grievance Procedure for Complaints of Sexual Harassment under Title IX of the Education Amendments of 1972
  - c. Review and approve SED request for additional space at Loring and Haynes
    - i. Questions related to cost and waitlists for the SED additional space request was asked.
    - ii. Vice Chair Jessica McCready motioned to approve the Consent Calendar as presented. Mandy Sim seconded the motion. **All in favor. 5-0.** Motion carries.

7. Continuing Business and Policy Matters

- a. Determination regarding Posting of School Committee and Subcommittee Meeting Agendas and Materials to the District and Town Website Including timelines; Consider a vote to task the Policy Subcommittee with drafting a related process for inclusion in the School Committee Handbook.
  - i. The Committee discussed options for adjusting the posting schedule of agenda packets and considered whether Subcommittee agendas and packets should be posted on both the district and town websites. They ultimately decided that regular session agenda packets will be posted by 12:00 p.m. on the day of the meeting, while posting Subcommittee packets will be left to the discretion of the Subcommittee Chair.
  - ii. Vice Chair Jessica McCready made a motion that the School Committee adopt amended option 3 for posting regular school session Committee packets Monday by Noon. Mandy Sim seconded the motion. **All in favor. 5-0.** Motion carries.
  - iii. Questions related to how this will impact administrative time was asked.
  - iv. Vice Chair Jessica McCready motioned that the School Committee adopt option 1 for posting Subcommittee agendas. Mandy Sim seconded the motion. **All in favor. 5-0.** Motion carries.
  - v. Vice Chair Jessica McCready motioned that the School Committee adopt the practice of option 4 for the posting of Subcommittee agenda packets. Mandy Sim seconded the motion. **All in favor. 5-0.** Motion carries.
  - vi. Vice Chair Jessica McCready made a motion to task the Policy Subcommittee in updating the School Committee Handbook regarding the decisions made regarding regular session School Committee agenda packets, Subcommittee posting of agendas, and Subcommittee agenda packets. Mandy Sim seconded the motion. **All in favor. 5-0.** Motion carries.
  - vii. Questions related to when these decisions become effective was asked.
- b. Development of FY27 Budget Guidelines to Inform Superintendent's Budget; Review of Survey Results and provide feedback to the Initial Drafting of Guidelines
  - i. The School Committee discussed the feedback provided by the survey recently taken to discuss the drafting of FY27 budget guidelines to inform the Superintendent's budget.
  - ii. Questions related to peer districts was asked.
  - iii. Regular curriculum review was suggested as a priority and questions related to whether tiered initiatives were being carried over from the previous year.
  - iv. Suggested edits to the budget guidelines document were reviewed and approved.

8. New Business and Policy Matters

- a. Review and provide feedback on the 2025-2026 Family Handbook / consider adoption
  - i. The Committee provided feedback and suggestions on the Family Handbook.
  - ii. Vice Chair Jessica McCready motions to approve the 2025-2026 SPS Family Handbook as amended. Mandy Sim seconded the motion. **All in favor. 5-0.** Motion carries.
- b. Committee discussion on potential focus areas for professional development, including whether to prioritize training related to the operating budget or goal setting



- i. The Committee discussed whether to engage in Professional Development related to the operating budget or goal setting and strategic planning. A suggestion to bring back the vote to the next meeting to review the current strategic plan was recommended.
  - ii. Vice Chair Messica McCready motions that the School Committee prioritize option 2 Goal Setting and Strategic Planning as the focus area for upcoming Professional Development. Chair Karyn Jones seconded the motion. **Vote: 3-2.** Motion carries.
- c. Authorize the current Sudbury School Committee Chair to continue discussions regarding the Combined Facilities MOA with the Town Manager, Superintendent, Select Board Chair, and Combined Facilities Director
  - i. Information was shared on where the MOA was left after meetings with both the School Committee and Select Board.
  - ii. Vice Chair Jessica McCready motioned to authorize the current School Committee Chair Karyn Jones to continue discussions regarding the Combined Facilities MOA with the Town Manager, Superintendent, Select Board Chair, and Combined Facilities Director. Betsy Sues seconded the motion. **Vote 3-2.** Motion carries.
- d. Review potential policies for the 2025-2026 cycle, determine which will be assigned to the Policy Subcommittee, and update the Subcommittee's charge accordingly.
  - i. The Committee discussed policies for review at an upcoming Policy Subcommittee meeting. They agreed to continue work on policies that were introduced last year and also to begin consideration of new policies moving forward.
  - ii. They also reviewed and made edits to the Policy Subcommittee Charge.
  - iii. Questions were raised about the next Tri-District Meeting.
  - iv. Vice Chair Jessica McCready motioned that the School Committee approve the list of policies identified for review or consideration during the 2025-2026 cycle. Mandy Sim seconded the motion. **Vote 5-0.** Motion carries.
  - v. Vice Chair Jessica McCready motioned that the School Committee update the Policy Subcommittee's charge to reflect the policies assigned for review.

## 9. Future Agenda Items

- 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 the Open Meeting Law.
  - i. Suggested future agenda items include:
    - 1. Ideas for an overview of the AP approval process and improvements to the Budget Book.
    - 2. Feedback from the School Committee in building a future SPS Calendar Review Subcommittee agenda.
    - 3. Adding the draft At-A-Glance Newsletter to a December meeting.
    - 4. Moving the SMILE/Explore Update to an October meeting.

## 10. Adjournment

- a. Chair Karyn Jones moves to adjourn the meeting at 10:37 p.m. Nicole Burnard seconded the motion. **All in favor. 5-0.** Motion carries.

Respectfully Submitted,  
Julie Williams  
Executive Assistant to the Superintendent

**Documents Reviewed During the August 18, 2025 School Committee Meeting**

1. SC Meeting Warrant Summary - 081225
2. Policy BGB and Draft Policies AC, AC-R, ACAB, ACAB-R
3. sudbury.12.ma.us Mail - Supplemental Space and Lease Agreements
4. Posting of School Committee and Subcommittee Meeting Agendas and Materials
5. DRAFT School Committee FY27 Budget Guidelines
6. Survey Results\_Sudbury School Committee Input\_FY27 Budget Guidelines
7. Copy of DRAFT\_Family Handbook FY26-MLM Edit\_081525.docx (1)
8. MASC Professional Development Options
9. 1-2025-2026 Policy Input Form Recommend Policies for Review, Revision, or Adoption
10. 2-RED LINED 2025-2026 Policy Subcommittee Charge
11. 2025-2026 SC Agenda Setting & Materials - Rolling Agenda



## **Sudbury Public Schools**

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

November 4, 2025

Dear Community,

The Administration and the Sudbury School Committee are actively engaged in developing the budget for the 2026–2027 academic year. The budget is one of the most important tools we have to support our students and educators. As this work moves forward, we want to keep you informed and invite you to take part in the process.

We would like to share some key dates with you. During Budget Review Meetings, the Administration and School Committee review projected enrollment, MCAS data, Student Services, and other student achievement presentations. Every meeting includes time for public comment. The **Budget Hearing**, required by law, is a formal opportunity for community members to hear the proposal and provide feedback.

<b>November 24   7pm</b> Hybrid	School Committee Meeting 40 Fairbank Road Room 214	Administration and School Committee discussion to prioritize initiatives
<b>December 1   7pm</b> Remote	School Committee Meeting	Review the Superintendent's proposed draft line item budget
<b>December 4   7pm</b> Hybrid	School Committee Meeting 40 Fairbank Road Room 214	The Administration will present budget drivers
<b>December 8   7pm</b> Remote	School Committee Meeting	The School Committee will provide feedback regarding the proposed budget
<b>December 15   7pm</b> Hybrid	School Committee Meeting 40 Fairbank Road Room 214	<b>Budget Hearing</b> - An opportunity for the community to provide feedback and have their voices heard in the budget process.
<b>December 18   7pm</b> Remote	School Committee Meeting	Vote on the budget
<b>February TBD</b>	Finance Committee Meeting	Budget Hearing

Review and approval of the budget is one of the School Committee's most important responsibilities, and community input is essential. We hope you will follow along, attend meetings, and add your voice as we work together to support our schools. As always, please feel free to reach out to members of the School Committee at any time at [School-Committee@sudbury.k12.ma.us](mailto:School-Committee@sudbury.k12.ma.us).

In partnership,

### **Sudbury School Committee**

Karyn Jones (Chair), Jessica McCready (Vice-Chair), Nicole Burnard, Mandy Sim, and Elizabeth Sues

**Sudbury Public Schools  
School Committee Meeting**

**Date:** October 6, 2025

**Agenda Item:** 6a

**Policy BGB Step 1 - Informational Item Only: SPS Members of the Tri-District Calendar Review Subcommittee Recommended Policy IMDA (Accommodations for Religious and Cultural Observances) for Potential Adoption**

**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 at 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:**

**Informational: XX**

## Sudbury Public Schools School Committee Meeting

**Date:** October 6, 2025

**Agenda Item:** 6b - Policy BGB Step 2 - Policy FA (Facilities Development Goals)

### **Recommendation:**

Move to have Council review Policy FA - Facilities Development Goals as amended / presented.

### **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.  
*(Completed at 9/22/2025 meeting)*
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. **(We are at this step)**
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 - Policy Subcommittee Memo - FA Facilities Development Goals.docx

3-Current SPS Policy - FA Facility Development Goals

4-DRAFT -FA Facilities Development Goals with Redlines

5-DRAFT -FA Facilities Development Goals without RedLines

**Action:** XX

**Report:**

**Discussion:**

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.

## **Memo: Comparison of Current vs. Proposed Policy FA – Facilities Development Goals**

To: Sudbury School Committee

From: Karyn Jones, Chair Policy Subcommittee

September 30, 2025

As part of our ongoing policy review process, the Policy Subcommittee has voted to recommend an updated version of Policy FA – Facilities Development Goals for full School Committee discussion and consideration. This memo provides a comparison of the current policy and the proposed update.

<b>Topic</b>	<b>Current Policy</b>	<b>Proposed Policy (Recommended by Subcommittee)</b>
Educational Focus	Educational program and facilities must go “hand in hand” to support learning.	Facilities are essential for quality academic performance. Goal is to provide safe, comfortable, well-maintained facilities for all students.
Resource Priorities	Emphasizes cost-effective design, high-quality construction, and MSBA partnership.	Recognizes limited capital funds and need to set priorities. First objective: support educational programming and student rights to be independent learners and contributors.
Community Considerations	Projects should minimize adverse environmental, social, and economic impacts on the community.	Facility expansions should also consider the cultural and educational needs of the broader community.
Accessibility & Traffic	Notes good engineering practices and future technological practices.	Adds explicit planning for safe pedestrian, bicycle, and bus circulation to minimize traffic, congestion, and idling near schools.

Design Standards	Requires cost-effective design, quality construction, attention to technology, and long-term community investment.	Expands criteria: simplicity of design, universal design (accessibility), high educational use, sound economics, low maintenance costs, energy efficiency, low insurance rates, and flexibility.
MSBA Partnership	States intent, wherever possible, to partner with MSBA.	Reaffirms intent, whenever possible, to partner with MSBA.

The proposed policy broadens the scope and adds detail, emphasizing:

- Student rights and independence
- Accessibility and universal design
- Sustainability and environmental responsibility
- Consideration of cultural/community needs
- Long-term cost efficiency
- Continued partnership with the Massachusetts School Building Authority (MSBA)



## 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.

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].**

**Sudbury Public Schools  
School Committee Meeting**

**Date:** October 6, 2025

**Agenda Item:** 6c  
**Combined Facilities Memorandum of Agreement: Update,  
Next Steps**

**Recommendation:**

**Background Information:**

**Attachments:**

1-Dec19EmailFacilities Department MOA

2-Dec19MOAAgreedUponEdits

3-Jan31EmailFacilities Department MOA

4-Jan31MOAAgreedUponEdits

**5-Current MOA**

**6-01312025Redlined Changes w\_ Current MOA**

**7-MOA Edit Summary\_Currentv01312025vs**

**Action:**

**Report:**

**Discussion:**

**XX**



Nicole Burnard <nicole\_burnard@sudbury.k12.ma.us>

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## Facilities Department MOA

3 messages

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**Roberts, Jennifer** <RobertsJ@sudbury.ma.us>

Thu, Dec 19, 2024 at 2:15 PM

To: "Sheehan, Andy" <SheehanA@sudbury.ma.us>, "Crozier, Brad" <brad\_crozier@sudbury.k12.ma.us>, "nicole\_burnard@sudbury.k12.ma.us" <nicole\_burnard@sudbury.k12.ma.us>, "Duran, Sandra" <DuranS@sudbury.ma.us>  
Cc: "Roberts, Jennifer" <RobertsJ@sudbury.ma.us>

Hi,

Thank you for the productive meeting yesterday.

I am attaching two versions of the MOA.

1) Version with edits in document shown yesterday plus new edits added in the meeting. (This already had "accepted" edits that Brad had proposed earlier reviewed by all.

2) Version with all edits accepted.

Please let me know if I missed anything. I have in my notes that we will next meet January 10 at 2pm.

Have a good holiday!

Jen

**Jennifer Roberts**

Chair, Sudbury Select Board

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### 2 attachments



**Facilities Department Agreement Dec\_2024 Edits from 12.18.24 Meeting all changes accepted.docx**  
36K



**Facilities Department Agreement Dec\_2024 Edits from 12.18.24 Meeting.docx**  
37K

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**Roberts, Jennifer** <RobertsJ@sudbury.ma.us>

Wed, Feb 12, 2025 at 5:49 AM

## Facilities Department

### Memorandum of Agreement

Between the Sudbury ~~Board of Selectmen~~ Select Board  
and the School Committee of the Sudbury Public Schools

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

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

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

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

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

- The maintenance, repair and permitting for all town and school playing fields shall remain the responsibility of the Town government.

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

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

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

The Director's responsibilities shall include the following:

- Management of all maintenance and repairs of the buildings, including HVAC and others systems and major equipment.
- Development and implementation of a preventative maintenance plan for all facilities.
- Development of a system to prioritize, implement and manage all work orders and requests, including specifications for work to be done under contract and supervision of private contractors; for building maintenance and repairs.
- Purchase of materials, supplies, and equipment for building maintenance and repair, in accordance with procurement regulation, laws and policies.
- Consultation with the Town Counsel's office in regard to review of contracting/bidding documents.
- Obtaining certification through the Mass Certified Public Purchasing Official (MCPPO) Program as a procurement officer.

- Management of capital planning, including development of a five-year capital plan for all municipal and school buildings, to be approved by the Town Manager for all Town buildings and the Superintendent of Schools for all school buildings.
- Input into Preparation of an annual budget as described below.
- Coordination with appropriate Town Boards and Committees, including, but not limited to, those listed below.
- Pursuit of grants and other funding resources to support the work of the Facilities Department, Town Manager and School Committee as appropriate.
- Development of Department policies and annual Department objectives, plans, and goals, subject to approval of the Town Manager and Superintendent.

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

Any current Town and School employees who come to work under the supervision of the Director shall remain in their current bargaining units in effect, as of the date this agreement is signed, and all bargaining will remain under the same Town or School umbrella as they currently fall, until such time the parties agree to modify this part of the agreement. Any departmental employees hired after the hiring of the Department Director shall be covered by the Employee Benefits and Policies in the Town of Sudbury Employee Handbook. ~~Staff transferred from Town or School departments into the shared Department~~ All employees will be subject to policies as determined by the Town Manager and Superintendent. In the case of conflicting policies, the more stringent shall apply ~~The Director will communicate, collaborate, and work with School and Town employees who remain employed outside the shared Department as needed to accomplish the Department's work and objectives.~~ All parties associated with the Facilities Department will communicate and collaborate in order to accomplish the Department's work and objectives.

~~On an ongoing basis, During Fiscal Year 2012,~~ the Director and Department will analyze the current status ~~of Town and SPS buildings/facilities and, working with the Town Manager and Superintendent, develop a plan and proposal for the Department's organizational structure and ongoing operations.~~ ~~The plan and proposal will be completed by September 30, if feasible.~~ This proposal will address, among other things, the Department's policies, practices and procedures, the Department's relationship with other Committees and Boards, and address the future staffing level and needed skills, assignment or transfer of personnel from the Town departments and SPS to the Department of Facilities, and supervision of staff. This proposal will be submitted to the Town Manager, Superintendent, and School Committee for review and approval.

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



The SPS Maintenance Director, who will remain an employee of SPS, ~~and~~ will continue to perform current responsibilities for SPS.

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

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

**Article IV. Relationship with Town Boards and Committees:** The Director will provide reports to the Town Manager, Superintendent, Select Board, School Committee, and other boards and committees, as needed, but no less than annually, and will be available to attend evening meetings as required.

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

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

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

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

differences between a building manager and the Director, depending on the building involved. In such instances the decision of the Superintendent or Town Manager shall be final.

Article VI. **Operating Budget:** All salaries and benefits shall be shared equally by the Town and SPS, with payment coming from the respective operating budgets and the benefits account. Staffing for the department shall be mutually agreed upon by the Town and SPS.

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

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

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

Article VII. **Use of School Buildings and Municipal Buildings:** The Town Manager shall retain jurisdiction and control of all municipal buildings, consistent with state law and the Town Manager Act. The School Committee, consistent with Massachusetts General Laws, Chapter 71, shall retain full jurisdiction and control over the use and rental of school buildings, facilities, and grounds. The School Committee shall maintain control over the use of school facilities and grounds by all groups wishing to use the school grounds and facilities. Unless the School Committee determines otherwise, the Recreation Department shall continue to permit use of both Town and School playing fields. Fees established for use of the school grounds and facilities shall be set by the School Committee. The fees will be paid into a revolving fund, which is to be used by SPS for payment of costs for custodial care and cleaning, but may be used for maintenance projects, as requested by the Director and approved by the

Superintendent. The Town ~~will~~ continue to have separate policies for use and fees associated with the various Town buildings which will not be a part of this agreement.

Article VIII. **Terms of Agreement:** This Agreement is effective beginning on the last date of execution by signatories as shown below, by authorized votes of the SBBOS and the School Committee, and shall remain in effect unless terminated by the SBBOS or School Committee. Notice of termination shall not be given later than December 31st ~~prior to the end of a fiscal year and~~ will not go into effect until the end of that fiscal year. Amendments to this Agreement may be made at any time by written agreement of the SBBOS, Town Manager, School Committee, and Superintendent.

\_\_\_\_\_  
Chair~~man~~, Select Board

\_\_\_\_\_  
Chair~~man~~, School Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Nicole Burnard <nicole\_burnard@sudbury.k12.ma.us>

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## Facilities Department MOA

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**Roberts, Jennifer** <RobertsJ@sudbury.ma.us>

Wed, Feb 12, 2025 at 5:49 AM

To: "Sheehan, Andy" <SheehanA@sudbury.ma.us>, "Crozier, Brad" <brad\_crozier@sudbury.k12.ma.us>, "nicole\_burnard@sudbury.k12.ma.us" <nicole\_burnard@sudbury.k12.ma.us>, "Duran, Sandra" <DuranS@sudbury.ma.us>

Hi,

I am attaching the edits from our 1.31.25 meeting. One version shows the edits, and the other has the edits accepted.

Brad, next step is you were going to do the match to the original to show all changes. If you could share that when complete, that would be great.

Thank you very much!

Jen

**Jennifer Roberts**

Chair, Sudbury Select Board

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**From:** Roberts, Jennifer

**Sent:** Thursday, December 19, 2024 2:15 PM

**To:** Sheehan, Andy; Crozier, Brad; [nicole\\_burnard@sudbury.k12.ma.us](mailto:nicole_burnard@sudbury.k12.ma.us); Duran, Sandra

**Cc:** Roberts, Jennifer

**Subject:** Facilities Department MOA

[Quoted text hidden]

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### 2 attachments



**Facilities Department Agreement Edits from 01.31.25 Meeting .docx**

37K



**Facilities Department Agreement Edits from 01.31.25 Meeting all changes accepted.docx**

36K

## Facilities Department

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

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

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

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

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

- The custodial care and cleaning of the ~~municipal and~~ school buildings shall remain the responsibility of the respective ~~town and~~ school staff.
- Payment for ongoing utilities expenses for ~~municipal and~~ school buildings shall remain the responsibility of the respective ~~town and~~ school operating budgets.
- Pedestrian snow removal at school buildings shall remain the responsibility of school staff.
- Snow removal, salting, and sanding of all school and municipal parking lots shall remain the responsibility of the ~~Town government~~Department of Public Works.
- The maintenance and repair of all school parking lots, driveways, and on-site roadways shall remain the responsibility of the Sudbury Public Schools.
- The maintenance and repair of all municipal parking lots, driveways, and on-site roadways shall remain the responsibility of the ~~Town government~~Department of Public Works.
- The maintenance and repair, including landscaping, of all school grounds ~~other than the playing fields~~ shall be the responsibility of the Sudbury Public Schools.
- The maintenance and repair, including landscaping, of all municipal grounds shall remain the responsibility of the Town government/Department of Public Works.

- The maintenance, repair and permitting for all town and school playing fields shall remain the responsibility of the Town government.

**Article II. Oversight of the Department:** The Department shall be under the direction and control of the Town Manager and Superintendent, who shall jointly exercise general oversight and supervision of a Facilities Director, including goal setting and conducting annual reviews to assess whether the Director is meeting annual goals, and shall have the responsibility of appointing the Director. The Director's compensation shall be jointly determined by the Town Manager and Superintendent. The Director's Employee Benefits and Policies shall be those stated in the Town of Sudbury Employee Handbook. The Town Manager and Superintendent may elect to use consultants or contractors as needed to carry out the responsibilities of the Department, including responsibilities to be assigned to the Facilities Director when hired.

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

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

The Director's responsibilities shall include the following:

- Management of all maintenance and repairs of the buildings, including HVAC and others systems and major equipment.
- Development and implementation of a preventative maintenance plan for all facilities.
- Development of a system to prioritize, implement and manage all work orders and requests, including specifications for work to be done under contract and supervision of private contractors; for building maintenance and repairs.
- Purchase of materials, supplies, and equipment for building maintenance and repair, in accordance with procurement regulation, laws and policies.
- Consultation with the Town Counsel's office in regard to review of contracting/bidding documents.
- Obtaining certification through the Mass Certified Public Purchasing Official (MCPPO) Program as a procurement officer.

- Management of capital planning, including development of a five-year capital plan for all municipal and school buildings, to be approved by the Town Manager for all Town buildings and the Superintendent of Schools for all school buildings.
- Input into preparation of an annual budget as described below.
- Coordination with appropriate Town Boards and Committees, including, but not limited to, those listed below.
- Pursuit of grants and other funding resources to support the work of the Facilities Department, Town Manager and School Committee as appropriate.
- Development of Department policies and annual Department objectives, plans, and goals, subject to approval of the Town Manager and Superintendent.

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

Any current Town and School employees who come to work under the supervision of the Director shall remain in their current bargaining units in effect, as of the date this agreement is signed, and all bargaining will remain under the same Town or School umbrella as they currently fall, until such time the parties agree to modify this part of the agreement. Any departmental employees hired after the hiring of the Department Director shall be covered by the Employee Benefits and Policies in the Town of Sudbury Employee Handbook. All employees will be subject to policies as determined by the Town Manager and Superintendent. In the case of conflicting policies, the more stringent shall apply. All parties associated with the Facilities Department will communicate and collaborate in order to accomplish the Department's work and objectives.

On an ongoing basis, the Director and Department will analyze the current status of Town and SPS buildings/facilities and, working with the Town Manager and Superintendent, develop a plan and proposal for the Department's organizational structure and ongoing operations. This proposal will address, among other things, the Department's policies, practices and procedures, the Department's relationship with other Committees and Boards, and address the future staffing level and needed skills, assignment or transfer of personnel from the Town departments and SPS to the Department of Facilities, and supervision of staff. This proposal will be submitted to the Town Manager, Superintendent, and School Committee for review and approval.

The SPS Maintenance Director, who will remain an employee of SPS, will continue to perform current responsibilities for SPS.

The Town Supervisor of Buildings, who will remain an employee of the Town, will continue to perform current responsibilities for the Town.

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

**Article IV. Relationship with Town Boards and Committees:** The Director will provide reports to the Town Manager, Superintendent, Select Board, School Committee, and other boards and committees, as needed, but no less than annually, and will be available to attend evening meetings as required.

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

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

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

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

**Article VI. Operating Budget:** All salaries and benefits shall be shared equally by the Town and SPS, with payment coming from the respective operating budgets and the



benefits account. Staffing for the department shall be mutually agreed upon by the Town and SPS.

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

The Director shall be responsible for providing input for developing an annual operating budget for the Department, which will be subject to the review and approval of the Town Manager and Superintendent. The operating budget shall be sufficiently detailed to show separate budget allocations for school buildings and for municipal buildings. The operating budget shall include the estimated cost for all wages and salaries, operating expenses, supplies, and capital purchases.

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

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

**Article VIII. Terms of Agreement:** This Agreement is effective beginning on the last date of execution by signatories as shown below, by authorized votes of the SB and the School Committee, and shall remain in effect unless terminated by the SB or School Committee. Notice of termination shall not be given later than December 31st will not go into effect until the end of that fiscal year. Amendments to this Agreement may be made at any time by written agreement of the SB, Town Manager, School Committee, and Superintendent.

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Chair, Select Board

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Chair, School Committee

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Date

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Date

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Town Manager

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Superintendent

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Date

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Date

## Facilities Department

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

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

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

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

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

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



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

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

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

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

The Director's responsibilities shall include the following:

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



contract and supervision of private contractors, for building maintenance and repairs.

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

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

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

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



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

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

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

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

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

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

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



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

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

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

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

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

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

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



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

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

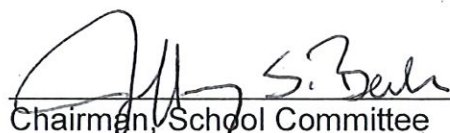
**Article VII. Terms of Agreement:** This Agreement is effective beginning on the last date of execution by signatories as shown below, by authorized votes of the BOS and the School Committee, and shall remain in effect unless terminated by the BOS or School Committee. Termination requires six months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

  
Chairman, Board of Selectmen

1/17/2012  
Date

  
Town Manager

1/17/12  
Date:

  
Chairman, School Committee

1/18/2012  
Date

  
Superintendent

1/18/12  
Date:



**YELLOW** - Not Resolved; Further Conversations Needed

## Facilities Department

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

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

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

#### Article I.

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

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

- The custodial care and cleaning of the ~~municipal and~~ school buildings shall remain the responsibility of the respective ~~town and~~ school staff.
- Payment for ongoing utilities expenses for ~~municipal and~~ school buildings shall remain the responsibility of the respective ~~town and~~ school operating budgets.
- Pedestrian snow removal at school buildings shall remain the responsibility of school staff.

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

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

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

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

The Director's responsibilities shall include the following:

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

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

Any current Town and School employees who come to work under the supervision of the Director shall remain in their current bargaining units in effect, as of the date this agreement is signed, and all bargaining will remain under the same Town or School umbrella as they currently fall, until such time the parties

agree to modify this part of the agreement. Any departmental employees hired after the hiring of the Department Director shall be covered by the Employee Benefits and Policies in the *Town of Sudbury Employee Handbook*. ~~All employees Staff transferred from town or school departments into the shared department~~ will be subject to policies as determined by the Town Manager and Superintendent. ~~In the case of conflicting policies, the more stringent shall apply. The Director will communicate, collaborate, and work with School and Town employees who remain employed outside the shared Department as needed to accomplish the Department's work and objectives. All parties associated with the Facilities Department will communicate and collaborate in order to accomplish the Department's work and objectives.~~

~~During Fiscal Year 2012, On an ongoing basis,~~ the Director and Department will analyze the current status of Town and SPS buildings/facilities and, working with the Town Manager and Superintendent, develop a plan and proposal for the Department's organizational structure and ongoing operations. ~~The plan and proposal will be completed by September 30, if feasible.~~ This proposal will address, among other things, the Department's policies, practices and procedures, the Department's relationship with other Committees and Boards, and address the future staffing level and needed skills, assignment or transfer of personnel from the Town departments and SPS to the Department of Facilities, and supervision of staff. This proposal will be submitted to the Town Manager, Superintendent, and School Committee for review and approval.

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

The SPS Maintenance Director, who will remain an employee of SPS, and will continue to perform current responsibilities for SPS.

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

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

#### Article IV.

**Relationship with Town Boards and Committees:** The Director will provide reports to the Town Manager, Superintendent, ~~Select Board of~~ ~~Selectmen~~, School Committee, and other boards and committees, as needed,

but no less than annually, and will be available to attend evening meetings as required.

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

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

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

#### Article V.

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

#### Article VI.

**Operating Budget:** ~~For Fiscal Years 2012 and 2013, a~~ All salaries and benefits for ~~the Director and a clerical staff member~~ shall be shared equally by the Town and SPS, with payment coming *from* the respective operating budgets and the benefits account. **Staffing for the department shall be mutually agreed upon by the Town and SPS.**

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

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

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

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

Article VII. **Terms of Agreement:** This Agreement is effective beginning on the last date of execution by signatories as shown below, by authorized votes of the ~~BOS~~ SB and the School Committee, and shall remain in effect unless terminated by the ~~BOS-SB~~ or School Committee. ~~Notice of Termination shall not be given later than December 31st-requires six months notice prior to the end of a fiscal year and will not go into take~~ effect until the end of that fiscal year. Amendments to this Agreement may be made at any time by written agreement of the ~~BOS~~ SB, Town Manager, School Committee, and Superintendent.

\_\_\_\_\_  
Chair, Select Board

\_\_\_\_\_  
Chair, School Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Superintendent

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Date

\_\_\_\_\_  
Date



# Summary of Edits

Section	Current MOA	January 31, 2025 Version	Key Change
<b>Terminology</b>	“Board of Selectmen (BOS)”	“Select Board (SB)”	Updated to reflect the current name.
<b>Article I – Scope</b>	Custodial care & utilities for <i>both municipal and school buildings</i> remained with respective budgets. Snow removal for parking lots handled by Town government.	Custodial care & utilities limited to <i>school buildings only</i> . DPW is explicitly responsible for snow removal in all parking lots.	Narrows scope for SPS; clarifies DPW’s role.
<b>Article II – Oversight</b>	Director appointed for up to 3 years. No mention of reviews.	No term limit. The Town Manager & Superintendent oversee the Director with annual goal-setting and reviews.	Moves from fixed term to performance-based oversight.
<b>Article III – Director &amp; Staffing</b>	The director prepared an annual budget. Required long-term staffing plan by Sept 2012. Interim reporting structure spelled out.	The Town Manager, Superintendent, and Director meet quarterly. The director gives input on the budget (approval remains with Town Manager & Superintendent). 2012 deadline language removed. “More stringent policy applies” clause added.	Modernizes setup: ongoing coordination, collaboration, and conflict-resolution standards.
<b>Article IV – Relationship with Boards/Committees</b>	Director provided reports “as needed.”	Director must report at least annually.	Formalizes accountability and reporting frequency.



<b>Article VI – Operating Budget</b>	FY2012–2013 pilot cost-sharing details. Afterward, the Director prepared the annual budget. Salaries are split between municipal and SPS budgets.	Pilot language removed. All salaries/benefits are shared equally. Staffing mutually agreed upon. The director provides input, but approval is with the Town Manager & Superintendent.	Simplifies structure; establishes equal cost-sharing permanently.
<b>Article VII – Use of Buildings</b>	Framework broader; Recreation Dept. permitting implied.	Recreation Dept. continues permitting unless SC decides otherwise. Town keeps separate policies for municipal buildings.	Tightens and clarifies language.
<b>Article VIII – Termination</b>	Six months' notice prior to the end of the fiscal year.	Notice must be given by Dec. 31; effective at fiscal year end.	Sets a clear, consistent annual deadline.

**Sudbury Public Schools  
School Committee Meeting**

**Date:** October 6, 2025

**Agenda Item:** 6d

**Preliminary Discussion of Potential Special and Annual Town Meeting Warrant Articles: School Committee members will share initial ideas and identify items requiring additional information or cost analysis from the administration**

**Recommendation:**

Move for the administration to provide additional information on the following to discuss at a future meeting: **Chapter 70 Funding Transfer ,MSBA Roof Articles/ADA, UDL School Classroom Instructional Equipment, SPS Solar Revolving Fund, Safety Doors.**

**Background Information:**

**Attachments:**

<b>Action:</b>	<b>XX</b>	<b>Report:</b>	<b>Discussion:</b>	<b>XX</b>
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Timestamp	Special Town Meeting Articles	Annual Town Meeting Articles	Either Special Town Meeting or Annual Town Meeting
9/25/2025 16:09:00	Increase in Chapter 70 monies finalized in August of 2025 - this will allow us to add it to our 2026 fiscal year budget. MSBA Roof articles	Not at this time. I'd first like to review the recommended Capital warrant articles being presented by the Combined Facilities Director in October.	Not at this time. I'd first like to review the recommended Capital warrant articles being presented by the Combined Facilities Director in October.
9/29/2025 9:55:21	Capital improvement project (school roofs)	None at this time; may need to re-examine based on budget process.	
9/29/2025 14:21:45	-Nixon and Haynes Roofs w/ ADA Improvements	-If needed to continue the UDL work: School Classroom Instructional Equipment - SPS Solar Revolving Account? -Safety Doors at all Schools to Prevent Intruders	
10/1/2025 7:32:53	-Additional Chapter 70 Funding Transfer to Fund FY26 (Potential) Contractual Obligations		

**Sudbury Public Schools  
School Committee Meeting**

**Date:** October 6, 2025

**Agenda Item:** 6e

**LGBTQ+ Parent Advisory Council: Finalize Proposal for Establishment, Possible Vote for Liaison Assignment and Next Steps**

**Recommendation:**

Move to approve the proposal for the establishment of a LGBTQ+ Parent Advisory Council as **presented/amended**.

Move to appoint **[Name]** as the Sudbury School Committee liaison to the LGBTQ+ Parent Advisory Council, effective immediately, to serve until the Committee's next annual reorganization or until a successor is appointed.

**Background Information:**

At the Sudbury School Committee meeting on September 8, 2025, there was a straw vote to move forward with the establishment of an LGBTQ+ Parent Advisory Council. This meeting is to review Policy BDF, Advisory Committees to the School Committee, and finalize and vote to establish a LGBTQ+ PAC.

**Attachments:**

09082025AgendaPacket\_PAC

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

## BDF - ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve.
  - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
  - c. The resources the School Committee will provide.
  - d. The approximate dates on which the School Committee wishes to receive major reports.
  - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
  - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.
8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.
9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

***Draft to start conversation:***

**Proposal for Establishment of the LGBTQ+ Parent Advisory Council (PAC)  
Sudbury Public Schools**

**Purpose:**

The LGBTQ+ Parent Advisory Council (PAC) will serve in an advisory role to the Sudbury School Committee and administration. The Council will provide caregiver input on matters affecting the academic success, emotional well-being, and school experience of LGBTQ+ students across Sudbury Public Schools (PreK–8). It will help identify potential barriers to inclusion and equity, elevate caregiver voice, and support the district's strategic goals related to belonging, safety, and whole-child development.

This effort aligns with Sudbury's broader commitment to equity, family engagement, and the well-being of all children. As a PreK–8 district, Sudbury serves young students who are still learning to advocate for themselves. These students may lack the tools, language, or confidence to navigate identity-related concerns. A family-centered advisory structure empowers trusted adults to partner with the district in creating safer, more inclusive learning environments. The PAC also builds on Sudbury's leadership in wellness and equity and positions the district to align with evolving state-level best practices.

**Required Components per Policy BDF:**

**a. Length of Time Members Are Asked to Serve:**

PAC members will serve for one school year, with the option to renew annually. Initial membership will be appointed by January 2026, with service running through May 2027.

**b. Assignment and Scope of Responsibilities:**

The PAC is charged with:

- Advising the School Committee and administration on systemic opportunities to strengthen support for LGBTQ+ students and families;
- Identifying areas where district policies, practices, or communications may unintentionally create barriers;
- Collaborating with staff to co-create inclusive strategies and improve school climate;
- Exploring opportunities to strengthen LGBTQ+-affirming family engagement across the district, including events, outreach, and resource sharing.

The PAC will serve in a non-governing advisory capacity. It will not address individual student concerns or personnel matters.

**c. Resources the School Committee Will Provide:**

- An appointed School Committee liaison to the Sudbury School Committee
- An appointed administrative liaison selected by the Superintendent
- Meeting space and administrative support (e.g., scheduling, translation if needed)
- Access to relevant district equity materials and data
- Communication support to issue calls for participation and share public updates

**d. Reporting Timeline:**

At the start of each school year, the LGBTQ+ Parent Advisory Council will be invited to present to the School Committee at least once annually at a mutually agreed upon time. This presentation may include the PAC's goals, input on LGBTQ+-inclusive educational programming, and broader matters related to the well-being, inclusion, and safety of LGBTQ+ students.

Throughout the year, the designated administrator or their designee and the PAC chairperson(s) will meet periodically, as schedules and capacity allow, to exchange updates and address shared priorities. These meetings are intended to strengthen communication and collaboration between families and school leadership in support of inclusive practices across Sudbury Public Schools.

**e. Governance and Relationships:**

Membership on the LGBTQ+ Parent Advisory Council (PAC) shall be open to all parents and guardians of students enrolled in Sudbury Public Schools, as well as other interested caregivers and community members. The PAC shall serve in an advisory role to the School Committee and administration on matters that pertain to the safety, inclusion, and educational experience of LGBTQ+ students.

The duties of the PAC shall include, but not be limited to:

- Advising the School Committee and administration on systemic opportunities to strengthen support for LGBTQ+ students and families;
- Meeting regularly with designated district staff to participate in the review and development of practices that impact the well-being, belonging, and school climate experienced by LGBTQ+ students;

- Identifying potential barriers to access or inclusion and recommending strategies to promote equity.

The PAC shall establish bylaws governing membership, officers, and operational procedures. In the course of fulfilling its duties, the PAC shall receive reasonable assistance from the School Committee and administration, subject to staff and resource availability.

All meetings of the PAC shall be held in accordance with Massachusetts Open Meeting Law. Agendas must be posted 48 business hours in advance of a meeting and minutes must be maintained and made available to the public. Appointments to the PAC shall be made by the School Committee. Appointment of any staff members shall be made by the Committee upon recommendation of the Superintendent.

**f. Responsibilities for Release of Information:**

Any press releases or public communications by the PAC must be reviewed and approved by the Superintendent or designee in accordance with Sudbury Public Schools' communication protocols.

**Statement of Intent:**

The Sudbury School Committee acknowledges that this PAC is not mandated by state law and is being created as a proactive, data-informed measure to address current disparities in student experience and well-being. The Committee reserves the right to dissolve the PAC at any time.

**Next Steps (if approved):**

- **Fall 2025:**
  - Sudbury School Committee appoints a liaison
  - Superintendent appoints administrative liaison
  - Public call for participation issued
  - Sudbury School Committee appoints membership of PAC (December/January)
- **By May 2026:**
  - At least one PAC meeting was held
  - Draft bylaws developed



- School Committee receives update along with PAC's goals for the upcoming year

DRAFT

**Sudbury Public Schools  
School Committee Meeting**

**Date:** October 6, 2025

**Agenda Item:** 6f

**FY27 Calendar Review (First of Three Meetings):** Member questions and comments on packet materials (mock calendars, memos, absentee data) with preliminary discussion of calendar options and half-day considerations; potential straw vote if needed. The Committee will vote on one mock calendar on 11/3 ahead of the 11/13 Tri-District School Committee meeting..

**Recommendation:**

**Background Information:**

**Attachments:**

**1-SPS Calendar Review Timeline\_Aproved09222025**

2-Policy IC-ICA - School Year School Calendar

3-Policy IMD - School Ceremonies and Observances

4-Policy JBB - Educational Equity

**5-SPS Memos - Calendar Review .docx**

**6-25-26 SPS Current Calendar**

**6-25-26 StateFederal DRAFT**

**7-25-26 Additional Holidays DRAFT**

**8-26-27 SPS Current Calendar DRAFT**

9-26-27 StateFederal DRAFT

10-26-27 Additional Holidays DRAFT

11-27-28 SPS Current Calendar DRAFT

12-27-28 StateFederal DRAFT

13-27-28 Additional Holidays DRAFT

14-Community Requested Holidays\_10062025

14-SPS Absentee Data

Action:

XX

Report:

Discussion:

XX

**Sudbury School Committee Calendar Review Timeline**  
**Approved 9/22/2025**

<b>9/22/2025</b>	<ul style="list-style-type: none"> <li>• Discuss Policy IMDA to give SPS Members of the Tri-District Calendar Review Subcommittee direction when making recommendations to policy</li> <li>• Approve Tri-District Calendar Review Subcommittee materials</li> <li>• Discuss and Solidify Sudbury School Committee Calendar Review Timeline</li> </ul>
<b>10/6/2025</b>	<ul style="list-style-type: none"> <li>• Introduce mock calendars</li> <li>• 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)</li> <li>• Review SPS absentee data</li> </ul>
<b>10/23/2025*</b> <small>*Meeting was originally scheduled for 10/20 and has been rescheduled for 10/23</small>	<ul style="list-style-type: none"> <li>• Summarization of Faith Leader Presentations, Memo included in packet</li> <li>• Student Services Feedback</li> <li>• Review listening session feedback</li> </ul>
<b>11/3/2025</b>	<ul style="list-style-type: none"> <li>• Review Staff and Community Survey data</li> <li>• Discussion around instructional time, academic outcomes, no school days, and half-days</li> <li>• 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</li> </ul>
<b>11/13/2025</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Discuss and work to see if there can be any alignment across the three districts</li> <li>• Potential vote on FY27 Calendars</li> </ul>
<b>11/24/2025</b>	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:**

<b>11/3/2025</b>	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.
<b>11/13/2025</b>	Tri-District School Committee Meeting <i>Note: As draft agenda reads right now each district could potentially vote on their calendars</i>
<b>10/21/2024, 11/6/2023, 11/21/2022</b>	Dates when SPS School Committee has voted on its school calendar in the past.

## **File: IC/ICA - SCHOOL YEAR/SCHOOL CALENDAR**

The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the School Committee for approval annually. The number of days or instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board of Elementary and Secondary Education:

1. The School Committee shall schedule a school year which includes at least 185 school days for each school in the District.
2. Elementary school will operate for a minimum of 180 days. Schools shall ensure that every elementary school student is scheduled to receive a minimum of 900 hours per school year of structured learning time, as defined in regulation. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.
3. Secondary schools will operate for a minimum of 180 days. Schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in regulation. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

For the information of staff, students, and parents/guardians, the calendar will set forth the days schools will be in session; holidays and vacation periods; in service days; and parent conferences.

SOURCE: MASC April 2019

LEGAL REFS: M.G.L. 4:7; 69:1G; 71:1; 71:4; 71:4A; 71:73; 136:12  
603 CMR 27.00

NOTE: When a policy covers two topics that appear consecutively in the classification system, the codes and headings can be combined, as shown at the top of this page.

The category "School Year" is designed for policies about the year for students, rather than the working year for teachers and staff members.

## **File: IMD - SCHOOL CEREMONIES AND OBSERVANCES**

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools."

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established:

The observance of religious holidays is not the responsibility of the public schools.

While it is recognized that many activities are initiated with the approach of major holidays in order to capitalize on the readiness and interest that is generated at these times, it should be understood that such occasions frequently have religious underpinnings. Care should be taken to relate only to secular aspects of these holidays.

Music programs given at times close to religious holidays should not use religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

Each classroom shall be equipped with a U.S. flag not less than two feet long and appropriately displayed. Such flag shall have been manufactured in the United States. In addition, a flag shall be displayed, weather permitting, on school grounds every day.

During the homeroom period or morning meeting each morning, the Pledge of Allegiance will be given.

LEGAL REF.: M.G.L. 71:69; 603 CMR 26:05

## **File: JBB - EDUCATIONAL EQUITY**

The School Committee's goal is to strive to address the needs of every student in each of our schools, subject to budgetary, space, and other limitations.

Educational equity for the purpose of this policy is defined as providing all students, as reasonably practical, the high quality instruction and support they need to reach and exceed a common standard.

To achieve educational equity the district will commit to:

1. Systematically, when appropriate, use district wide and individual school level data, disaggregated by race/ethnicity, gender/gender identity, national origin, language, special education, socioeconomic status and mobility to inform district decision making.
2. Raise the achievement of all students.
3. Prepare all students to succeed in a diverse local, national, and global community.

In order to reach the goal of educational equity, for each and every student, the District shall:

1. Provide every student with access to high quality curriculum, support, and other educational resources.
2. Seek to promote educational equity as a priority in professional development and educator evaluation.
3. Endeavor to create schools with a welcoming and inclusive culture and environment.
4. Provide multiple pathways to success in order to meet the needs of the diverse student body and actively encourage, support and expect high academic achievement for each student.

The Superintendent shall include equity practices in the district's strategic plan and goal strategies to implement this policy. The Superintendent, upon request, will periodically report to the Committee the progress of the implementation of this policy.

SOURCE: MASC - Updated 2021

*Approved by Sudbury School Committee: October 2, 2023*



**NOTE: Highlighted and striked are the changes from what School Committee members originally had in their packet.**

To: SPS School Committee Members  
From: Calendar Review Subcommittee

Subject: **Cultural and Religious Observances Under Review**

## Purpose

SPS serves a diverse community, with families observing a wide range of cultural and religious traditions. While we celebrate the diversity of our student population, it is not possible to include every observance as a no school day.

This memo outlines the current observances recognized, those under review, the role of community input, and the factors considered in evaluating observances for potential inclusion as no school days.

## Current Calendar Observances

The SPS calendar currently includes the following cultural and religious observances:

- Rosh Hashanah
- Yom Kippur
- Good Friday

In addition, the calendar includes a winter break that encompasses Christmas Eve and Christmas. Christmas Eve falls within the break largely due to operational considerations, such as contractual agreements, staffing challenges, and anticipated absentee rates. Christmas itself is a federally recognized observance.

## Observances Under Review

The subcommittee is reviewing several additional cultural and religious observances that are not currently included in the SPS calendar:

- Diwali
- Lunar New Year
- Eid al-Fitr
- Eid al-Adha
- Rosh Hashanah (second day)

Each of these observances are based on the lunar calendar and occur on different dates each year. If an observance falls on a weekend, it would not be shifted to an adjacent weekday for recognition.

As part of this review, the subcommittee is also considering whether the SPS calendar should only recognize state and federal observances as no school days. In that scenario, the currently recognized cultural and religious observances would also be reassessed:

- Rosh Hashanah
- Yom Kippur
- Good Friday

## Community Input

The observances under review were brought forward by community members through direct communication with the LS, SPS, and LPS School Committees. While the level of interest may vary among observances, all were **requested** prior to the formation of the Tri-District Calendar Review Subcommittee.

Community outreach continues to play an important role in identifying which observances to evaluate. This includes survey results, listening sessions, open comments, and direct communication with school committees.

## Data Considerations

As a public school system, SPS does not collect or maintain complete data on the religious or cultural observances of students. The Tri-District Calendar Review Subcommittee has gathered limited information through voluntary and anonymous surveys, but these results represent only a partial view of the student population.

Additional challenges in collecting community data include:

- Census and demographic data may be outdated, cover broader areas, or lack student-specific detail.
- Religious data is often drawn from congregation membership, but many individuals are unaffiliated with a congregation while still observing practices.
- Some individuals may under-report religious identity due to privacy concerns or fear of discrimination.
- Observances may be celebrated in both religious and secular ways.
- Many families observe multiple traditions as households become increasingly diverse.

**The Tri-District Calendar Review Committee reviewed the absentee data for all three districts and did not identify any correlation to the requested holidays.**

## Ongoing Evaluation

It is not feasible to establish a fixed numerical threshold of community representation as a requirement for recognizing an observance. Instead, community input will remain the primary factor in identifying observances for review.

To ensure impartiality, all future requests—whether submitted through surveys, listening sessions, email, or open comment— should be considered by the subcommittee for potential evaluation.

To: SPS School Committee Members  
From: Calendar Review Subcommittee  
Subject: **Impact of Half Days on Instructional Time**

## Purpose

The Tri-District Calendar Review Committee is examining whether calendars across SPS, LS, and LPS can be better aligned. As part of this work, one option under consideration is the use of half days **and/or early release days** for certain cultural and religious observances rather than a full no school day. This memo provides an overview of state requirements, instructional impacts, and operational considerations related to half days.

## Legal Requirements

Massachusetts law requires a minimum of 180 school days each year, along with a minimum of 900 instructional hours for elementary schools and 990 instructional hours for secondary schools. SPS is currently in compliance with both requirements. Because the district already meets the required instructional hours, it may convert a limited number of full days into half days **or early release days** without extending the school year beyond 180 days.

## Instructional Time Considerations

**The committee may consider using half days and/or early release days when recognizing cultural and religious observances.**

**Both options count as instructional days toward the 180-day requirement. However, an early release day includes about 90 fewer minutes of instruction than a full day, while a half day provides even less instructional time. In both cases, lunch and recess are not included in the schedule to preserve academic learning time.**

**An early release day would likely follow the current SPS ILAP Wednesday schedule, which allows for full math and ELA instructional blocks.**

**Half days shorten classroom periods, which may limit time for ELA and math block. Specialized services such as special education, counseling, and intervention support may also be impacted by the shortened schedule.**

**In SPS Pre-K, students in PM-only sections may be unequally affected on early release days, since AM students receive their full instructional time while PM students have a shortened schedule.**

~~Half days shorten classroom blocks, which makes it difficult to deliver lessons, projects, or labs that require extended time. Specialized services such as special education, counseling, and intervention support may be harder to provide effectively within compressed schedules.~~

~~In practice, half days often shift instruction toward enrichment, review, or community-building activities. While these activities are valuable, they do not always provide the same academic depth or continuity as full-day instruction.~~

## Operational and Community Factors

On **early release and/or** half days, instructional time is shortened. ~~and the regular class schedule is disrupted. As a result, teachers may use these days for activities that do not follow the standard curriculum pacing as a full day, which can affect the continuity and overall quality of learning.~~

Because half days begin at the regular start time, they may also fail to accommodate observances that involve morning traditions, making them less effective as a solution for some cultural and religious needs.

Also, half days **and/or early release days** can create challenges for families, particularly those with younger children, who may require alternative childcare arrangements. **Further, if the school calendar includes a combination of early release days (such as ILAP Wednesdays) and half days for religious and cultural observances, it may cause confusion for SPS families.**

# Sudbury Public Schools 2025/ 2026 Calendar

**July**  
4 Independence Day

Jul-25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days in Month 0

**August**  
25 - 26 Professional Development  
27 First Day 1 - 8 Grade

Aug-25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in Month 3

**September**  
1 Labor Day  
23 Rosh Hashanah

Sep-25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days in Month 20

**October**  
2 Yom Kippur  
13 Indigenous Peoples' Day  
20 Diwali

Oct-25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days in Month 21

**November**  
11 Veteran's Day  
27 Thanksgiving Day  
28 Day After Thanksgiving

Nov-25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days in Month 17

**December**  
24 - 31 Winter Break

Dec-25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days in Month 17

Total School Days 180

Jan-26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days in Month 18

**January**  
1 New Year's Day  
2 No School  
19 Martin Luther King Jr. Day  
28 Professional Development

Feb-26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Days in Month 15

**February**  
16 President's Day  
17 - 20 February Break

Mar-26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days in Month 22

**March**

Apr-26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days in Month 16

**April**  
3 Good Friday  
20 Patriot's Day  
21 - 24 Spring Break

May-26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in Month 20

**May**  
25 Memorial Day

Jun-26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days in Month 11

**June**  
19 Juneteenth  
15 Last Day of School (180)  
23 Last Day of School (185)

Winter Break includes Christmas Eve and Christmas Day. Contractual provisions require that Christmas Eve be designated as a no-school day due to staffing limitations. Christmas Day is recognized as a Federal Holiday.

When Rosh Hashanah or Yom Kippur occur on a Saturday or Sunday, these observances will not result in a no-school day on the preceding Friday or following Monday.

# DRAFT FOR DISCUSSION PURPOSES ONLY

## DRAFT 2025/ 2026 Calendar Observe only state and federal holidays

### July

4 Independence Day

Jul-25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days in Month 0

### August

27 - 28 Professional Development  
29 First Day 1 - 8 Grade

Aug-25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in Month 1

### September

1 Labor Day

Sep-25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days in Month 21

### October

13 Indigenous Peoples' Day

Oct-25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days in Month 22

### November

11 Veteran's Day  
27 Thanksgiving Day  
28 Day After Thanksgiving

Nov-25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days in Month 17

### December

24 - 31 Winter Break

Dec-25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days in Month 17

Total School Days 180

### January

1 New Year's Day  
2 No School  
19 Martin Luther King Jr. Day  
28 Professional Development

Jan-26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days in Month 18

### February

16 President's Day  
17 - 20 February Break

Feb-26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Days in Month 15

### March

Mar-26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days in Month 22

### April

20 Patriot's Day  
21 - 24 Spring Break

Apr-26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days in Month 17

### May

25 Memorial Day

May-26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in Month 20

### June

19 Juneteenth  
12 Last Day of School (180)  
22 Last Day of School (185)

Jun-26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days in Month 10

Winter Break includes Christmas Eve and Christmas Day. Contractual provisions require that Christmas Eve be designated as a no-school day due to staffing limitations. Christmas Day is recognized as a Federal Holiday.

# DRAFT FOR DISCUSSION PURPOSES ONLY

## DRAFT 2025/ 2026 Calendar

Add closures for religious/cultural observances (Diwali, Eid al-Fitr, Eid al-Adha, and Lunar New Year)

### July

4 Independence Day

Jul-25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days in Month 0

### August

25 - 26 Professional Development  
27 First Day 1 - 8 Grade

Aug-25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in Month 3

### September

1 Labor Day  
23 Rosh Hashanah

Sep-25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days in Month 20

### October

2 Yom Kippur  
13 Indigenous Peoples' Day  
20 Diwali

Oct-25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days in Month 20

### November

11 Veteran's Day  
27 Thanksgiving Day  
28 Day After Thanksgiving

Nov-25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days in Month 17

### December

24 - 31 Winter Break

Dec-25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days in Month 17

Total School Days 180

### January

1 New Year's Day  
2 No School  
19 Martin Luther King Jr. Day  
28 Professional Development

Jan-26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days in Month 18

### February

16 President's Day  
17 - 20 February Break  
17 Lunar New Year

Feb-26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Days in Month 15

### March

20 Eid Al-Fitr

Mar-26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days in Month 21

### April

3 Good Friday  
20 Patriot's Day  
21 - 24 Spring Break

Apr-26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days in Month 16

### May

25 Memorial Day

May-26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in Month 20

### June

19 Juneteenth  
17 Last Day of School (180)  
25 Last Day of School (185)  
26 Eid Al-Adha

Jun-26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days in Month 13

Winter Break includes Christmas Eve and Christmas Day. Contractual provisions require that Christmas Eve be designated as a no-school day due to staffing limitations. Christmas Day is recognized as a Federal Holiday.

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# DRAFT FOR DISCUSSION PURPOSES ONLY

DRAFT 2026/ 2027 Calendar  
Keep current non–state/federal closures (Rosh Hashanah, Yom Kippur, Good Friday)

**July**  
4 Independence Day

Jul-26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Days in Month 0						

**August**  
31 Professional Development Day

Aug-26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Days in Month 0						

**September**  
1 Professional Development Day  
2 First Day 1 - 8 Grade  
7 Labor Day  
12 Rosh Hashanah  
21 Yom Kippur

Sep-26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Days in Month 19						

**October**  
12 Indigenous Peoples' Day

Oct-26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Days in Month 21						

**November**  
11 Veteran's Day  
26 Thanksgiving Day  
27 Day After Thanksgiving

Nov-26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Days in Month 18						

**December**  
24-31 Winter Break

Dec-26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Days in Month 17						

Total School Days 180

Jan-27						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Days in Month 18						

**January**  
1 New Year's Day  
18 Martin Luther King Jr. Day  
27 Professional Development Day

Feb-27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
Days in Month 15						

**February**  
15 President's Day  
16-19 February Break

Mar-27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Days in Month 22						

**March**  
26 Good Friday

Apr-27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Days in Month 17						

**April**  
19 Patriot's Day  
20 - 23 Spring Break

May-27						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Days in Month 20						

**May**  
31 Memorial Day

Jun-27						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Days in Month 13						

**June**  
17 Last Day of School (180)  
18 Juneteenth (Observed)  
25 Last Day of School (185)

Winter Break includes Christmas Eve and Christmas Day. Contractual provisions require that Christmas Eve be designated as a no-school day due to staffing limitations. Christmas Day is recognized as a Federal Holiday.

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# DRAFT FOR DISCUSSION PURPOSES ONLY

## DRAFT 2026/ 2027 Calendar Observe only state and federal holidays

### July

4 Independence Day

Jul-26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days in Month 0

### August

31 Professional Development

Aug-26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days in Month 0

### September

1 Professional Development  
2 First Day 1 - 8 Grade  
7 Labor Day

Sep-26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days in Month 20

### October

12 Indigenous Peoples' Day

Oct-26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days in Month 21

### November

11 Veteran's Day  
26 Thanksgiving Day  
27 Day After Thanksgiving

Nov-26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days in Month 18

### December

24 - 31 Winter Break

Dec-26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days in Month 17

Total School Days 180

### January

### January

1 New Year's Day  
18 Martin Luther King Jr. Day  
27 Professional Development Day

Jan-27						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in Month 18

### February

15 President's Day  
16-19 February Break

Feb-27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Days in Month 15

### March

Mar-27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days in Month 23

### April

19 Patriot's Day  
20 - 23 Spring Break

Apr-27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days in Month 17

### May

31 Memorial Day

May-27						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days in Month 20

### June

15 Last Day of School (180)  
18 Juneteenth (Observed)  
23 Last Day of School (185)

Jun-27						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days in Month 11

Winter Break includes Christmas Eve and Christmas Day. Contractual provisions require that Christmas Eve be designated as a no-school day due to staffing limitations. Christmas Day is recognized as a Federal Holiday.

# DRAFT FOR DISCUSSION PURPOSES ONLY

## DRAFT 2026/ 2027 Calendar

Add closures for religious/cultural observances (Diwali, Eid al-Fitr, Eid al-Adha, and Lunar New Year)

### July

4 Independence Day

Jul-26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days in Month

0

### August

31 Professional Development

Aug-26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days in Month

1

### September

1 Professional Development  
2 First Day 1 - 8 Grade  
7 Labor Day  
12 Rosh Hashanah  
21 Yom Kippur

Sep-26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days in Month

20

### October

12 Indigenous Peoples' Day

Oct-26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days in Month

21

### November

8 Diwali  
11 Veteran's Day  
26 Thanksgiving Day  
27 Day After Thanksgiving

Nov-26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days in Month

18

### December

24 - 31 Winter Break

Dec-26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days in Month

17

Total School Days

180

### January

1 New Year's Day  
18 Martin Luther King Jr. Day  
27 Professional Development Day

Jan-27						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in Month

18

### February

6 Lunar New Year  
15 President's Day  
16-19 February Break  
24 Professional Development Day

Feb-27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Days in Month

15

### March

9 Eid al-Fitr  
26 Good Friday

Mar-27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days in Month

21

### April

19 Patriot's Day  
20 - 23 Spring Break

Apr-27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days in Month

17

### May

16 Eid Al-Adha  
31 Memorial Day

May-27						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days in Month

20

### June

16 Last Day of School (180)  
18 Juneteenth (Observed)  
24 Last Day of School (185)

Jun-27						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days in Month

12

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# DRAFT FOR DISCUSSION PURPOSES ONLY

DRAFT 2027/ 2028 Calendar  
Keep current non-state/federal closures (Rosh Hashanah, Yom Kippur, Good Friday)

## July

4 Independence Day

Jul-27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days in Month 0

## August

30 - 31 Professional Development

Aug-27						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days in Month 0

## September

1 First Day 1 - 8 Grade  
6 Labor Day

Sep-27						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days in Month 21

## October

2 Rosh Hashanah  
11 Yom Kippur  
11 Indigenous Peoples' Day

Oct-27						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in Month 20

## November

11 Veteran's Day  
25 Thanksgiving Day  
26 Day After Thanksgiving

Nov-27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days in Month 19

## December

24 - 31 Winter Break

Dec-27						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days in Month 17

Total School Days 180

## January

1 New Year's Day  
17 Martin Luther King Jr. Day  
26 Professional Development Day

Jan-28						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days in Month 19

## February

21 President's Day  
22-25 February Break

Feb-28						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

Days in Month 16

## March

March

Mar-28						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days in Month 23

## April

14 Good Friday  
17 Patriot's Day  
18 - 21 Spring Break

Apr-28						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days in Month 14

## May

May

29 Memorial Day

May-28						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days in Month 22

## June

13 Last Day of School (180)  
19 Juneteenth  
21 Last Day of School (185)

Jun-28						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days in Month 9

Winter Break includes Christmas Eve and Christmas Day. Contractual provisions require that Christmas Eve be designated as a no-school day due to staffing limitations. Christmas Day is recognized as a Federal Holiday.

When Rosh Hashanah or Yom Kippur occur on a Saturday or Sunday, these observances will not result in a no-school day on the preceding Friday or following Monday.

# DRAFT FOR DISCUSSION PURPOSES ONLY

DRAFT 2027/ 2028 Calendar  
Observe only state and federal holidays

**July**  
4 Independence Day

Jul-27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Days in Month 0						

**August**  
30 - 31 Professional Development

Aug-27						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Days in Month 0						

**September**  
2-3 Professional Development  
6 Labor Day  
7 First Day 1 - 8 Grade

Sep-27						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Days in Month 19						

**October**  
11 Indigenous Peoples' Day

Oct-27						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Days in Month 20						

**November**  
11 Veteran's Day  
25 Thanksgiving Day  
26 Day After Thanksgiving

Nov-27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Days in Month 19						

**December**  
24 - 31 Winter Break

Dec-27						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Days in Month 17						

Total School Days

180

Jan-28						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Days in Month 19						

Feb-28						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				
Days in Month 16						

Mar-28						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Days in Month 23						

Apr-28						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Days in Month 15						

May-28						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Days in Month 22						

Jun-28						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Days in Month 10						

Check

**January**  
1 New Year's Day  
17 Martin Luther King Jr. Day  
26 Professional Development Day

**February**  
21 President's Day  
22-25 February Break

**March**

**April**  
17 Patriot's Day  
18 - 21 Spring Break

**May**  
29 Memorial Day

**June**  
14 Last Day of School (180)  
19 Juneteenth  
22 Last Day of School (185)

Winter Break includes Christmas Eve and Christmas Day. Contractual provisions require that Christmas Eve be designated as a no-school day due to staffing limitations. Christmas Day is recognized as a Federal Holiday.

# DRAFT FOR DISCUSSION PURPOSES ONLY

## DRAFT 2027/ 2028 Calendar

Add closures for religious/cultural observances (Diwali, Eid al-Fitr, Eid al-Adha, and Lunar New Year)

### July

4 Independence Day

Jul-27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days in Month

0

### August

30 - 31 Professional Development

Aug-27						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days in Month

0

### September

1 First Day 1 - 8 Grade  
6 Labor Day

Sep-27						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days in Month

21

### October

2 Rosh Hashanah  
11 Yom Kippur  
11 Indigenous Peoples' Day  
29 Diwali

Oct-27						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in Month

19

### November

11 Veteran's Day  
25 Thanksgiving Day  
26 Day After Thanksgiving

Nov-27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days in Month

19

### December

24 - 31 Winter Break

Dec-27						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days in Month

17

Total School Days

180

### January

1 New Year's Day  
17 Martin Luther King Jr. Day  
26 Lunar New Year  
31 Professional Development

Jan-28						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days in Month

18

### February

21 President's Day  
22-25 February Break  
26 Eid Al-Fitr

Feb-28						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

Days in Month

16

### March

Mar-28						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days in Month

23

### April

14 Good Friday  
17 Patriot's Day  
18 - 21 Spring Break

Apr-28						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days in Month

14

### May

5 Eid Al-Adha  
29 Memorial Day

May-28						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days in Month

21

### June

16 Last Day of School (180)  
19 Juneteenth  
26 Last Day of School (185)

Jun-28						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days in Month

12

Winter Break includes Christmas Eve and Christmas Day. Contractual provisions require that Christmas Eve be designated as a no-school day due to staffing limitations. Christmas Day is recognized as a Federal Holiday.

When Rosh Hashanah, Yom Kippur, Diwali, Eid al-Fitr, Eid al-Adha, or the Lunar New Year occur on a Saturday or Sunday, these observances will not result in a no-school day on the preceding Friday or following Monday.

## **Community Requested Holidays**

Holidays SPS Calendar Currently Includes:

1. Rosh Hashanah
2. Yom Kippur
3. Good Friday

Considered By Tri-District Calendar Review Subcommittee:

1. Diwali
2. Lunar New Year
3. Eid al-Fitr
4. Eid al-Adha

Community Requests Not Considered By Tri-District Calendar Review Subcommittee:

1. Rosh Hashanah (second day)
2. Eastern Orthodox Good Friday
3. Passover (first day)
4. Easter Monday
5. Two full weeks during winter break so families can travel to celebrate religious holidays
6. Wampanoag Cranberry Day

Community Request to Remove from Winter Break:

1. Christmas Eve (so it is a school day)

Holiday	School Year	Day of the Week	Date	Students	Staff	Note
Chinese New Year	2021-2022	Tuesday	02/01/2022	91		44
Eid al-Fitr	2021-2022	Tuesday	05/03/2022	134		42
Eid al-Adha	2022-2023	Saturday	07/09/2022	weekend	weekend	
Diwali	2022-2023	Monday	10/24/2022	116		45
Chinese New Year	2022-2023	Sunday	01/22/2023	weekend	weekend	
Eid al-Fitr	2022-2023	Saturday	04/22/2023	weekend	weekend	
Eid al-Adha	2022-2023	Wednesday	06/28/2023	summer	16*	
Diwali	2023-2024	Sunday	11/12/2023	weekend	weekend	
Chinese New Year	2023-2024	Saturday	02/10/2024	weekend	weekend	
Eid al-Fitr	2023-2024	Wednesday	04/10/2024	129		47
Eid al-Adha	2023-2024	Monday	06/07/2024	78		61
Diwali	2024-2025	Thursday	10/31/2024	59		45
Chinese New Year	2024-2025	Wednesday	01/29/2025	pd day		52
Eid al-Fitr	2024-2025	Sunday	03/30/2025	weekend	weekend	
Eid al-Adha	2024-2025	Saturday	06/07/2025	weekend	weekend	
<b>Absences on an "average" day</b>				<b>120</b>		<b>46</b>



School Year	Dates	Day	Staff	Note	Dates	Day	Students	Note
2022-2023	5/5/2023	Friday	81		12/23/2022	Friday	900	Approaching Winter Vacation
	5/4/2023	Thursday	74		12/22/2022	Thursday	493	Approaching Winter Vacation
	5/19/2023	Friday	72		11/23/2022	Wednesday	419	Approaching Thanksgiving
	12/9/2022	Friday	71		4/14/2023	Friday	310	Approaching Apr Vacation
	12/15/2022	Thursday	70		2/17/2023	Friday	283	Approaching Feb Vacation
2023-2024	5/17/2024	Friday	110		11/22/2023	Wednesday	375	Approaching Thanksgiving
	5/15/2024	Wednesday	88		4/12/2024	Friday	335	Approaching Apr Vacation
	5/16/2024	Thursday	81		4/8/2024	Monday	290	solar eclipse
	3/15/2024	Friday	75		12/22/2023	Friday	289	Approaching Winter Vacation
	5/10/2024	Friday	73		2/16/2024	Friday	268	Approaching Feb Vacation
2024-2025*	12/13/2024	Friday	71		11/27/2024	Wednesday	364	Approaching Thanksgiving
	2/28/2025	Friday	70		2/14/2025	Friday	298	Approaching Feb Vacation
	11/15/2024	Friday	67		1/2/2025	Thursday	282	Following Winter Vacation
	12/6/2024	Friday	65		12/20/2024	Friday	233	Approaching Winter Vacation
	3/21/2025	Friday	64		1/3/2025	Friday	217	Following Winter Vacation

**\*Based on data to 3/21/2025**

**\*Based on data to 3/21/2025**

**Sudbury Public Schools  
School Committee Meeting**

**Date:** October 6, 2025

**Agenda Item:** 6g

**Appointment of a Sudbury School Committee Liaison to the  
Park and Recreation Commission**

**Recommendation:**

Move to appoint **[Name]** as the Sudbury School Committee liaison to the Parks and Recreation Commission, effective immediately, to serve until the Committee's next annual reorganization or until a successor is appointed.

**Background Information:**

**Attachments:**

sudbury.k12.ma.us Mail - [school\_committee] Park and Recreation Commission Liaison to the SPSC

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



Karyn Jones &lt;karyn\_jones@sudbury.k12.ma.us&gt;

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**[school\_committee] Park and Recreation Commission Liaison to the SPSC**

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**ParkandRecreationCommission, Chair** <prcchair@sudbury.ma.us>

Fri, Sep 19, 2025 at 9:04 AM

To: Sudbury K-8 School Committee &lt;school-committee@sudbury.k12.ma.us&gt;

Cc: Park and Rec Commission &lt;prc@sudbury.ma.us&gt;

Hi Karyn and School Committee Members,

The Park and Recreation Commission is in the process of making capital plans for recreational improvements across our Town. The recent Fields Needs Assessment analyzed all of our recreational properties, including school properties, for the current condition and possible improvements. Any improvements to outside recreational assets at the schools would benefit the schools and the general Town population.

Laurie Eliason has agreed to be the PRC liaison to your committee.

Would you please designate a liaison to the PRC?

The [Fields Needs Assessment](#) is posted on the [PRC documents tab](#) of the Town website.

We look forward to working together to improve the recreational opportunities.

Please let me know if you have any questions.

Thanks  
Mara

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Park and Recreation Commission Chairperson

<https://sudbury.ma.us/parkrecreationcommission/>

<https://sudburyrec.com/>

**Sudbury Public Schools  
School Committee Meeting**

**Date:** October 6, 2025

**Agenda Item:** 7 - Liaison and Subcommittee Reports

**Recommendation:**

**Background Information:**

**Attachments:**

1-2025–2026 Policies and Procedures Tasked to the Policy Subcommittee.xlsx - Sheet1

2-SEPAC October Events

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

## 2025-2026 Policy Subcommittee

New / Review	Policy Lettering	Policy Name	Reason for Recommending Review, Revision, or Adoption	Completion Date (Policy Subcommittee)	Draft	STATUS
Review	BEDH	Public Comment at School Committee Meetings	2025-2026 School Committee Goal	end of October / early November	NB	
New	BEA	Hybrid Meetings and Remote Participation	2025-2026 School Committee Goal	end of October / early November	NB	
New	BEDH-E	Public Comment at School Committee	Many School Committees have a BEDH-E policy. MASC also has a	end of October / early November	NB	
Review	IJOA	Field Trips	Six families, SEPAC, and two members of the School Committee requested Include language about students with disabilities To include language requiring that field trips have ADA accommodations SPS staff and two School Committee members requested this review last	end of October / early November	NA	9/5 Discussed, Admin Feedback being provided for next Subcommittee meeting
Review	JFAG	Enrollment of Non-Resident Employees	discussion and review began last year with Policy Subcommittee, never completed	end of October / early November	NA	9/5 Discussed, Decided to not proceed without discussion with SC. At 9/22 School Committee meeting it was determined through a vote to keep current policy as is. No more work is needed to be done on this policy by the Subcommittee.
Review	FA	Facility Development Goals	Under review due to goals around capital planning	end of October / early November	NA	9/5 Voted on policy to be brought to SC
Review	FA-E	Facility Development Goals - Equal Access	Under review due to goals around capital planning	end of October / early November	NA	9/5 Voted to not recommend to SC
New	SC Handbook	SEPAC	Develop a clear process outlining how the SEPAC will advise the School Committee prior to and during our meetings. This process should ensure that SEPAC has timely access to relevant materials so that its members can review, deliberate, and establish their collective position in advance. By doing so, the SEPAC representative will be prepared to share the body's consensus at the table in a way that is both meaningful and consistent with their statutory advisory role. This process will also help us integrate their input at the appropriate points in our deliberations and strengthen the Committee's ability to consider SEPAC's perspectives in decision-making.	end of October / early November	KJ	
Review / Possibly New (Read notes)	KHB and KHBA	Use of Logo Name / Advertising in the Schools	A School Committee member requested that the Policy Subcommittee review policies regarding the use of the SPS logo by outside organizations/groups/third-party vendors at the April School Committee meeting. It seems that other districts that talk about the use of their logo that were found under KHB, which we currently use for our policy regarding "Advertising in the Schools." For some districts that use their KHB policy for "Use of School Name/Logo" they may have a policy their "Advertising in the	January/February	KJ	
Review	AD	Mission Statement	The mission statement doesn't reflect work done on the district's equity statement or inclusion statement. The Areas that feel dated or benefit from being reworked:  Language modernity — "effective contributors of society" is correct but feels less inspiring than language like "engaged citizens" or "positive change-makers."	January/February	KJ	9/5 - KJ will contact MASC about if they have template on how Mission Statements are Reviewed; Brad provide various statements of SPS for next Policy Subcommittee meeting
New	IJNDG	Generative Artificial Intelligence Policy for Teachers and Students  Artificial Intelligence (AI)	Last year, the Superintendent had a goal around AI. Some districts have policies around AI. With the rise of AI, it would be good to review best practices and policies surrounding AI to see if we would like to adopt such a policy. With the emergence of AI, I'd like to discuss whether the SC & Admin feel it's necessary to develop an AI policy to address the following: academic support/instruction, data privacy and security, ethical use, inclusion, prevention of AI misuse. Of note, MASC does not currently have a policy.	January/February	NB	9/5 - NB will contact MASC and DESE regarding AI policies; KJ will see if Counsel has any AI policies. Perhaps should be something added to student handbook and not policy?
Review	CBI	Evaluation of the Superintendent	Include something about staff reviews - including Sandra, SALT and Bargaining Units	January/February	NB	
Review	JJE	Student Fund-Raising Activities	This updates current model policy to add that student organizations may not organize such games as fundraisers.	January/February	KJ	
Review	KBE	Relations with Parent/Booster Organizations	This updates current model policy on parent organizations, including booster clubs, to add language clarifying that, should they wish to organize such fundraisers, they are expected to follow the law and regulation in doing so.	January/February	KJ	
New	ECAB	Access to Buildings and Grounds	This new model policy provides an outline, to be adapted locally, for access to buildings and grounds during both the school day and during non-school hours.	January/February	KJ	
Review	KI	Visitors to the Schools	This redrafts our model policy on visitors to provide more broadly for the array of those who visit schools and school grounds. This should be adapted to local needs. It is expected that administration will create ancillary procedure.	January/February	KJ	

New	EFBA	School Food and Nutrition - Meal Modifications	In response to recent DESE Coordinated Program Review reporting and in consultation with DESE School Food and Nutrition Program, MASC is providing a model policy for meal modification. All school districts must provide meal modifications, at no extra charge, for students with disabilities or other special dietary reasons that restrict the student's diet on a case-by-case basis, per USFDA requirement.	January/February	KJ	
New	BDFC	Parent Advisory Councils - ELPAC	Massachusetts state law requires the formation and support of specific Parent Advisory Councils for Special Education and English Language Learners.	January/February	KJ	
New	SC Handbook	Posting of agendas and packets	At the August 18, 2018 School Committee meeting, the Committee established the following process for posting agenda packets:  Regular Session School Committee Packets: Agenda packets for regular School Committee meetings will be posted on the district website no later than noon on the day of the meeting.  Subcommittee Packets: Agendas for subcommittee meetings will be posted on the district website only. The decision of whether to post the full packet will be at the discretion of the subcommittee chair.	January/February		
New	SC Handbook	Policy Subcommittee packets and process	<del>This procedure ensures consistency, transparency, and accessibility for the</del> At the September 22 meeting we voted to include the process of not posting policy subcommittee packets onto the district website in the School Committee Handbook	January/February		

**Future Meeting Dates**  
10/24, 9-10:30am  
11/26, 9-10:30am

	Not recommended by Policy Subcommittee
	Recommended to School Committee
	Active Review by Subcommittee
	Brought to School Committee for more

Monday, October 20|  
7 PM  
[Fairbank SPS Offices -  
Conference Rooms 1 and 2  
\(2nd Floor\)](#)

# Parent Connections



Join us! Support and connect with parents and caregivers.

## **ADHD & Executive Functioning Connections**

Friday, October 24th  
9:30 - 11 am at The Farmer's  
Daughter, Sudbury

This group is geared toward caregivers who have a child diagnosed with ADHD or have questions regarding their child's attention, hyperactivity, impulsivity, executive functioning, or working memory.

## **Literacy Challenges Connections**

Friday, October 24th  
9:30 - 11 am at The Farmer's  
Daughter, Sudbury

This group is geared toward caregivers who have a child diagnosed with or have questions regarding their child's literacy. This can include a language-based learning difference, auditory processing disorder (APD), dyscalculia, dysgraphia, dyslexia, apraxia, aphasia, dysarthria, general education reading support, or other literacy and language challenges.

## **Autism Connections**

Tuesday, October 21st  
7-9 pm at Oak Barrel Tavern,  
Sudbury

This group is geared toward caregivers who have a child diagnosed with autism or have questions or concerns related to autism.



<p><b><u>Social-Emotional Connections</u></b></p> <p>Tuesday, October 21st 7-9 pm at Oak Barrel Tavern, Sudbury</p>	<p>This group is geared toward caregivers who have a child diagnosed with or have questions regarding their child's social-emotional growth. Diagnoses can include but are not limited to anxiety, depression, OCD, and ADHD.</p>
<p><b><u>Complex Learning Profile Connections</u></b></p> <p>Friday, October 24th 9:30 - 11 am at The Farmer's Daughter, Sudbury</p>	<p>This group is geared toward caregivers who have a child with a complex learning profile. This can include children who are diagnosed with a rare syndrome or neurological impairment, sensory disability (vision, hearing, deaf-blind), developmental delay, intellectual disability, sensory processing or language disorder, health condition (epilepsy, diabetes, sickle cell anemia, etc.)</p>

## Community Events



Our top picks!

<p><b><u>Accessible Martial Arts Program with Easterseals MA</u></b></p> <p>Thursdays, 6 PM</p>	<p>For people of all ages with and without disabilities who want to learn and practice</p>
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