



AMENDED AGENDA and NOTICE SCHOOL COMMITTEE MEETING

(Originally posted on 10/20/25 at 1:59 p.m. -
Amended on 10/22/25 at 3:45 p.m.)

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

Regular Session Meeting
Thursday, October 23, 2025

LOCATION

Remote Location

Dial In: 1 301 715 8592 - Webinar ID: 849 0364 1502

Live Link: <https://us02web.zoom.us/j/84903641502>

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 (1) to discuss complaints brought against a public officer, employee, or staff member or individual (OML Complaint - R. Sax, 10/16/2025)
 - ii. 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.
 - iii. Purpose (7) to review and approve minutes from the Sudbury School Committee executive session meeting of October 6, 2025.

7:00 p.m. Return to Regular Session

1. 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.

2. Special Matters

- a. 2025-2026 School Committee Goal: Review SPS Capital Plan
Provided by Sandra Duran, Combined Facilities Director (Discussion/Action) 50 Mins

3. Educational and Operational Matters

(Report) 15 Mins

- a. SEA Report (Drew Kelsey)
- b. District Reports
 - i. Director of Business and Human Resources' Report
 - ii. Assistant Superintendent's Report
 - iii. Superintendent's Report
 1. NESDEC Enrollment Projections

4. Consent Calendar (Discussion/Action) 5 Mins
- a. Case Q1 Report - Accept Q1 Report as presented.
 - b. ACCEPT Q1 Report - Accept Q1 Report as presented.
 - c. Policy Adoption - BGB Step 3, Action: Adopt FA (Facilities Development Goals), Effective Immediately
 - d. Donation - Accept donation from the Loring PTO for new bike racks at Israel Loring Elementary School; approve the accompanying letter of appreciation from the School Committee
 - e. Advisory Council Appointment - Appoint Betsy Grams as the administrative liaison to the LGBTQ+ Parent Advisory Council, as selected by the Superintendent
 - i. **The Commonwealth of Massachusetts Commission on LGBTQ Youth Acknowledgement for Establishment of LGBTQ+ Parent Advisory Council**
 - f. Guidance to SPS MASC Delegate on which presentations the School Committee would like updates from the MASC Annual Conference (November 13, 2025)
 - g. Monthly Accounts Payable and Payroll Warrant Submissions
 - h. Meeting Minutes (09/08/25 and 09/22/25)
5. New Business and Policy Matters
- a. Policy IMDA (Accommodations for Religious and Cultural Observances) – Continue (Discussion/Action) 25 Mins
the work initiated by the SPS members of the Tri-District Calendar Review Subcommittee; possible vote to recommend advancing to the formal policy adoption process as outlined in Policy BGB
 - b. LGBTQ+ Parent Advisory Council: Review and Approval of Appointment Process (Discussion/Action) 10 Mins
of Members, Draft Email Communication and Membership Application Form
 - c. Review and Planning: After-School Care RFP process, past Sudbury Public Schools (Discussion) 25 Mins
RFP, RFPs from other districts, statutory requirements, evaluation team composition, and preliminary discussion on scope and evaluation criteria for future RFP.
 - d. November Sudbury School Committee Listening Session: Reconsider September (Discussion/Action) 5 Mins
22, 2025 vote regarding participant registration in light of new information about location requirements at the Sudbury Police Station; possible discussion on the session format (in person, remote, or hybrid) and any needed change of location or date, and School Committee member participation.
 - e. FY27 Calendar Review (Second of Three Meetings): Review of supporting materials, (Discussion) 20 Mins
including Constitutional and Legal Considerations for Religious Holiday Recognition, relevant SPS policies, faith leader presentations, Student Services memo, listening session feedback, mock rotational calendar, and financial considerations. The Committee will vote on a single mock Calendar at the November 3 meeting in advance of the November 13th Tri-District School Committee meeting. No official vote on what will be the FY27 school calendar will happen until the Tri-District School Committee meeting or meeting(s) thereafter.
6. Future Agenda Items (Report) 5 Mins
- a. Rolling agenda provided as informational only; members may state items they would like to see on a future agenda. No discussion will occur in compliance with the Open Meeting Law.
7. 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, **November 3, 2025***

**Sudbury Public Schools
School Committee Meeting**

Date: October 23, 2025

Agenda Item: 2 - Special Matters

2025-2026 School Committee Goal: Review SPS Capital Plan

Recommendation:

If the Committee is ready to approve the Capital Plan:

Move to approve the FY26 Sudbury Public Schools Capital Plan as **presented / amended** and authorize its posting on the district website.

Suggested Motion (for warrant preparation):

Move to authorize the Superintendent and Combined Facilities Director to prepare draft Special Town Meeting and Annual Town Meeting warrant articles consistent with the approved FY27 Capital Plan for future School Committee review and vote.

Background Information:

As part of the School Committee's FY25–26 Goal under *Fiscal Stewardship and Long-Term Planning*, the Committee is committed to ensuring the long-term fiscal health of the Sudbury Public Schools by aligning operating and capital budgets with instructional priorities, equity goals, and the long-term maintenance and capacity needs of district facilities.

In alignment with this goal, the Committee will review the Sudbury Public Schools Capital Plan presented by Combined Facilities Director Sandra Duran. The plan reflects district priorities informed by the Facilities Condition Assessment, Space Utilization Study (Noyes, Nixon, Haynes, and Loring), and other relevant data.

This agenda item provides an opportunity to review and discuss the proposed short- and long-term capital priorities for SPS. In addition to considering possible approval of the presented plan, the Committee will begin determining the FY27 Capital Plan and may vote to authorize the administration to prepare draft Special and Annual Town Meeting warrant articles for future School Committee review.

Attachments:

1- 2025-2026SchoolCommitteeGoals - Capital Planning
FY27 CIP Small Cap Presentation to School Committee 10.23.2025
SPS SC Presentation 15 Year Capital Plan (1)
Sudbury_Nixon_SD TPB_10.17.25.xlsx
Sudbury_Haynes_SD TPB_10.17.25.xlsx
Town of Sudbury - Elementary Roof Projects.docx

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

2025-2026 Sudbury School Committee Goals

Goal Area: Fiscal Stewardship and Long-Term Planning	Goal: Ensure the long-term fiscal health of the Sudbury Public Schools by strengthening the School Committee's ability to align the operating and capital budgets with instructional priorities, equity goals, and the long-term maintenance and capacity needs of district facilities.			
Strategic Actions	Who is Responsible	Outcomes & Deliverables (Evidence & Data)	Mid-Year Deliverable(s)	EOY Deliverable (s)
Prioritize and plan for the district's short- and long-term capital needs by using the Facilities Condition Assessment, Noyes, Nixon, Haynes, and Loring Schools Space Utilization Study, and other usage data.	School Committee, Combined Facilities Director, Administration	Short- and long-term Capital Plan.	Share the draft Capital Plan.	Final Capital Plan approved and posted publicly.

2025-2026 Sudbury School Committee Goals

Goal Area: After-School Care & Enrichment	Goal: Identify and advance opportunities to expand after-school care and enrichment programs for SPS students by assessing space, reviewing peer models, engaging stakeholders, and developing actionable strategies.			
Strategic Actions	Who is Responsible	Outcomes & Deliverables (Evidence & Data)	Mid-Year Deliverable(s)	EOY Deliverable (s)
Explore and evaluate options for after-school care and enrichment through research, stakeholder engagement, and analysis of district capacity, peer models, and the diverse needs of SPS students.	School Committee	Documentation of space constraints and available areas by school; website section created with space usage info	Initial findings on space usage, peer district practices, and local provider landscape compiled; summary of emerging considerations related to program design, accessibility, and alignment with the diverse needs of the SPS student population.	Comprehensive summary of findings presented to the School Committee, including key takeaways related to space, provider landscape, peer models, and considerations for future program development. As appropriate, preliminary steps may be taken to support potential next-phase planning and/or external partnerships.

2025-2026 Sudbury School Committee Goals

Approved August 4, 2025

**Sudbury Public Schools
School Committee Meeting
FY27 Town Manager Small Capital Items
Presentation by
Sandra R. Duran, Combined Facility Director
October 23, 2025**



Sudbury Capital Improvement Program Background Summary

The Sudbury Capital Improvement Program (CIP) is intended to provide a blueprint for planning Sudbury's capital expenditures. It is intended to coordinate community planning, financial capacity, and physical development. Day-to-day expenses derive from operating budgets, while capital funds pay for new construction, renovation and expansion of existing structures, rolling stock, and other major projects.

Projects with a total project cost of less than \$100,000 or more in one year; less than \$200,000 or more over multiple years; and last more than 5 years will be considered for inclusion in the Town Managers Capital Operating Budget. The minimum threshold for capital improvements is \$20,000.

Projects in excess of \$100,000; and \$200,000 over multiple years will be considered as individual major capital items.

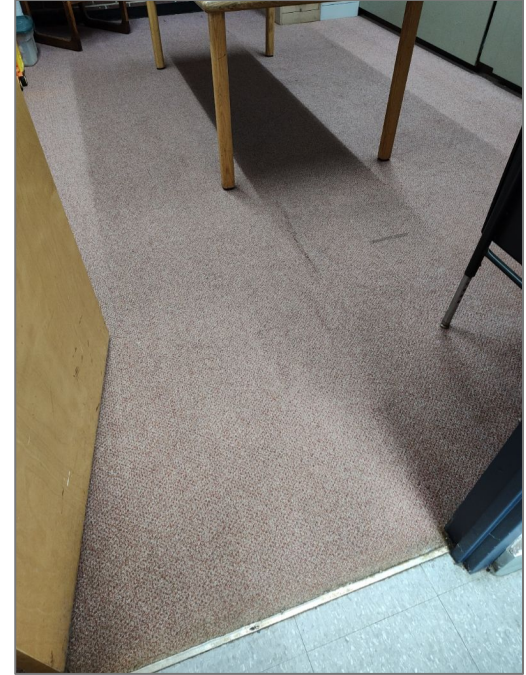
SPS CIP Town Manager Small Cap Submission Summary

Capital Improvement Project Submission Number and Project Name	Amount Requested
CIP-FY27-SPS 1 Carpet Replacement	\$75,000.00
CIP-FY27-SPS 2 VCT Replacement	\$75,000.00
CIP-FY27-SPS 3 Bathroom Partitions & Replacements	\$50,000.00
CIP-FY27-SPS 4 Painting	\$50,000.00
CIP-FY27-SPS 5 Ceiling Tile Replacements	<u>\$50,000.00</u>
<i>Total Small Cap Funds Requested</i>	<i>\$300,000.00</i>

CIP-FY27-SPS-1

Carpet Replacement

\$75,000.00

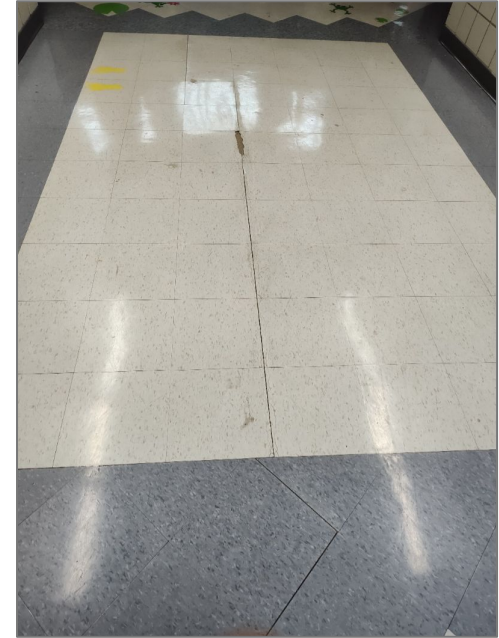
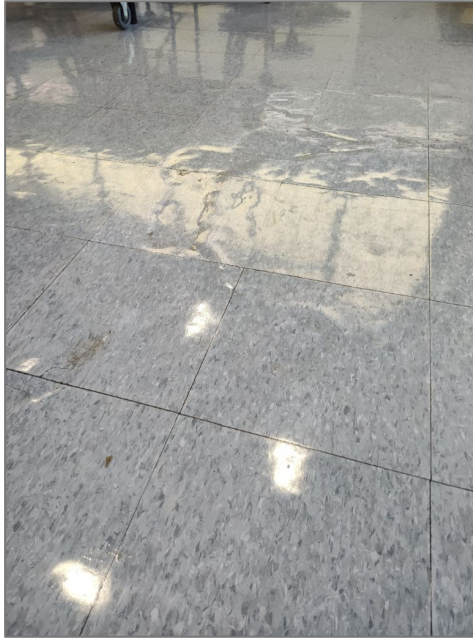


This is an ongoing project to replace carpet in all schools with carpet squares with a specific focus at the Haynes and Loring Schools. This includes materials, labor, moving furniture. The work is to be completed when the schools are unoccupied.

CIP-FY27-SPS-2

VCT Replacement

\$75,000.00



This is an ongoing project to replace VCT flooring throughout the district with a focus on carpet replacements at the Curtis Middle School, Loring and Haynes Elementary schools stairwell and halls. This includes materials, labor, moving furniture. The work is to be completed when the schools are unoccupied.

CIP-FY27-SPS-3

Bathroom Partitions & Replacements

\$50,000.00



Repair and/or replace bathroom partitions in various buildings, specifically targeting Nixon Elementary bathrooms near gym and room 9.

CIP-FY27-SPS-4

Painting

\$50,000.00



This is an ongoing project to paint interior and exterior surfaces.

CIP-FY27-SPS-5

Ceiling Tile Replacements

\$50,000.00



This is an ongoing project to replace ceiling tiles in various schools.

FY27 5-15 Year Draft Capital Plan

Questions?

School Facilities Capital Projects

Estimated costs are order of magnitude and include design estimated costs

Current FY	2027
Inflation Rate	2.65%

Yr / FY	Building	Asset Name	Asset
2027	Curtis Middle School	Curtis Middle School Parking Lot Crack Sealing and Patching	
2027	Curtis Middle School	Curtis Middle School Boiler, Gas Fired	1099
2027	Curtis Middle School	Curtis Middle School Boiler, Gas Fired	1100
2027	Haynes Elementary School	Haynes Elementary School Roof Covering Single-ply Membrane	2457
2027	Loring Elementary School	Loring Elementary School Pump & VFD, Hot Water Circulation	1245
2027	Loring Elementary School	Loring Elementary School Boiler, Gas-Fired	1251
2027	Nixon Elementary School	Nixon Elementary School Pump & VFD, Hot Water Circulation	1472
2027	Nixon Elementary School	Nixon Elementary School Roof Covering Single-ply Membrane	2581
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 031	1869
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 032	1870
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 033	1871
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1000	1000
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1001	1001
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1002	1002
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1003	1003
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1004	1004
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1005	1005
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1006	1006
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1007	1007
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1008	1008
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1009	1009
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1010	1010
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1011	1011
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1015	1015

2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1016	1016
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1028	1028
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1029	1029
2027	Nixon Elementary School	Nixon Elementary School Boiler, Gas-Fired 1463	1463
2027	Nixon Elementary School	Nixon Elementary School Boiler, Gas-Fired 1464	1464
2027	Nixon Elementary School	Nixon Elementary School Pump & VFD, Hot Water Circulation 1471	1471
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1033	1033
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1054	1054
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1055	1055
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 989	989
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 993	993
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 995	995
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 996	996
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 997	997
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 998	998
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 999	999
2027	Haynes Elementary School	Haynes Elementary School Fire Suppression tem, Wet 1050	1050
2027	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1385	1385
2027	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1392	1392
2027	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1394	1394
2027	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1398	1398
2027	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1401	1401
2027	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1431	1431
2027	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1432	1432
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 1031	1031
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 990	990
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 991	991
2027	Haynes Elementary School	Haynes Elementary School Fan, Exhaust 994	994
2027	Haynes Elementary School	Haynes Elementary Playground Resurfacing	
2028	Curtis Middle School	Curtis Middle School Controls & Instrumentation	2141
2028	Curtis Middle School	Curtis Middle School Building Automation tem 1096	1096

2028	Curtis Middle School	Curtis Middle School Condensing Unit 1165	1165
2028	Curtis Middle School	Curtis Middle School Split tem (CRAC) 1090	1090
2028	Curtis Middle School	Curtis Middle School Condensing Unit 1135	1135
2028	Curtis Middle School	Curtis Middle School Condensing Unit 1196	1196
2028	Curtis Middle School	Curtis Middle School Split tem (CRAC) 1152	1152
2028	Haynes Elementary School	Haynes Elementary School Boiler, Gas-Fired 1060	1060
2028	Haynes Elementary School	Haynes Elementary School Boiler, Gas-Fired 1061	1061
2028	Haynes Elementary School	Haynes Elementary School Building Automation tem 1070	1070
2028	Loring Elementary School	Loring Elementary School Split tem (CRAC)	1280
2028	Loring Elementary School	Loring Elementary School Building Automation tem	116
2028	Loring Elementary School	Loring Elementary School Controls & Instrumentation	2505
2028	Loring Elementary School	Loring Elementary School Fan, Exhaust 013	1872
2028	Loring Elementary School	Loring Elementary School Communications and Security Fire Alarm	2504
2028	Nixon Elementary School	Nixon Elementary School Air Handling Unit	1390
2028	Nixon Elementary School	Nixon Elementary School Air Handling Unit	1397
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 001	1934
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 002	1935
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 003	1936
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 004	1937
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 005	1938
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 006	1939
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 007	1940
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 008	1941
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 009	1942
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 010	1943
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 011	1944
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 012	1945
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 013	1946
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 014	1947
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 015	1948
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 016	1949

2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 017	1950
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 018	1951
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 019	1952
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 020	1953
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 021	1954
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 022	1955
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 023	1956
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 024	1957
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 025	1958
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 026	1959
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 027	1960
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 028	1961
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 029	1962
2028	Nixon Elementary School	Nixon Elementary School Unit Ventilator 030	1963
2028	Nixon Elementary School	Nixon Elementary School Boiler, Gas-Fired 1465	1465
2028	Nixon Elementary School	Nixon Elementary School Walk-In Cooler 1444	1444
2028	Nixon Elementary School	Nixon Elementary School Mini Split tem 1429	1429
2028	Peter Noyes Elementary School	Peter Noyes Elementary School Emergency Lighting Exit Lighting	2646
2028	Haynes Elementary School	Haynes Elementary Parking Lot Mill and Overlay	
2028	Haynes Elementary School	Haynes Elementary School Parking Lot Remove and Replace	
2028	Loring Elementary School	Loring Elementary School Parking Lot Remove and Replace	
2028	Nixon Elementary School	Nixon Elementary School Parking Lot Mill and Overlay	
2028	Peter Noyes Elementary School	Peter Noyes Elementary Parking Lot Remove and Replace	
2028	Peter Noyes Elementary School	Peter Noyes Elementary Parking Lot Mill and Overlay	
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1279	1279
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1281	1281
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1282	1282
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1290	1290
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1293	1293
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1295	1295
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1299	1299

2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1301	1301
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1286	1286
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1292	1292
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1294	1294
2029	Loring Elementary School	Loring Elementary School Fan, Exhaust 1300	1300
2029	Curtis Middle School	Curtis Middle School Parking Lot Overlay	
2029	Curtis Middle School	Curtis Middle School Condensing Unit	1186
2029	Curtis Middle School	Curtis Middle School Condensing Unit	1194
2029	Curtis Middle School	Curtis Middle School Energy Recovery Unit	1185
2029	Curtis Middle School	Curtis Middle School Condensing Unit 1184	1184
2029	Curtis Middle School	Curtis Middle School Unit Ventilator 001	1891
2029	Curtis Middle School	Curtis Middle School Unit Ventilator 002	1892
2029	Curtis Middle School	Curtis Middle School Unit Ventilator 003	1893
2029	Curtis Middle School	Curtis Middle School Unit Ventilator 004	1894
2029	Curtis Middle School	Curtis Middle School Unit Ventilator 005	1895
2029	Curtis Middle School	Curtis Middle School Unit Ventilator 006	1896
2029	Curtis Middle School	Curtis Middle School Unit Ventilator 007	1897
2029	Curtis Middle School	Curtis Middle School Unit Ventilator 008	1898
2029	Curtis Middle School	Curtis Middle School Unit Ventilator 009	1899
2029	Curtis Middle School	Curtis Middle School Condensing Unit 1148	1148
2029	Curtis Middle School	Curtis Middle School Condensing Unit 1149	1149
2029	Curtis Middle School	Curtis Middle School Condensing Unit 1150	1150
2029	Curtis Middle School	Curtis Middle School Condensing Unit 1182	1182
2029	Curtis Middle School	Curtis Middle School Condensing Unit 1183	1183
2029	Curtis Middle School	Curtis Middle School Condensing Unit 1187	1187
2029	Haynes Elementary School	Haynes Elementary School Controls & Instrumentation	2432
2029	Haynes Elementary School	Haynes Elementary School Air Handling Unit 1013	1013
2029	Haynes Elementary School	Haynes Elementary School Air Handling Unit 1014	1014
2029	Haynes Elementary School	Haynes Elementary School Air Handling Unit 988	988
2029	Haynes Elementary School	Haynes Elementary School Air Handling Unit 992	992
2029	Haynes Elementary School	Haynes Elementary School Unit Ventilator 001	1900

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2029	Haynes Elementary School	Haynes Elementary School Unit Ventilator 034	1933
2029	Haynes Elementary School	Haynes Elementary School Communications and Security Fire Alarm	2431
2029	Haynes Elementary School	Haynes Elementary School Emergency Lighting Exit Lighting	2434
2029	Loring Elementary School	Loring Elementary School Air Handling Unit 1285	1285
2029	Loring Elementary School	Loring Elementary School Air Handling Unit 1287	1287
2029	Loring Elementary School	Loring Elementary School Air Handling Unit 1288	1288
2029	Loring Elementary School	Loring Elementary School Air Handling Unit 1297	1297
2029	Loring Elementary School	Loring Elementary School Roof Covering Single-ply Membrane & Shingle	2526
2029	Nixon Elementary School	Nixon Elementary School Air Handling Unit 1390	1390
2029	Nixon Elementary School	Nixon Elementary School Air Handling Unit 1396	1396
2029	Nixon Elementary School	Nixon Elementary School Air Handling Unit 1397	1397
2029	Nixon Elementary School	Nixon Elementary School Air Handling Unit 1442	1442
2029	Nixon Elementary School	Nixon Elementary School Building Automation tem 1473	1473
2029	Haynes Elementary School	Haynes Elementary Parking Lot Patching	
2029	Nixon Elementary School	Nixon Elementary School Parking Lot Crack Sealing and Patching	
2029	Peter Noyes Elementary School	Peter Noyes Elementary Playground Resurfacing	
2030	Curtis Middle School	Curtis Middle School Energy Recovery Unit 1176	1176
2030	Curtis Middle School	Curtis Middle School Eye Wash / Safety Shower 1080	1080
2030	Curtis Middle School	Curtis Middle School Eye Wash / Safety Shower 1082	1082
2030	Curtis Middle School	Curtis Middle School Eye Wash / Safety Shower 1083	1083
2030	Curtis Middle School	Curtis Middle School Eye Wash / Safety Shower 1085	1085
2030	Curtis Middle School	Curtis Middle School Eye Wash 1073	1073
2030	Curtis Middle School	Curtis Middle School Eye Wash 1081	1081
2030	Curtis Middle School	Curtis Middle School Eye Wash 1084	1084
2030	Curtis Middle School	Curtis Middle School Pump, Hot Water Circulation 1102	1102
2030	Curtis Middle School	Curtis Middle School Pump, Hot Water Circulation 1103	1103
2030	Haynes Elementary School	Haynes Elementary School Packaged Unit 1037	1037
2030	Haynes Elementary School	Haynes Elementary School Panel, Main Fire Alarm 1053	1053
2030	Loring Elementary School	Loring Elementary School Air Handling Unit 1283	1283
2030	Loring Elementary School	Loring Elementary School Air Handling Unit 1291	1291
2030	Loring Elementary School	Loring Elementary School Air Handling Unit 1296	1296

2030	Loring Elementary School	Loring Elementary School Air Handling Unit 1298	1298
2030	Nixon Elementary School	Nixon Elementary School Dishwasher 1448	1448
2030	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1439	1439
2030	Nixon Elementary School	Nixon Elementary School Mini Split tem 1386	1386
2030	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 023	1873
2030	Peter Noyes Elementary School	Peter Noyes Elementary School Communications and Security Fire Alarm	2643
2030	Loring Elementary School	Loring Elementary School Parking Lot Mill and Overlay	
2030	Nixon Elementary School	Nixon Elementary School Playground Resurfacing	
2031	Curtis Middle School	Curtis Middle School Roof Covering Single-ply Membrane	2167
2031	Curtis Middle School	Curtis Middle School Dishwasher 002	1801
2031	Curtis Middle School	Curtis Middle School Eye Wash / Safety Shower 1074	1074
2031	Curtis Middle School	Curtis Middle School Eye Wash / Safety Shower 1075	1075
2031	Curtis Middle School	Curtis Middle School Eye Wash / Safety Shower 1077	1077
2031	Curtis Middle School	Curtis Middle School Eye Wash / Safety Shower 1078	1078
2031	Curtis Middle School	Curtis Middle School Eye Wash / Safety Shower 1079	1079
2031	Curtis Middle School	Curtis Middle School Eye Wash 1076	1076
2031	Curtis Middle School	Curtis Middle School Eye Wash 1125	1125
2031	Curtis Middle School	Curtis Middle School Kettle 1121	1121
2031	Curtis Middle School	Curtis Middle School Mixer 1111	1111
2031	Curtis Middle School	Curtis Middle School Oven, Convection 1114	1114
2031	Curtis Middle School	Curtis Middle School Oven, Convection 1115	1115
2031	Curtis Middle School	Curtis Middle School Oven, Convection 1117	1117
2031	Curtis Middle School	Curtis Middle School Panel, Main Fire Alarm 1092	1092
2031	Curtis Middle School	Curtis Middle School Reach-In Cooler 1127	1127
2031	Curtis Middle School	Curtis Middle School Reach-In Cooler 1130	1130
2031	Curtis Middle School	Curtis Middle School Steamer 1122	1122
2031	Curtis Middle School	Curtis Middle School Stovetop 1119	1119
2031	Curtis Middle School	Curtis Middle School Tilt Skillet 1120	1120
2031	Curtis Middle School	Curtis Middle School Walk-In Cooler 1113	1113
2031	Curtis Middle School	Curtis Middle School Walk-In Freezer 1112	1112
2031	Curtis Middle School	Curtis Middle School Warmer, Food 1118	1118

2031	Curtis Middle School	Curtis Middle School Warmer, Food 1126	1126
2031	Haynes Elementary School	Haynes Elementary School Kettle 1042	1042
2031	Haynes Elementary School	Haynes Elementary School Oven and Range Combo 1044	1044
2031	Haynes Elementary School	Haynes Elementary School Oven, Convection 1045	1045
2031	Haynes Elementary School	Haynes Elementary School Oven, Convection 1046	1046
2031	Haynes Elementary School	Haynes Elementary School Packaged Unit 1012	1012
2031	Haynes Elementary School	Haynes Elementary School Reach-In Cooler 1048	1048
2031	Haynes Elementary School	Haynes Elementary School Steamer 1041	1041
2031	Haynes Elementary School	Haynes Elementary School Tilt Skillet 1043	1043
2031	Haynes Elementary School	Haynes Elementary School Walk-In Cooler 1051	1051
2031	Haynes Elementary School	Haynes Elementary School Walk-In Freezer 1052	1052
2031	Loring Elementary School	Loring Elementary School Boiler, Gas-Fired 1251	1251
2031	Loring Elementary School	Loring Elementary School Boiler, Gas-Fired 1252	1252
2031	Loring Elementary School	Loring Elementary School Buffet Unit 1260	1260
2031	Loring Elementary School	Loring Elementary School Buffet Unit 1261	1261
2031	Loring Elementary School	Loring Elementary School Buffet Unit 1262	1262
2031	Loring Elementary School	Loring Elementary School Buffet Unit 1263	1263
2031	Loring Elementary School	Loring Elementary School Eye Wash 1254	1254
2031	Loring Elementary School	Loring Elementary School Oven and Range Combo 1268	1268
2031	Loring Elementary School	Loring Elementary School Panel, Main Fire Alarm 1238	1238
2031	Loring Elementary School	Loring Elementary School Reach-In Cooler 001	1885
2031	Loring Elementary School	Loring Elementary School Warmer, Food 1259	1259
2031	Loring Elementary School	Loring Elementary School Water Heater, Gas 1249	1249
2031	Loring Elementary School	Loring Elementary School Water Heater, Gas 1250	1250
2031	Nixon Elementary School	Nixon Elementary School Buffet Unit 1447	1447
2031	Nixon Elementary School	Nixon Elementary School Dishwasher 1448	1448
2031	Nixon Elementary School	Nixon Elementary School Mini Split tem 1388	1388
2031	Nixon Elementary School	Nixon Elementary School Reach-In Freezer 1458	1458
2031	Nixon Elementary School	Nixon Elementary School Steamer 1451	1451
2031	Nixon Elementary School	Nixon Elementary School Warmer, Food 1457	1457
2031	Peter Noyes Elementary School	Peter Noyes Elementary School Reach-In Freezer 187	187

2031	Peter Noyes Elementary School	Peter Noyes Elementary School Walk-In Cooler 184	184
2032	Curtis Middle School	Curtis Middle School Condensing Unit 1141	1141
2032	Curtis Middle School	Curtis Middle School Condensing Unit 1145	1145
2032	Curtis Middle School	Curtis Middle School Condensing Unit 1168	1168
2032	Curtis Middle School	Curtis Middle School Condensing Unit 1170	1170
2032	Curtis Middle School	Curtis Middle School Condensing Unit 1175	1175
2032	Curtis Middle School	Curtis Middle School Condensing Unit 1188	1188
2032	Curtis Middle School	Curtis Middle School Oven, Convection 1116	1116
2032	Haynes Elementary School	Haynes Elementary School Condensing Unit 1035	1035
2032	Haynes Elementary School	Haynes Elementary School Ceiling Finish Painted	2429
2032	Loring Elementary School	Loring Elementary School Dishwasher 1258	1258
2032	Loring Elementary School	Loring Elementary School Oven, Convection 1265	1265
2032	Loring Elementary School	Loring Elementary School Oven, Convection 1266	1266
2032	Loring Elementary School	Loring Elementary School Split tem (CRAC) 1280	1280
2032	Loring Elementary School	Loring Elementary School Steamer 1257	1257
2032	Loring Elementary School	Loring Elementary School Tilt Skillet 1256	1256
2032	Loring Elementary School	Loring Elementary School Walk-In Cooler 1270	1270
2032	Loring Elementary School	Loring Elementary School Walk-In Freezer 1271	1271
2032	Loring Elementary School	Loring Elementary School Ceiling Finish Painted	2502
2032	Nixon Elementary School	Nixon Elementary School Ceiling Finish Painted	2554
2032	Nixon Elementary School	Nixon Elementary School Communications and Security Fire Alarm	2557
2032	Peter Noyes Elementary School	Peter Noyes Elementary School Tilt Skillet 198	198
2032	Peter Noyes Elementary School	Peter Noyes Elementary School Walk-In Freezer 204	204
2033	Haynes Elementary School	Haynes Elementary School Pump, Sum 1064	1064
2033	Nixon Elementary School	Nixon Elementary School Pump, Sum 1461	1461
2033	Peter Noyes Elementary School	Peter Noyes Elementary School Roof Covering Single-ply Membrane	2664
2033	Peter Noyes Elementary School	Peter Noyes Elementary School Grease Trap 001	1879
2033	Peter Noyes Elementary School	Peter Noyes Elementary School Grease Trap 002	1880
2033	Peter Noyes Elementary School	Peter Noyes Elementary School Pump, Sum 002	1884
2033	Peter Noyes Elementary School	Peter Noyes Elementary School Pump, Sum 176	176
2034	Curtis Middle School	Curtis Middle School Emergency Lighting Exit Lighting	2143

2034	Loring Elementary School	Loring Elementary School Backflow Preventer 1274	1274
2034	Nixon Elementary School	Nixon Elementary School Roof Covering Single-ply Membrane 002	2582
2034	Loring Elementary School	Loring Elementary School Playground Resurfacing	
2035	Curtis Middle School	Curtis Middle School Playground Resurfacing	
2035	Curtis Middle School	Curtis Middle School Backflow Preventer 1105	1105
2035	Curtis Middle School	Curtis Middle School Backflow Preventer 1107	1107
2035	Curtis Middle School	Curtis Middle School Elevator, Hydraulic 1094	1094
2035	Curtis Middle School	Curtis Middle School Exhaust Hood 1110	1110
2035	Curtis Middle School	Curtis Middle School Exhaust Hood 1123	1123
2035	Curtis Middle School	Curtis Middle School Fan, Exhaust 1140	1140
2035	Curtis Middle School	Curtis Middle School Fan, Exhaust 1147	1147
2035	Curtis Middle School	Curtis Middle School Fan, Exhaust 1155	1155
2035	Curtis Middle School	Curtis Middle School Fan, Exhaust 1163	1163
2035	Curtis Middle School	Curtis Middle School Fan, Exhaust 1171	1171
2035	Curtis Middle School	Curtis Middle School Fan, Exhaust 1173	1173
2035	Curtis Middle School	Curtis Middle School Fan, Exhaust 1192	1192
2035	Curtis Middle School	Curtis Middle School Fan, Exhaust 1200	1200
2035	Curtis Middle School	Curtis Middle School Fire Suppression tem, Wet 1091	1091
2035	Curtis Middle School	Curtis Middle School Grease Trap 001	1874
2035	Curtis Middle School	Curtis Middle School Pump, Sum 1095	1095
2035	Curtis Middle School	Curtis Middle School Unit Heater, Electric 1097	1097
2035	Curtis Middle School	Curtis Middle School Fittings Casework	2150
2035	Haynes Elementary School	Haynes Elementary School Backflow Preventer 1069	1069
2035	Haynes Elementary School	Haynes Elementary School Grease Trap 001	1876
2035	Haynes Elementary School	Haynes Elementary School Fittings Casework	2441
2035	Loring Elementary School	Loring Elementary School Backflow Preventer 1277	1277
2035	Loring Elementary School	Loring Elementary School Exhaust Hood 1255	1255
2035	Loring Elementary School	Loring Elementary School Exhaust Hood 1264	1264
2035	Loring Elementary School	Loring Elementary School Fire Suppression tem, Wet 1269	1269
2035	Nixon Elementary School	Nixon Elementary School Backflow Preventer 1462	1462
2035	Nixon Elementary School	Nixon Elementary School Backflow Preventer 1467	1467

2035	Nixon Elementary School	Nixon Elementary School Exhaust Hood 1452	1452
2035	Nixon Elementary School	Nixon Elementary School Exhaust Hood 1453	1453
2035	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1435	1435
2035	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1436	1436
2035	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1438	1438
2035	Nixon Elementary School	Nixon Elementary School Emergency Lighting Exit Lighting	2560
2035	Nixon Elementary School	Nixon Elementary School Fittings Casework	2567
2035	Nixon Elementary School	Nixon Elementary School Roof Covering Asphalt Shingle	2580
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Elevator, Hydraulic 207	207
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Emergency Generator 218	218
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Exhaust Hood 193	193
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Exhaust Hood 194	194
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 232	232
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 234	234
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 235	235
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 245	245
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 250	250
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 251	251
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 252	252
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Grease Trap 003	1881
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Fittings Casework	2652
2035	Peter Noyes Elementary School	Peter Noyes Elementary School Floor Finish Ceramic Tile	2655
2036	Curtis Middle School	Curtis Middle School Air Handling Unit 1136	1136
2036	Curtis Middle School	Curtis Middle School Air Handling Unit 1139	1139
2036	Curtis Middle School	Curtis Middle School Air Handling Unit 1143	1143
2036	Curtis Middle School	Curtis Middle School Air Handling Unit 1144	1144
2036	Curtis Middle School	Curtis Middle School Air Handling Unit 1161	1161
2036	Curtis Middle School	Curtis Middle School Air Handling Unit 1164	1164
2036	Curtis Middle School	Curtis Middle School Air Handling Unit 1167	1167
2036	Curtis Middle School	Curtis Middle School Air Handling Unit 1169	1169
2036	Curtis Middle School	Curtis Middle School Air Handling Unit 1199	1199

2036	Curtis Middle School	Curtis Middle School Buffet Unit 1131	1131
2036	Curtis Middle School	Curtis Middle School Buffet Unit 1132	1132
2036	Curtis Middle School	Curtis Middle School Condensing Unit 1158	1158
2036	Curtis Middle School	Curtis Middle School Energy Recovery Unit 1137	1137
2036	Curtis Middle School	Curtis Middle School Energy Recovery Unit 1146	1146
2036	Curtis Middle School	Curtis Middle School Energy Recovery Unit 1193	1193
2036	Curtis Middle School	Curtis Middle School Fan, Exhaust 1154	1154
2036	Curtis Middle School	Curtis Middle School Fan, Exhaust 1162	1162
2036	Curtis Middle School	Curtis Middle School Fan, Exhaust 1174	1174
2036	Curtis Middle School	Curtis Middle School Fan, Exhaust 1178	1178
2036	Curtis Middle School	Curtis Middle School Fan, Exhaust 1179	1179
2036	Curtis Middle School	Curtis Middle School Fan, Exhaust 1189	1189
2036	Curtis Middle School	Curtis Middle School Fan, Exhaust 1191	1191
2036	Curtis Middle School	Curtis Middle School Fan, Exhaust 1195	1195
2036	Curtis Middle School	Curtis Middle School Fan, Exhaust 1198	1198
2036	Curtis Middle School	Curtis Middle School Mini Split tem 1172	1172
2036	Curtis Middle School	Curtis Middle School Warmer, Food 1128	1128
2036	Curtis Middle School	Curtis Middle School Water Heater, Tank s 1108	1108
2036	Haynes Elementary School	Haynes Elementary School Buffet Unit 1039	1039
2036	Haynes Elementary School	Haynes Elementary School Dishwasher 1047	1047
2036	Haynes Elementary School	Haynes Elementary School Mixer 1049	1049
2036	Haynes Elementary School	Haynes Elementary School Warmer, Food 1038	1038
2036	Haynes Elementary School	Haynes Elementary School Water Heater, Tank s 1065	1065
2036	Haynes Elementary School	Haynes Elementary School Water Heater, Tank s 1066	1066
2036	Loring Elementary School	Loring Elementary School Oven, Convection 1267	1267
2036	Loring Elementary School	Loring Elementary School Pump, Hot Water Circulation 1245	1245
2036	Loring Elementary School	Loring Elementary School Pump, Hot Water Circulation 1247	1247
2036	Loring Elementary School	Loring Elementary School Reach-In Cooler 002	1886
2036	Loring Elementary School	Loring Elementary School Emergency Lighting Exit Lighting	2507
2036	Nixon Elementary School	Nixon Elementary School Buffet Unit 1445	1445
2036	Nixon Elementary School	Nixon Elementary School Buffet Unit 1446	1446

2036	Nixon Elementary School	Nixon Elementary School Oven and Range Combo 1456	1456
2036	Nixon Elementary School	Nixon Elementary School Oven, Convection 1449	1449
2036	Nixon Elementary School	Nixon Elementary School Oven, Convection 1454	1454
2036	Nixon Elementary School	Nixon Elementary School Oven, Convection 1455	1455
2036	Nixon Elementary School	Nixon Elementary School Panel, Main Fire Alarm 1476	1476
2036	Nixon Elementary School	Nixon Elementary School Reach-In Freezer 1450	1450
2036	Nixon Elementary School	Nixon Elementary School Warmer, Food 1459	1459
2036	Nixon Elementary School	Nixon Elementary School Water Heater, Tank s 1468	1468
2036	Nixon Elementary School	Nixon Elementary School Water Heater, Tank s 1469	1469
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Air Handling Unit 182	182
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Air Handling Unit 183	183
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Buffet Unit 189	189
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Buffet Unit 190	190
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Buffet Unit 191	191
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 231	231
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 240	240
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 241	241
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Oven and Range Combo 196	196
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Oven, Convection 185	185
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Oven, Convection 186	186
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Oven, Convection 202	202
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Panel, Main Fire Alarm 227	227
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Steamer 201	201
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Warmer, Food 195	195
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Pump, Hot Water Circulation 220	220
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Pump, Hot Water Circulation 222	222
2036	Peter Noyes Elementary School	Peter Noyes Elementary School Water Heater, Gas 214	214
2037	Curtis Middle School	Curtis Middle School Dishwasher 1134	1134
2037	Curtis Middle School	Curtis Middle School Water Heater, Tank s 1059	1059
2037	Curtis Middle School	Curtis Middle School Floor Finish Porcelain Tile	2156
2037	Curtis Middle School	Curtis Middle School Int Wall Finish Painted	2161

2037	Haynes Elementary School	Haynes Elementary School Int Wall Finish Painted	2449
2037	Loring Elementary School	Loring Elementary School Condensing Unit 1284	1284
2037	Loring Elementary School	Loring Elementary School Int Wall Finish Painted	2521
2037	Nixon Elementary School	Nixon Elementary School Int Wall Finish Painted	2574
2037	Peter Noyes Elementary School	Peter Noyes Elementary School Condensing Unit 247	247
2037	Peter Noyes Elementary School	Peter Noyes Elementary School Condensing Unit 256	256
2037	Peter Noyes Elementary School	Peter Noyes Elementary School Dishwasher 203	203
2037	Peter Noyes Elementary School	Peter Noyes Elementary School Int Wall Finish Painted	2660
2038	Loring Elementary School	Loring Elementary School Domestic Water Distribution	2506
2038	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1383	1383
2038	Nixon Elementary School	Nixon Elementary School Grease Trap 002	1878
2038	Nixon Elementary School	Nixon Elementary School Exterior Windows Single-Pane	2566
2038	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 254	254
2038	Peter Noyes Elementary School	Peter Noyes Elementary School Pump, Hot Water Circulation 221	221
2038	Peter Noyes Elementary School	Peter Noyes Elementary School Domestic Water Distribution	2645
2039	Curtis Middle School	Curtis Middle School Fan, Exhaust 1142	1142
2039	Curtis Middle School	Curtis Middle School Fan, Exhaust 1156	1156
2039	Curtis Middle School	Curtis Middle School Fan, Exhaust 1160	1160
2039	Curtis Middle School	Curtis Middle School Fan, Exhaust 1166	1166
2039	Curtis Middle School	Curtis Middle School Fan, Exhaust 1177	1177
2039	Curtis Middle School	Curtis Middle School Fan, Exhaust 1180	1180
2039	Curtis Middle School	Curtis Middle School Fan, Exhaust 1181	1181
2039	Curtis Middle School	Curtis Middle School Fan, Exhaust 1190	1190
2039	Curtis Middle School	Curtis Middle School Fan, Exhaust 1197	1197
2039	Curtis Middle School	Curtis Middle School Mini Split tem 1151	1151
2039	Curtis Middle School	Curtis Middle School Mini Split tem 1153	1153
2039	Curtis Middle School	Curtis Middle School Mini Split tem 1157	1157
2039	Curtis Middle School	Curtis Middle School Domestic Water Distribution	2142
2039	Haynes Elementary School	Haynes Elementary School Backflow Preventer 1063	1063
2039	Haynes Elementary School	Haynes Elementary School Mini Split tem 1036	1036
2039	Haynes Elementary School	Haynes Elementary School Pump, Sump 1072	1072

2039	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1381	1381
2039	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1382	1382
2039	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1384	1384
2039	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1395	1395
2039	Nixon Elementary School	Nixon Elementary School Fire Suppression tem, Wet 1443	1443
2039	Nixon Elementary School	Nixon Elementary School Grease Trap 001	1877
2039	Nixon Elementary School	Nixon Elementary School Unit Heater, Hydronic 1460	1460
2039	Nixon Elementary School	Nixon Elementary School Unit Heater, Hydronic 1474	1474
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Air Handling Unit 170	170
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Air Handling Unit 171	171
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Backflow Preventer 177	177
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Backflow Preventer 219	219
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 233	233
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 236	236
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 238	238
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 239	239
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 242	242
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 249	249
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 253	253
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 255	255
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Fire Suppression tem, Wet 199	199
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Pump, Hot Water Circulation 212	212
2039	Peter Noyes Elementary School	Peter Noyes Elementary School Unit Ventilator 172	172
2040	Curtis Middle School	Curtis Middle School Building Automation tem 1096	1096
2040	Curtis Middle School	Curtis Middle School Condensing Unit 1138	1138
2040	Curtis Middle School	Curtis Middle School Condensing Unit 1159	1159
2040	Curtis Middle School	Curtis Middle School Heated Well 1129	1129
2040	Curtis Middle School	Curtis Middle School Heated Well 1133	1133
2040	Haynes Elementary School	Haynes Elementary School Condensing Unit 986	986
2040	Haynes Elementary School	Haynes Elementary School Condensing Unit 987	987
2040	Haynes Elementary School	Haynes Elementary School Heated Well 1040	1040

2040	Haynes Elementary School	Haynes Elementary School Pump & VFD, Hot Water Circulation 1057	1057
2040	Haynes Elementary School	Haynes Elementary School Pump & VFD, Hot Water Circulation 1058	1058
2040	Haynes Elementary School	Haynes Elementary School Domestic Water Distribution	2433
2040	Haynes Elementary School	Haynes Elementary School Lighting Metal	2455
2040	Loring Elementary School	Loring Elementary School Building Automation tem 116	116
2040	Loring Elementary School	Loring Elementary School Condensing Unit 1278	1278
2040	Loring Elementary School	Loring Elementary School Condensing Unit 1302	1302
2040	Loring Elementary School	Loring Elementary School Roof Covering Standing Seam Metal	2527
2040	Nixon Elementary School	Nixon Elementary School Condensing Unit 1391	1391
2040	Nixon Elementary School	Nixon Elementary School Condensing Unit 1434	1434
2040	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1389	1389
2040	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1393	1393
2040	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1399	1399
2040	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1400	1400
2040	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1430	1430
2040	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1433	1433
2040	Nixon Elementary School	Nixon Elementary School Fan, Exhaust 1437	1437
2040	Nixon Elementary School	Nixon Elementary School Mini Split tem 1387	1387
2040	Nixon Elementary School	Nixon Elementary School Domestic Water Distribution	2559
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Building Automation tem 215	215
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Condensing Unit 228	228
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Condensing Unit 229	229
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 237	237
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 243	243
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Fan, Exhaust 248	248
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Mini Split tem 173	173
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Mini Split tem 174	174
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Packaged Unit 244	244
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Packaged Unit 246	246
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Pump, Hot Water Circulation 211	211
2040	Peter Noyes Elementary School	Peter Noyes Elementary School Pump, Hot Water Circulation 213	213

2027-2031	SPS Schools	SPS Schools Ceiling Finish Suspended Acoustical Tile	
2027-2031	SPS Schools	SPS Schools Exterior Doors Metal	
2027-2031	SPS Schools	SPS Schools Fittings Toilet Partitions	
2027-2031	SPS Schools	SPS Schools Floor Finish Carpet	
2027-2031	SPS Schools	SPS Schools Floor Finish Tile	
2027-2031	SPS Schools	SPS Schools Int WSPS Finish Painted	

Fac	Asset	Estimated	Revised Cost	Yrs.	Future	Notes
	\$46,309	\$1,762		0	\$1,762	
FAC-S3	\$93,100	\$150,000		0	\$150,000	
FAC-S15	\$93,100	\$150,000		0	\$150,000	
FAC-S1	\$1,933,456	\$7,750,626		0	\$7,750,626	
FAC-S5	\$11,000	\$75,000		0	\$75,000	
FAC-S6	\$55,400	\$300,000		0	\$300,000	
FAC-S7	\$22,700	\$75,000		0	\$75,000	
FAC-S8	\$909,014	\$3,956,231		0	\$3,956,231	
FAC-S25	\$1,450	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$2,250	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$2,250	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$1,250	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$2,250	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$4,100	\$10,000		0	\$10,000	included in roof numbers
FAC-S25	\$4,100	\$10,000		0	\$10,000	included in roof numbers
FAC-S25	\$1,250	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$1,650	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$4,100	\$10,000		0	\$10,000	included in roof numbers
FAC-S25	\$1,250	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$4,100	\$10,000		0	\$10,000	included in roof numbers
FAC-S25	\$2,250	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$2,250	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$1,250	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$2,250	\$7,336		0	\$7,336	included in roof numbers

FAC-S25	\$1,250	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$1,650	\$7,336		0	\$7,336	included in roof numbers
FAC-S25	\$5,100	\$12,000		0	\$12,000	included in roof numbers
FAC-S39	\$26,200	\$55,000		0	\$55,000	
FAC-S39	\$26,200	\$55,000		0	\$55,000	
FAC-S40	\$22,700	\$75,000		0	\$75,000	
FAC-S123	\$1,650	\$1,980		0	\$1,980	included in roof numbers
FAC-S123	\$2,250	\$2,700		0	\$2,700	included in roof numbers
FAC-S123	\$2,250	\$2,700		0	\$2,700	included in roof numbers
FAC-S123	\$1,850	\$2,220		0	\$2,220	included in roof numbers
FAC-S123	\$1,650	\$1,980		0	\$1,980	included in roof numbers
FAC-S123	\$1,250	\$1,500		0	\$1,500	included in roof numbers
FAC-S123	\$1,250	\$1,500		0	\$1,500	included in roof numbers
FAC-S123	\$3,050	\$3,660		0	\$3,660	included in roof numbers
FAC-S123	\$1,650	\$1,980		0	\$1,980	included in roof numbers
FAC-S123	\$1,650	\$1,980		0	\$1,980	included in roof numbers
FAC-S123	\$5,700	\$5,700		0	\$5,700	
FAC-S128	\$1,850	\$2,220		0	\$2,220	included in roof numbers
FAC-S128	\$1,850	\$2,220		0	\$2,220	included in roof numbers
FAC-S128	\$1,850	\$2,220		0	\$2,220	included in roof numbers
FAC-S128	\$1,650	\$1,980		0	\$1,980	included in roof numbers
FAC-S128	\$1,850	\$2,220		0	\$2,220	included in roof numbers
FAC-S128	\$1,650	\$1,980		0	\$1,980	included in roof numbers
FAC-S128	\$1,850	\$2,220		0	\$2,220	included in roof numbers
FAC-S179	\$1,650	\$1,980		0	\$1,980	included in roof numbers
FAC-S179	\$2,250	\$2,700		0	\$2,700	included in roof numbers
FAC-S179	\$1,650	\$1,980		0	\$1,980	included in roof numbers
FAC-S179	\$3,050	\$3,660		0	\$3,660	included in roof numbers
	\$186,675	\$266,675		0	\$266,675	
FAC-S2	\$2,107,947	\$3,553,918		1	\$3,648,097	
FAC-S26	\$10,000	\$500,000		1	\$513,250	

[illegible]

FAC-S23	\$6,050	\$20,000		1	\$20,530	
FAC-S23	\$6,050	\$20,000		1	\$20,530	
FAC-S23	\$6,050	\$20,000		1	\$20,530	
FAC-S23	\$6,050	\$20,000		1	\$20,530	
FAC-S23	\$6,050	\$20,000		1	\$20,530	
FAC-S23	\$6,050	\$20,000		1	\$20,530	
FAC-S23	\$6,050	\$20,000		1	\$20,530	
FAC-S23	\$6,050	\$20,000		1	\$20,530	
FAC-S23	\$6,050	\$20,000		1	\$20,530	
FAC-S30	\$6,050	\$20,000		1	\$20,530	
FAC-S30	\$6,050	\$20,000		1	\$20,530	
FAC-S30	\$6,050	\$20,000		1	\$20,530	
FAC-S30	\$6,050	\$20,000		1	\$20,530	
FAC-S30	\$6,050	\$20,000		1	\$20,530	
FAC-S31	\$26,200	\$55,000		1	\$56,458	
FAC-S41	\$16,000	\$60,000		1	\$61,590	
FAC-S43	\$4,250	\$15,000		1	\$15,398	
FAC-S32	\$344,759	\$344,759		1	\$353,895	
	\$233,880	\$34,000		1	\$34,901	
	\$233,880	\$111,090		1	\$114,034	
	\$226,530	\$183,900		1	\$188,773	
	\$311,280	\$40,900		1	\$41,984	
	\$129,420	\$18,420		1	\$18,908	
	\$129,420	\$38,350		1	\$39,366	
FAC-S42	\$1,850	\$30,000		2	\$30,795	
FAC-S42	\$2,250	\$27,000		2	\$27,716	
FAC-S42	\$3,050	\$35,000		2	\$35,928	
FAC-S42	\$2,250	\$27,000		2	\$27,716	
FAC-S42	\$1,650	\$25,000		2	\$25,663	
FAC-S42	\$1,850	\$30,000		2	\$30,795	
FAC-S42	\$1,850	\$30,000		2	\$30,795	

FAC-S42	\$1,850	\$30,000		2	\$30,795	
FAC-S42	\$5,100	\$35,000		2	\$35,928	
FAC-S42	\$5,100	\$35,000		2	\$35,928	
FAC-S42	\$4,100	\$32,000		2	\$32,848	
FAC-S42	\$4,100	\$32,000		2	\$32,848	
	\$46,309	\$12,683		2	\$13,364	
FAC-S16	\$36,000	\$43,200		2	\$43,200	
FAC-S16	\$33,200	\$39,840		2	\$39,840	
FAC-S17	\$16,500	\$19,800		2	\$19,800	
FAC-S44	\$4,600	\$5,520		2	\$5,816	
FAC-S45	\$8,550	\$25,000		2	\$26,343	
FAC-S45	\$8,550	\$25,000		2	\$26,343	
FAC-S45	\$8,550	\$25,000		2	\$26,343	
FAC-S45	\$8,550	\$25,000		2	\$26,343	
FAC-S45	\$8,550	\$25,000		2	\$26,343	
FAC-S45	\$8,550	\$25,000		2	\$26,343	
FAC-S45	\$8,550	\$25,000		2	\$26,343	
FAC-S50	\$8,550	\$25,000		2	\$26,343	
FAC-S50	\$8,550	\$25,000		2	\$26,343	
FAC-S51	\$4,600	\$5,520		2	\$5,816	
FAC-S51	\$4,600	\$5,520		2	\$5,816	
FAC-S51	\$4,600	\$5,520		2	\$5,816	
FAC-S51	\$4,600	\$5,520		2	\$5,816	
FAC-S51	\$4,600	\$5,520		2	\$5,816	
FAC-S51	\$4,600	\$5,520		2	\$5,816	
FAC-S46	\$921,376	\$921,376		2	\$970,856	
FAC-S47	\$60,600	\$120,000		2	\$126,444	
FAC-S47	\$60,600	\$120,000		2	\$126,444	
FAC-S47	\$106,600	\$212,000		2	\$223,385	
FAC-S47	\$60,600	\$120,000		2	\$126,444	
FAC-S48	\$6,050	\$20,000		2	\$21,074	

[illegible]

FAC-S52	\$4,250	\$20,000		2	\$21,074	
FAC-S53	\$871,608	\$871,608		2	\$918,415	
FAC-S55	\$256,506	\$256,506		2	\$270,281	
FAC-S49	\$48,600	\$40,000		2	\$42,148	
FAC-S49	\$40,000	\$40,000		2	\$42,148	
FAC-S49	\$40,000	\$40,000		2	\$42,148	
FAC-S49	\$40,000	\$40,000		2	\$42,148	
FAC-S57	\$1,226,446	\$676,600		2	\$712,934	
FAC-S49-1	\$40,000	\$40,000		2	\$42,148	
FAC-S49-1	\$35,000	\$35,000		2	\$36,880	
FAC-S49-1	\$40,000	\$40,000		2	\$42,148	
FAC-S54	\$22,300	\$22,300		2	\$23,498	
FAC-S56	\$10,000	\$40,000		2	\$42,148	
	\$233,880	\$5,238		2	\$5,519	
	\$311,280	\$7,950		2	\$8,377	
	\$186,675	\$42,400		3	\$282,646	
FAC-S60	\$16,500	\$19,800		3	\$21,416	
FAC-S61	\$1,700	\$1,700		3	\$1,839	
FAC-S61	\$1,700	\$1,700		3	\$1,839	
FAC-S61	\$1,700	\$1,700		3	\$1,839	
FAC-S61	\$1,700	\$1,700		3	\$1,839	
FAC-S61	\$850	\$850		3	\$919	
FAC-S61	\$850	\$850		3	\$919	
FAC-S61	\$850	\$850		3	\$919	
FAC-S65	\$44,100	\$44,100		3	\$47,700	
FAC-S65	\$44,100	\$44,100		3	\$47,700	
FAC-S66	\$14,000	\$16,800		3	\$18,171	
FAC-S67	\$5,700	\$5,700		3	\$6,165	
FAC-S62	\$127,100	\$7,336		3	\$7,935	
FAC-S62	\$48,600	\$48,600		3	\$52,567	
FAC-S62	\$48,600	\$48,600		3	\$52,567	

FAC-S62	\$48,600	\$48,600		3	\$52,567	
FAC-S58	\$7,000	\$25,000		3	\$27,041	
FAC-S63	\$4,100	\$4,920		3	\$5,322	
FAC-S68	\$4,250	\$5,100		3	\$5,516	
FAC-S59	\$4,100	\$4,920		3	\$5,322	
FAC-S64	\$1,171,493	\$1,171,493		3	\$1,267,117	
	\$226,530	\$14,210		3	\$15,370	
	\$186,675	\$5,215		3	\$299,636	
FAC-S70	\$2,142,116	\$9,678,544		4	\$10,745,976	
FAC-S71	\$14,000	\$14,000		4	\$15,544	
FAC-S72	\$1,700	\$1,700		4	\$1,887	
FAC-S72	\$1,700	\$1,700		4	\$1,887	
FAC-S72	\$1,700	\$1,700		4	\$1,887	
FAC-S72	\$1,700	\$1,700		4	\$1,887	
FAC-S72	\$1,700	\$1,700		4	\$1,887	
FAC-S72	\$850	\$850		4	\$944	
FAC-S72	\$850	\$850		4	\$944	
FAC-S73	\$12,500	\$12,500		4	\$13,879	
FAC-S74	\$18,500	\$18,500		4	\$20,540	
FAC-S75	\$4,500	\$4,500		4	\$4,996	
FAC-S75	\$4,500	\$4,500		4	\$4,996	
FAC-S75	\$4,500	\$4,500		4	\$4,996	
FAC-S76	\$5,700	\$5,700		4	\$6,329	
FAC-S77	\$4,250	\$4,250		4	\$4,719	
FAC-S77	\$4,250	\$4,250		4	\$4,719	
FAC-S78	\$8,250	\$8,250		4	\$9,160	
FAC-S79	\$3,950	\$3,950		4	\$4,386	
FAC-S80	\$15,800	\$15,800		4	\$17,543	
FAC-S81	\$28,000	\$28,000		4	\$31,088	
FAC-S93	\$28,000	\$28,000		4	\$31,088	
FAC-S93	\$3,000	\$3,000		4	\$3,331	

FAC-S93	\$3,000	\$3,000		4	\$3,331	
FAC-S82	\$12,500	\$12,500		4	\$13,879	
FAC-S82	\$4,500	\$4,500		4	\$4,996	
FAC-S82	\$4,500	\$4,500		4	\$4,996	
FAC-S82	\$4,500	\$4,500		4	\$4,996	
FAC-S82	\$8,450	\$10,140		4	\$11,258	
FAC-S82	\$4,250	\$4,250		4	\$4,719	
FAC-S82	\$8,250	\$8,250		4	\$9,160	
FAC-S92	\$15,800	\$15,800		4	\$17,543	
FAC-S94	\$16,000	\$16,000		4	\$17,765	
FAC-S96	\$16,000	\$16,000		4	\$17,765	
FAC-S83	\$55,400	\$100,000		4	\$111,029	
FAC-S83	\$55,400	\$100,000		4	\$111,029	
FAC-S84	\$11,300	\$11,300		4	\$12,546	
FAC-S84	\$11,300	\$11,300		4	\$12,546	
FAC-S84	\$3,000	\$3,000		4	\$3,331	
FAC-S84	\$3,000	\$3,000		4	\$3,331	
FAC-S85	\$850	\$850		4	\$944	
FAC-S86	\$4,500	\$4,500		4	\$4,996	
FAC-S87	\$5,700	\$5,700		4	\$6,329	
FAC-S88	\$4,250	\$4,250		4	\$4,719	
FAC-S88	\$3,000	\$3,000		4	\$3,331	
FAC-S89	\$20,200	\$20,200		4	\$22,428	
FAC-S89	\$20,200	\$20,200		4	\$22,428	
FAC-S90	\$11,300	\$11,300		4	\$12,546	
FAC-S90	\$7,000	\$7,000		4	\$7,772	
FAC-S90	\$4,250	\$5,100		4	\$5,662	
FAC-S90	\$4,250	\$4,250		4	\$4,719	
FAC-S95	\$8,250	\$8,250		4	\$9,160	
FAC-S97	\$3,000	\$3,000		4	\$3,331	
FAC-S69	\$4,250	\$4,250		4	\$4,719	

FAC-S91	\$28,000	\$28,000		4	\$31,088	
FAC-S99	\$6,700	\$8,040		5	\$9,163	
FAC-S99	\$33,200	\$39,840		5	\$45,406	
FAC-S99	\$22,100	\$26,520		5	\$30,225	
FAC-S99	\$22,100	\$26,520		5	\$30,225	
FAC-S99	\$33,200	\$39,840		5	\$45,406	
FAC-S99	\$4,600	\$5,520		5	\$6,291	
FAC-S100	\$4,500	\$4,500		5	\$5,129	
FAC-S104	\$6,700	\$8,040		5	\$9,163	
FAC-S106	\$46,899	\$46,899		5	\$53,451	
FAC-S101	\$35,000	\$35,000		5	\$39,890	
FAC-S101	\$4,500	\$4,500		5	\$5,129	
FAC-S101	\$4,500	\$4,500		5	\$5,129	
FAC-S101	\$35,500	\$42,600		5	\$48,552	
FAC-S101	\$8,250	\$8,250		5	\$9,403	
FAC-S101	\$15,800	\$15,800		5	\$18,007	
FAC-S101	\$16,000	\$16,000		5	\$18,235	
FAC-S101	\$16,000	\$16,000		5	\$18,235	
FAC-S103	\$76,926	\$76,926		5	\$87,673	
FAC-S105	\$143,821	\$143,821		5	\$163,914	
FAC-S107	\$786,143	\$786,143		5	\$895,976	
FAC-S98	\$15,800	\$15,800		5	\$18,007	
FAC-S102	\$28,000	\$28,000		5	\$31,912	
FAC-S110	\$900	\$900		6	\$1,053	
FAC-S111	\$900	\$900		6	\$1,053	
FAC-S108	\$1,558,308	\$6,347,919		6	\$7,426,515	
FAC-S109	\$6,500	\$6,500		6	\$7,604	
FAC-S109	\$6,500	\$6,500		6	\$7,604	
FAC-S109	\$900	\$900		6	\$1,053	
FAC-S109	\$900	\$900		6	\$1,053	
FAC-S113	\$586,839	\$586,839		7	\$704,744	

FAC-S112	\$3,900	\$3,900		7	\$4,684	
FAC-S114	\$909,014	\$909,014		7	\$1,091,649	
	\$186,675	\$622,049		7	\$317,614	
	\$197,740	\$353,216		8	\$353,216	
FAC-S115	\$4,400	\$4,400		8	\$5,424	
FAC-S115	\$4,400	\$4,400		8	\$5,424	
FAC-S116	\$88,925	\$88,925		8	\$109,621	
FAC-S117	\$30,000	\$30,000		8	\$36,982	
FAC-S117	\$30,000	\$30,000		8	\$36,982	
FAC-S118	\$1,850	\$2,220		8	\$2,737	
FAC-S118	\$1,650	\$1,980		8	\$2,441	
FAC-S118	\$1,850	\$2,220		8	\$2,737	
FAC-S118	\$1,650	\$1,980		8	\$2,441	
FAC-S118	\$1,450	\$1,740		8	\$2,145	
FAC-S118	\$1,450	\$1,740		8	\$2,145	
FAC-S118	\$1,850	\$2,220		8	\$2,737	
FAC-S118	\$1,850	\$2,220		8	\$2,737	
FAC-S119	\$5,700	\$5,700		8	\$7,027	
FAC-S120	\$6,500	\$6,500		8	\$8,013	
FAC-S121	\$900	\$900		8	\$1,109	
FAC-S121	\$1,600	\$1,920		8	\$2,367	
FAC-S134	\$232,693	\$232,693		8	\$286,850	
FAC-S122	\$6,850	\$6,850		8	\$8,444	
FAC-S135	\$6,500	\$6,500		8	\$8,013	
FAC-S140	\$101,696	\$101,696		8	\$125,365	
FAC-S124	\$4,400	\$4,400		8	\$5,424	
FAC-S125	\$30,000	\$30,000		8	\$36,982	
FAC-S125	\$30,000	\$30,000		8	\$36,982	
FAC-S126	\$5,700	\$5,700		8	\$7,027	
FAC-S127	\$3,900	\$3,900		8	\$4,808	
FAC-S127	\$4,400	\$4,400		8	\$5,424	

FAC-S128	\$20,000	\$20,000		8	\$24,655	
FAC-S128	\$20,000	\$20,000		8	\$24,655	
FAC-S128	\$1,850	\$2,220		8	\$2,737	
FAC-S136	\$2,650	\$3,180		8	\$3,920	
FAC-S136	\$3,050	\$3,660		8	\$4,512	
FAC-S137	\$231,354	\$231,354		8	\$285,199	
FAC-S141	\$9,174	\$9,174		8	\$11,310	
FAC-S142	\$64,293	\$64,293		8	\$79,257	
FAC-S129	\$95,850	\$95,850		8	\$118,158	
FAC-S130	\$13,900	\$13,900		8	\$17,135	
FAC-S131	\$20,000	\$20,000		8	\$24,655	
FAC-S131	\$20,000	\$20,000		8	\$24,655	
FAC-S132	\$3,050	\$3,660		8	\$4,512	
FAC-S132	\$2,650	\$3,180		8	\$3,920	
FAC-S132	\$3,050	\$3,660		8	\$4,512	
FAC-S132	\$2,650	\$3,180		8	\$3,920	
FAC-S132	\$2,650	\$3,180		8	\$3,920	
FAC-S132	\$1,650	\$1,980		8	\$2,441	
FAC-S132	\$1,650	\$1,980		8	\$2,441	
FAC-S133	\$6,500	\$6,500		8	\$8,013	
FAC-S138	\$136,704	\$136,704		8	\$168,521	
FAC-S139	\$152,754	\$152,754		8	\$188,306	
FAC-S143	\$35,000	\$42,000		9	\$53,147	
FAC-S143	\$72,500	\$87,000		9	\$110,090	
FAC-S143	\$35,000	\$42,000		9	\$53,147	
FAC-S143	\$106,600	\$127,920		9	\$161,871	
FAC-S143	\$50,800	\$60,960		9	\$77,139	
FAC-S143	\$50,800	\$60,960		9	\$77,139	
FAC-S143	\$87,300	\$104,760		9	\$132,564	
FAC-S143	\$72,500	\$87,000		9	\$110,090	
FAC-S143	\$28,600	\$34,320		9	\$43,429	

FAC-S144	\$8,300	\$8,300		9	\$10,503	
FAC-S144	\$8,300	\$8,300		9	\$10,503	
FAC-S145	\$2,500	\$3,000		9	\$3,796	
FAC-S146	\$20,200	\$24,240		9	\$30,673	
FAC-S146	\$20,200	\$24,240		9	\$30,673	
FAC-S146	\$20,200	\$24,240		9	\$30,673	
FAC-S147	\$4,100	\$4,920		9	\$6,226	
FAC-S147	\$4,100	\$4,920		9	\$6,226	
FAC-S147	\$4,100	\$4,920		9	\$6,226	
FAC-S147	\$4,100	\$4,920		9	\$6,226	
FAC-S147	\$4,100	\$4,920		9	\$6,226	
FAC-S147	\$4,100	\$4,920		9	\$6,226	
FAC-S147	\$4,100	\$4,920		9	\$6,226	
FAC-S147	\$4,100	\$4,920		9	\$6,226	
FAC-S147	\$4,100	\$4,920		9	\$6,226	
FAC-S147	\$4,100	\$4,920		9	\$6,226	
FAC-S148	\$4,250	\$5,100		9	\$6,454	
FAC-S149	\$2,450	\$2,450		9	\$3,100	
FAC-S150	\$2,750	\$2,750		9	\$3,480	
FAC-S151	\$11,300	\$11,300		9	\$14,299	
FAC-S151	\$35,000	\$35,000		9	\$44,289	
FAC-S151	\$8,000	\$8,000		9	\$10,123	
FAC-S151	\$3,000	\$3,000		9	\$3,796	
FAC-S151	\$2,750	\$2,750		9	\$3,480	
FAC-S160	\$2,750	\$2,750		9	\$3,480	
FAC-S152	\$4,500	\$4,500		9	\$5,694	
FAC-S153	\$11,000	\$13,200		9	\$16,703	
FAC-S153	\$26,500	\$31,800		9	\$40,240	
FAC-S154	\$4,250	\$4,250		9	\$5,378	
FAC-S159	\$318,735	\$318,735		9	\$403,330	
FAC-S155	\$11,300	\$11,300		9	\$14,299	
FAC-S155	\$11,300	\$11,300		9	\$14,299	

FAC-S155	\$5,500	\$5,500		9	\$6,960	
FAC-S155	\$4,500	\$4,500		9	\$5,694	
FAC-S155	\$4,500	\$4,500		9	\$5,694	
FAC-S155	\$4,500	\$4,500		9	\$5,694	
FAC-S155	\$5,700	\$5,700		9	\$7,213	
FAC-S155	\$4,250	\$4,250		9	\$5,378	
FAC-S155	\$3,000	\$3,000		9	\$3,796	
FAC-S161	\$2,750	\$2,750		9	\$3,480	
FAC-S161	\$2,750	\$2,750		9	\$3,480	
FAC-S156	\$22,300	\$26,760		9	\$33,862	
FAC-S156	\$22,300	\$26,760		9	\$33,862	
FAC-S157	\$11,300	\$11,300		9	\$14,299	
FAC-S157	\$3,300	\$3,300		9	\$4,176	
FAC-S157	\$11,300	\$11,300		9	\$14,299	
FAC-S157	\$4,100	\$4,920		9	\$6,226	
FAC-S157	\$3,050	\$3,660		9	\$4,631	
FAC-S157	\$3,050	\$3,660		9	\$4,631	
FAC-S157	\$6,300	\$6,300		9	\$7,972	
FAC-S157	\$4,500	\$4,500		9	\$5,694	
FAC-S157	\$4,500	\$4,500		9	\$5,694	
FAC-S157	\$4,500	\$4,500		9	\$5,694	
FAC-S157	\$5,700	\$5,700		9	\$7,213	
FAC-S157	\$13,500	\$13,500		9	\$17,083	
FAC-S157	\$3,000	\$3,000		9	\$3,796	
FAC-S158	\$15,800	\$18,960		9	\$23,992	
FAC-S158	\$15,800	\$18,960		9	\$23,992	
FAC-S158	\$16,650	\$16,650		9	\$21,069	
FAC-S162	\$35,000	\$35,000		10	\$45,463	
FAC-S163	\$2,750	\$2,750		10	\$3,572	
FAC-S167	\$176,929	\$176,929		10	\$229,820	
FAC-S168	\$386,263	\$386,263		10	\$501,734	

FAC-S169	\$140,696	\$140,696		10	\$182,756	
FAC-S164	\$22,100	\$26,520		10	\$34,448	
FAC-S170	\$233,106	\$233,106		10	\$302,791	
FAC-S172	\$169,200	\$169,200		10	\$219,781	
FAC-S165	\$12,200	\$14,640		10	\$19,017	
FAC-S165	\$12,200	\$14,640		10	\$19,017	
FAC-S166	\$35,000	\$35,000		10	\$45,463	
FAC-S171	\$252,138	\$252,138		10	\$327,512	
FAC-S175	\$447,181	\$447,181		11	\$596,254	
FAC-S173	\$1,850	\$2,220		11	\$2,960	
FAC-S173	\$6,500	\$6,500		11	\$8,667	
FAC-S176	\$476,520	\$476,520		11	\$635,375	
FAC-S173	\$1,650	\$1,980		11	\$2,640	
FAC-S174	\$15,800	\$18,960		11	\$25,281	
FAC-S177	\$483,691	\$483,691		11	\$644,936	
FAC-S178	\$1,850	\$2,220		12	\$3,039	
FAC-S178	\$1,450	\$1,740		12	\$2,382	
FAC-S178	\$1,450	\$1,740		12	\$2,382	
FAC-S178	\$1,650	\$1,980		12	\$2,710	
FAC-S178	\$1,850	\$2,220		12	\$3,039	
FAC-S178	\$4,100	\$4,920		12	\$6,734	
FAC-S178	\$3,050	\$3,660		12	\$5,009	
FAC-S178	\$4,100	\$4,920		12	\$6,734	
FAC-S178	\$4,100	\$4,920		12	\$6,734	
FAC-S178	\$4,250	\$5,100		12	\$6,980	
FAC-S178	\$4,250	\$5,100		12	\$6,980	
FAC-S178	\$4,250	\$5,100		12	\$6,980	
FAC-S186	\$1,281,702	\$1,281,702		12	\$1,754,262	
FAC-S179	\$3,900	\$3,900		12	\$5,338	
FAC-S179	\$4,250	\$5,100		12	\$6,980	
FAC-S179	\$900	\$900		12	\$1,232	

FAC-S179-1	\$2,250	\$2,700		12	\$3,695	
FAC-S179-1	\$2,250	\$2,700		12	\$3,695	
FAC-S179-1	\$1,850	\$2,220		12	\$3,039	
FAC-S179-1	\$1,850	\$2,220		12	\$3,039	
FAC-S179-1	\$5,700	\$5,700		12	\$7,802	
FAC-S179-1	\$6,500	\$6,500		12	\$8,897	
FAC-S179-1	\$4,250	\$5,100		12	\$6,980	
FAC-S179-1	\$4,250	\$5,100		12	\$6,980	
FAC-S180	\$27,600	\$33,120		12	\$45,331	
FAC-S180	\$27,600	\$33,120		12	\$45,331	
FAC-S181	\$4,400	\$4,400		12	\$6,022	
FAC-S181	\$3,900	\$3,900		12	\$5,338	
FAC-S182	\$3,050	\$3,660		12	\$5,009	
FAC-S182	\$1,850	\$2,220		12	\$3,039	
FAC-S182	\$1,850	\$2,220		12	\$3,039	
FAC-S182	\$3,050	\$3,660		12	\$5,009	
FAC-S182	\$1,650	\$1,980		12	\$2,710	
FAC-S182	\$1,850	\$2,220		12	\$3,039	
FAC-S182	\$1,850	\$2,220		12	\$3,039	
FAC-S182	\$1,850	\$2,220		12	\$3,039	
FAC-S183	\$5,700	\$5,700		12	\$7,802	
FAC-S184	\$11,000	\$13,200		12	\$18,067	
FAC-S185	\$6,050	\$7,260		12	\$9,937	
FAC-S187	\$10,000	\$12,000		13	\$16,860	
FAC-S188	\$7,900	\$9,480		13	\$13,319	
FAC-S188	\$2,500	\$3,000		13	\$4,215	
FAC-S189	\$2,400	\$2,400		13	\$3,372	
FAC-S189	\$2,400	\$2,400		13	\$3,372	
FAC-S190	\$2,500	\$3,000		13	\$4,215	
FAC-S190	\$2,500	\$3,000		13	\$4,215	
FAC-S191	\$2,400	\$2,400		13	\$3,372	

FAC-S192	\$19,000	\$75,000		13	\$105,373	
FAC-S192	\$19,000	\$75,000		13	\$105,373	
FAC-S199	\$359,873	\$359,873		13	\$505,610	
FAC-S200	\$263,151	\$263,151		13	\$369,719	
FAC-S193	\$10,000	\$12,000		13	\$16,860	
FAC-S194	\$2,500	\$3,000		13	\$4,215	
FAC-S194	\$2,500	\$3,000		13	\$4,215	
FAC-S201	\$282,565	\$282,565		13	\$396,994	
FAC-S194-1	\$6,700	\$8,040		13	\$11,296	
FAC-S194-1	\$2,500	\$3,000		13	\$4,215	
FAC-S195	\$2,250	\$2,700		13	\$3,793	
FAC-S195	\$2,250	\$2,700		13	\$3,793	
FAC-S195	\$4,100	\$4,920		13	\$6,912	
FAC-S195	\$2,250	\$2,700		13	\$3,793	
FAC-S195	\$2,250	\$2,700		13	\$3,793	
FAC-S195	\$2,250	\$2,700		13	\$3,793	
FAC-S195	\$2,250	\$2,700		13	\$3,793	
FAC-S195	\$4,250	\$5,100		13	\$7,165	
FAC-S202	\$324,587	\$324,587		13	\$456,034	
FAC-S196	\$10,000	\$12,000		13	\$16,860	
FAC-S197	\$2,500	\$3,000		13	\$4,215	
FAC-S197	\$2,500	\$3,000		13	\$4,215	
FAC-S198	\$2,250	\$2,700		13	\$3,793	
FAC-S198	\$2,250	\$2,700		13	\$3,793	
FAC-S198	\$2,250	\$2,700		13	\$3,793	
FAC-S198	\$4,250	\$5,100		13	\$7,165	
FAC-S198	\$4,250	\$5,100		13	\$7,165	
FAC-S198	\$8,450	\$10,140		13	\$14,246	
FAC-S198	\$8,450	\$10,140		13	\$14,246	
FAC-S198	\$3,900	\$4,680		13	\$6,575	
FAC-S198	\$3,900	\$4,680		13	\$6,575	

FAC-S9		\$50,000		0	\$250,000	
FAC-S10		\$50,000		0	\$250,000	
FAC-S11		\$50,000		0	\$250,000	
FAC-S12		\$75,000		0	\$375,000	
FAC-S13		\$75,000		0	\$375,000	
FAC-S14		\$50,000		0	\$250,000	

Total Facilities School

\$58,112,947

\$65,888,114

Fiscal Year			Future Cost
2027			\$13,468,278
2028			\$9,191,453
2029			\$5,661,713
2030			\$2,574,871
2031			\$11,793,005
2032			\$1,594,521
2033			\$7,445,935
2034			\$2,118,691
2035			\$2,122,958
2036			\$1,869,489
2037			\$1,931,374
2038			\$1,916,113
2039			\$2,037,393
2040			\$2,162,320
2041			\$0

Total Fiscal Year

65,888,114

Total Project Budget Template for Project Scope and Budget Accelerated Repair Program

Notes

This template was prepared by the MSBA as a tool to assist districts and their teams in the understanding of MSBA policies and practices: their potential impact on the MSBA's calculation of a potential Basis of Total Facilities Grant; and potential Total Maximum Facilities Grant. This template does not contain a final, exhaustive list of all evaluations which the MSBA may use in determining whether items are eligible for reimbursement by the MSBA.

Yellow Highlighted Cells include formulas which should not be overwritten in the submitted version of the Total Project Budget Form.

The MSBA will perform an independent analysis based on a review of information and estimates entered into the Total Project Budget Template submitted by the District for the proposed school project. The MSBA's analysis may differ from the analysis performed by the district.

All costs associated with ineligible construction items (refer to 963 CMR 2.17(5) for more information) including design, permitting, construction monitoring, testing etc. are to be identified and included in the Ineligible Cost Column.

If the project is to include alternates they will be reviewed as follows:

Deduct Alternates are included in the construction budget; therefore, the Alternates Subtotal is not included in the Total Project Budget and is not included in the Estimated Basis of Total Facilities Grant. Deduct alternates will only be considered if the construction bids come in higher than the estimated Construction Budget shown in the Total Project Budget. These alternates will only be considered eligible expenses if they can be accommodated within the Total Project Budget and within the Estimated Total Maximum Facilities Grant.

Add Alternates are not included in the Total Project Budget and are not included in the Estimated Basis of Total Facilities Grant. Add alternates will only be considered if the construction bids come in lower than the estimated Construction Budget shown in the Total Project Budget. These alternates will only be considered eligible expenses if they can be accommodated within the Total Project Budget and within the Estimated Total Maximum Facilities Grant.

Data Entry

Enter the District and School Name into the top of the form

Enter the Submittal Date

Enter the Reimbursement Rate. Contact the MSBA Project Manager for the correct rate.

In the Estimated Budget Column Enter estimated budget items for all categories that apply to the Proposed Project. Do not combine multiple categories. For example, separate budgets must be included for Construction Contract Documents and Bidding; Bidding budget may not be combined with the Construction Contract Documents budget.

When entering Construction Markups - If the project is to be based on D/B/B, enter 0 for the GMP budget categories.

Identify items that are ineligible for reimbursement based on MSBA regulations. Refer to 963 CMR 2.17 (5) Ineligible Costs, and enter associated costs under Ineligible Costs adjacent to the appropriate uniform category. MSBA regulations are available at www.MassSchoolBuildings.org.

Standard Reimbursement Calculations

Soft Cost Reimbursement - If the value of "Eligible minus Reimbursable" within the Soft Cost Reimbursement section of the spreadsheet is positive, enter that into the "Soft Costs that exceed 20% of Const'n Cost" category in the "Scope Items Excluded" column, see item 83.

Board Authorization	
Project Budget (excluding contingencies)	\$3,375,000
Scope Items Excluded or Otherwise Intangible	\$1,000,000
Third Party Funding (Intangible)	
Basis of Estimated Total Facilities Grant	\$3,862,700
Reimbursement Rate	41.30%
Estimated Maximum Total Facilities Grant	\$1,606,260
Total Construction Contingency	\$168,463
Eligible Construction Budget	\$1,774,723
Potentially Eligible Construction Contingency	\$168,748
Total Owners' Contingency	\$1,943,471
Indigible Owners' Contingency	\$171
Potentially Eligible Owners' Contingency	\$168,570
Total Construction and Owners' Contingency	\$1,943,642
Total Indigible Contingency	\$170
Total Potentially Eligible Contingency	\$168,748
Reimbursement Rate	41.30%
Potential Additional Contingency Grant Limit (Funds)	\$69,441
Maximum Total Facilities Grant	\$1,673,222
Total Project Budget	\$4,535,922

Table 10	
Contingency Cap Calculations	
Eligible Construction Budget	\$1,774,723
Eligible Const. Cont Cap @ 5%	\$88,736
Eligible Owners' Contingency	\$168,570
Eligible Owners' Cont Cap @ 5%	\$8,428

		Table 16
	Total Construction Contingency	\$588,663
	Intangible Construction Contingency	\$715
Potential Eminent Domain Contingency		
	Total Owner's Contingency	\$156,649
	Intangible Owner's Contingency	\$170
Potential Eminent Domain Owner's Contingency		
	Total Construction and Owner's Contingency	\$155,350
	Total Intangible Contingency	\$885
	Total Potential Eminent Domain Contingency	\$154,225
	Reimbursement Rate	41.2%
Potential Additional Contingency Total Funds		
	Maximum Total Acctives Grant	\$1,872,227
	Total Project Budget	\$4,544,000

Contingency Cap Calculations	
Eligible Construction Budget	\$3,354,963
Eligible Constr. Cont. Cap @ 5%	\$167,748
Eligible Construction Budget	\$3,354,963
Eligible Owner's Cont. Cap @ 0.5%	\$16,775

Cells highlighted in yellow include equations established for the calculation of the project's Maximum Total Facilities Grant and for the ranking of the projects based on it. The equations in the highlighted cells should not be changed.

OPM:	NVS
Designer:	Civitecta
Cost Estimator:	Eilana Inc.
Owner:	Port of Portland

Figure 1

Soft Cost Exclusion for Spaces Ineligible per Regulations or Scope Outside of ARP (apply exclusion percentage to soft cost budget lines if applicable)	
Total Construction Budget Costs	\$3,360,264
Applicable Ineligible Budget Costs	

Table 3

Consent Fee Table - for Informational Use Only				
	Construction Budget	\$3,389,284		
OPM Services	Eligible Fees		Total % of Constr	OPM Fee @ 10.00%
Basic Services	\$190,000	\$190,000	5.64%	\$338,328
Extra Services	\$0		0.00%	
Designer Services	Eligible Fees		Total % of Constr	Design Fee @ 15.00%
Basic Services	\$308,772	\$308,772	9.11%	\$505,330
Extra Services	\$10,000		0.30%	

Table 2.

Board Memo - Cost Breakdown by Scope											4/10/2024
Deck	Workcenter	Worked up Cost	Roof	Worked up Cost	Exterior Readiness	Worked up Cost	AGG	Worked up Cost	Overlapper	mark-up %	Worked up Cost
Deck 2	05	\$10,290	\$15,618								
Deck 3	05										
Deck 4	05	\$14,964	\$22,221	\$182,149	\$129,111						
Deck 5	05	\$408,020	\$271,700	\$675,886	\$103,000						
Deck 6	05	\$24,495	\$35,211								
Deck 7	05	\$1,227,460	\$1,891,211								
Deck 8	05	\$17,800	\$154,018			\$610	\$100				
Deck 9	05	\$1,155	\$18,000								
Deck 39	05					\$1,100	\$3,611				
Deck 40	05										
Deck 41	05										
Deck 42	05										
Deck 43	05										
Deck 44	05										
Deck 45	05										
Deck 46	05										
Deck 47	05										
Deck 48	05										
Deck 49	05	\$32,143	\$45,840								
Deck 50	05	\$72,126	\$103,146								
Deck 51	05	\$21,550	\$30,819	\$49,100	\$75,119						
Deck 52	05										
Deck 53	05										
Deck 54	05										
Deck 55	05										
Deck 56	05										
Deck 57	05										
Deck 58	05										
Deck 59	05										
Deck 60	05										
Deck 61	05										
Deck 62	05										
Deck 63	05										
Deck 64	05										
Deck 65	05										
Deck 66	05										
Deck 67	05										
Deck 68	05										
Deck 69	05										
Deck 70	05										
Deck 71	05										
Deck 72	05										
Deck 73	05										
Deck 74	05										
Deck 75	05										
Deck 76	05										
Deck 77	05										
Deck 78	05										
Deck 79	05										
Deck 80	05										
Total	05		\$1,928,927	\$2,987,277	\$687,000	\$267,422	\$2,718		\$1		
Total construction budget											\$3,996,127

Table 4.

Mark-up Exclusion (Div. 1)	
Mark-up Calculation =	43.01%
Ineligible Scope =	\$10,000
Ineligible Mark-up =	\$4,301

Potentia
Marked.

Ineligible Roof Replacement Costs (w/ mark-up) =	\$14,301
Potentially Eligible Roof Replacement Costs =	\$2,653,651

TABLE 6

2024 ARP: Roofs < 25 years old	
Total Roof Area =	30,877 sf
Area of Ineligible Roof =	
Ineligible Roof Area/Total Roof Area =	0.00%
Potentially Eligible Roof Costs =	\$2,653,851
Forklifts for World Resource Life/Ineligible Roofs =	

Table 1

Total Roof Cost Cap Exclusion (Div. 7)	
30,877	eligible sq.ft
\$100.00	/sq ft roof cost cap
\$3,087,700	Total eligible roof cost cap
\$2,693,651	Revised Potentially Eligible Roof Costs
\$16,048,049	Roof Cost Exclusion (negative indicates no exclusion)

Table 9

Soft Cost Reimbursement Calculation					
Soft Cost Exclusion Cap Necessary		Soft Cost Exclusion Cap Necessary			
Early Budget		Included		Excluded	
	\$19,000		\$0		
	\$19,000		\$0		
	\$2,750		\$2,500		
	\$0		\$0		
	\$16,840		\$71		
Construction Costs associated with Soft Cost Cap Calculation					
Early Eligible Budget					
	\$0				
Eligible Soft Costs					
	Category				
	Administration	\$19,000			
	A/E Services	\$26,750			
	Architectural	\$0			
	Miscellaneous Pro-Costs	\$0			
	P/E	\$0			
	Professional Eligible Owner's Contingency	\$16,770			
	Total Eligible Soft Costs	\$56,520			
Eligible Construction Costs					
	Category				
	CM Production services	\$0			

[illegible]

-If Eligible minus Reimbursable is negative, then no exclusion is applied.
-If Eligible minus Reimbursable is positive, then reduce Potentially Eligible Owner's Contingency until 0. If Eligible minus Reimbursable remains positive, then distribute the remaining exclusion to non-basic service soft cost budget lines. If exclusion remains, apply to basic service lines. When applying the exclusion to budget lines in column D, please highlight cells in purple (same as K109).

104. This document was prepared by the MSSA based on a preliminary review of information and estimates provided by the Owner's Project Manager of Town of Sudbury for the General John Nason Elementary School project. Based on this preliminary review, certain budget, cost and scope items have been determined to be ineligible for reimbursement; however, this document does not contain a full, exhaustive list of all budget, cost and scope items that may be eligible for reimbursement by the MSSA. Nor is it intended to be a final determination of which budget, cost and scope items may be eligible for reimbursement by the MSSA. All project budget, cost and scope items shall be subject to review and audit by the Authority, and the Authority shall determine, in its sole discretion whether any such budget, cost and scope items are eligible for reimbursement. The MSSA may determine that certain additional budget, cost and scope items are ineligible for reimbursement.

105 1. The estimated maximum facilities grant established for the Project Funding Agreement does not include any potentially eligible contingency funds and is subject to review and audit by the MGA. At the time of FFA Bid Amendment, the Estimated Maximum Facilities Grant and the Maximum Total Facilities Grant will be adjusted to account for any budget revision requests submitted and approved by the MGA at the time of establishing the Amendment.

106 2. Pursuant to Section 3.20 of the Project Funding Agreement and the applicable policies and guidelines of the Authority, any project costs associated with the reallocation or transfer of funds from either the Owner's contingency or the Construction contingency to other budget line items shall be subject to review by the Authority to determine whether any such costs are eligible for reimbursement by the Authority. All costs are subject to review and audit by the MSRA.

General John Nixon Elementary School

Total Project Budget: All costs associated with the project are subject to 965 CMR 2.16(6)		Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible	Basis of Estimated Total Facilities Grant1	Estimated Maximum Total Facilities Grant1
Estimated Budget				
Feasibility Study Agreement				
1 GPM Feasibility Study	\$10,000			\$10,000
2 A/E Feasibility Study	\$56,772			\$56,772
3 Env. & Site				\$0
4 Other				\$0
5 Feasibility Study Agreement Subtotal	\$66,772	\$0	\$66,772	\$27,896
Administration				
6 Legal Fees				\$0
7 Owner's Project Manager				\$0
8 Design Development				\$0
9 Construction Contract Documents	\$30,000			\$30,000
10 Bidding	\$10,000			\$10,000
11 Construction Contract Administration	\$130,000			\$130,000
12 Closeout	\$10,000			\$10,000
13 Extra Services				\$0
14 Reimbursable & Other Services				\$0
15 Cost Estimates				\$0
16 Advertising				\$0
17 Permitting				\$0
18 Owner's Insurance				\$0
19 Other Administrative Costs	\$1,000			\$1,000
20 Administration Subtotal	\$181,000	\$0	\$181,000	\$74,789
Architecture and Engineering				
21 Basic Services				\$0
22 Design Development				\$0
23 Construction Contract Documents	\$250,000			\$250,000
24 Bidding				\$0
25 Construction Contract Administration				\$0
26 Closeout				\$0
27 Other Basic Services				\$0
28 Basic Services Subtotal	\$250,000	\$0	\$250,000	\$0
29 Reimbursable Services				\$0
30 Construction Testing				\$0
31 Prebid, Open, Minimum				\$0
32 Other Reimbursable Costs				\$0
33 Hazardous Materials	\$10,000			\$10,000
34 Geotech & Geo-Env				\$0
35 Site Survey				\$0
36 Wetlands				\$0
37 Traffic Studies				\$0
38 Architectural/Engineering Subtotal	\$260,000	\$0	\$260,000	\$197,432
CM & Risk Preconstruction Services				
39 CM Construction Services				\$0
40 CM Acquisition				\$0
41 Land/Building Purchase				\$0
42 Appraisal Fees				\$0
43 Recording Fees				\$0
44 Site Acquisition Subtotal	\$0	\$0	\$0	\$0
45 Construction Budget				
46 GMP Fee				\$0
47 GMP Insurance				\$0
48 GMP Contingency				\$0
49 Division 1 - General Requirements	\$1,013,236	\$4,301		
50 Division 2 - Existing Conditions	\$10,230			
51 Division 3 - Concrete				\$0
52 Division 4 - Masonry	\$178,713			
53 Division 5 - Metals	\$91,899			
54 Division 6 - Woods, Plastics and Composites	\$44,499			
55 Division 7 - Thermal and Moisture Protection	\$1,377,440			
56 Division 8 - Coverings	\$36,469			
57 Division 9 - Finishes	\$12,223			
58 Division 10 - Specialties	\$1,700			
59 Division 11 - Equipment				\$0
60 Division 12 - Furnishings				\$0
61 Division 13 - Special Construction				\$0
62 Division 14 - Conveying Systems				\$0
63 Division 21 - Fire Suppression				\$0
64 Division 22 - Plumbing	\$32,143			
65 Division 23 - HVAC	\$72,126	\$10,000		
66 Division 25 - Integrated Automation				\$0
67 Division 26 - Electrical	\$70,610			
68 Division 27 - Communications				\$0
69 Division 28 - Electronic Safety and Security				\$0
70 Division 31 - Earthwork				\$0
71 Division 32 - Exterior Improvements				\$0
72 Division 33 - Utilities				\$0
73 Construction Budget	\$3,369,264	\$14,301	\$3,354,963	\$1,368,271
Alternates				
74 Alternates included in the Total Project Budget	\$0	\$0	\$0	\$0
75 Alternates Excluded from the Total Project Budget	\$0	\$0	\$0	\$0
76 Alternates Subtotal3	\$0	\$0	\$0	\$0
77 Reimbursable Project Costs				\$0
78 Utility Company Fees				\$0
79 Testing Services				\$0
80 Boring Stake Modules				\$0
81 Other Project Costs (Mailing & Moving)	\$2,600	\$2,600		\$0
82 Misc. Project Costs Subtotal	\$2,600	\$2,600	\$0	\$0
83 Reimbursable and Equipment				\$0
84 Furniture				\$0
85 Equipment				\$0
86 Computer Equipment				\$0
87 FF&E Subtotal	\$0	\$0	\$0	\$0
88 Project Budget	\$3,878,536	\$16,901	\$3,862,735	\$1,596,082

Board Authorization	
Project Budget	\$3,878,536
Scope Items Excluded or Otherwise Ineligible	\$16,901
Third Party Funding (Ineligibles)	
Basis of Estimated Total Facilities Grant1, 3	\$3,862,735
Reimbursement Rate	41.32%
Estimated Maximum Total Facilities Grant1	\$1,596,082

91 Total Construction Contingency2	\$168,463
92 Ineligible Construction Contingency2	\$715
93 Potentially Eligible Construction Contingency2	\$167,748
94 Total Owner's Contingency2	\$16,846
95 Ineligible Owner's Contingency2	\$74
96 Potentially Eligible Owner's Contingency2	\$16,772
97 Total Construction and Owner's Contingency2	\$185,309
98 Total Ineligible Contingency2	\$789
99 Total Potentially Eligible Contingency2	\$184,523
100 Reimbursement Rate	41.32%
101 Potential Additional Contingency Grant Funds2	\$76,246
102 Maximum Total Facilities Grant	\$1,672,327
103 Total Project Budget	\$4,064,845

104 This document was prepared by the MSBA based on a preliminary review of information and estimates provided by the Owner's Project Manager of Town of Sudbury for the General John Nixon Elementary School project. Based on this preliminary review, certain budget, cost and scope items have been determined to be ineligible for reimbursement. However, this document does not contain a final, exhaustive list of all budget, cost and scope items which may be eligible for reimbursement by the MSBA. It is intended to be a final determination of which budget, cost and scope items may be eligible for reimbursement by the MSBA. All project budget, cost and scope items shall be subject to review and audit by the Authority, and the Authority shall determine, in its sole discretion whether any such budget, cost and scope items are eligible for reimbursement. The MSBA may determine that certain additional budget, cost and scope items are ineligible for reimbursement.

105 The estimated maximum facilities grant established for the Project Funding Agreement does not include any potentially eligible contingency funds and is subject to review and audit by the MSBA. At the time of PPA Bid Amendment, the Estimated Maximum Facilities Grant and the Maximum Total Facilities Grant will be adjusted to account for any budget revision requests submitted and approved by the MSBA at the time of establishing the Amendment.

106 Pursuant to Section 3.20 of the Project Funding Agreement and the applicable policies and guidelines of the Authority, any project costs associated with the notification or transfer of funds from either the Owner's contingency or the Construction contingency to other budget line items shall be subject to review by the Authority to determine whether any such costs are eligible for reimbursement by the Authority. All costs are subject to review and audit by the MSBA.

107

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By: _____
Title: Chair of School Building Committee
Date: _____

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By: _____
Title: Superintendent of Schools
Date: _____

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By: _____
Title: Chief Executive Officer
Date: _____

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By: _____
Title: Chair of School Committee
Date: _____

General John Nixon Elementary School

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)		ProPay Cost Category	Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible	Basis of Estimated Total Facilities Grant	Estimated Maximum Total Facilities Grant
Estimated Budget					
Feasibility Study Agreement					
1 OPM Feasibility Study	\$10,000	0001-0000		\$10,000	
2 A&E Feasibility Study	\$56,772	0002-0000		\$56,772	
3 Env. & Site		0003-0000		\$0	
4 Other		0004-0000		\$0	
5 Feasibility Study Agreement Subtotal	\$66,772		\$0	\$66,772	\$27,590
Administration					
6 Legal Fees		0101-0000		\$0	\$0
Owner's Project Manager					
7 Design Development		0102-0400		\$0	
8 Construction Contract Documents	\$30,000	0102-0500		\$30,000	
9 Bidding	\$10,000	0102-0600		\$10,000	
10 Construction Contract Administration	\$130,000	0102-0700		\$130,000	
11 Closeout	\$10,000	0102-0800		\$10,000	
12 Extra Services		0102-0900		\$0	
13 Reimbursable & Other Services		0102-1000		\$0	
14 Cost Estimates		0102-1100		\$0	
15 Advertising		0103-0000		\$0	
16 Permitting		0104-0000		\$0	
17 Owner's Insurance		0105-0000		\$0	
18 Other Administrative Costs	\$1,000	0199-0000		\$1,000	
19 Administration Subtotal	\$181,000		\$0	\$181,000	\$74,789
Architecture and Engineering					
Basic Services					
21 Design Development		0201-0400		\$0	
22 Construction Contract Documents	\$250,000	0201-0500		\$250,000	
23 Bidding		0201-0600		\$0	
24 Construction Contract Administration		0201-0700		\$0	
25 Closeout		0201-0800		\$0	
26 Other Basic Services		0201-9900		\$0	
27 Basic Services Subtotal	\$250,000		\$0	\$250,000	
Reimbursable Services					
28 Construction Testing		0203-0100		\$0	
29 Printing (over minimum)		0203-0200		\$0	
30 Other Reimbursable Costs		0203-9900		\$0	
31 Hazardous Materials	\$10,000	0204-0200		\$10,000	
32 Geotech & Geo-Env.		0204-0300		\$0	
33 Site Survey		0204-0400		\$0	
34 Wetlands		0204-0500		\$0	
35 Traffic Studies		0204-1200		\$0	
36 Architectural/Engineering Subtotal	\$260,000		\$0	\$260,000	\$107,432
CM & Risk Preconstruction Services					
37 Pre-Construction Services		0501-0000		\$0	\$0
Site Acquisition					
38 Land/Building Purchase		0301-0000		\$0	
39 Appraisal Fees		0302-0000		\$0	
40 Recording fees		0303-0000		\$0	
41 Site Acquisition Subtotal	\$0		\$0	\$0	\$0
Construction Costs					
42 Construction Budget		0502-0001			
43 GMP Fee		0502-0010			
44 GMP Insurance		0502-0020			
45 GMP Contingency		0502-0030			
46 Division 1 - General Requirements	\$1,013,236	0502-0100	\$4,301		
47 Division 2 - Existing Conditions	\$10,230	0502-0200			
48 Division 3 - Concrete		0502-0300			
49 Division 4 - Masonry	\$178,713	0502-0400			
50 Division 5 - Metals	\$517,899	0502-0500			
51 Division 6 - Woods, Plastics and Composites	\$44,495	0502-0600			
52 Division 7 - Thermal and Moisture Protection	\$1,377,440	0502-0700			
53 Division 8 - Openings	\$38,449	0502-0800			
54 Division 9 - Finishes	\$12,223	0502-0900			
55 Division 10 - Specialties	\$1,700	0502-1000			
56 Division 11 - Equipment		0502-1100			
57 Division 12 - Furnishings		0502-1200			
58 Division 13 - Special Construction		0502-1300			
59 Division 14 - Conveying Systems		0502-1400			
60 Division 21 - Fire Suppression		0502-2100			
61 Division 22 - Plumbing	\$32,143	0502-2200			
62 Division 23 - HVAC	\$72,126	0502-2300	\$10,000		
63 Division 25 - Integrated Automation		0502-2500			
64 Division 26 - Electrical	\$70,610	0502-2600			
65 Division 27 - Communications		0502-2700			
66 Division 28 - Electronic Safety and Security		0502-2800			
67 Division 31 - Earthwork		0502-3100			
68 Division 32 - Exterior Improvements		0502-3200			
69 Division 33 - Utilities		0502-3300			
70 Construction Budget	\$3,369,264		\$14,301	\$3,354,963	\$1,386,271
Alternates					
72 Alternates Included in the Total Project Budget	\$0		\$0	\$0	
73 Alternates Excluded from the Total Project Budget	\$0		\$0	\$0	
74 Alternates Subtotal	\$0	0506-0000	\$0	\$0	\$0
Miscellaneous Project Costs					
75 Utility company Fees		0601-0000		\$0	
76 Testing Services		0602-0000		\$0	
77 Swing Space/Modulars		0603-0000		\$0	
78 Other Project Costs (Mailing & Moving)	\$2,500	0699-0000	\$2,500	\$0	
79 Misc. Project Costs Subtotal	\$2,500		\$2,500	\$0	\$0
Furnishings and Equipment					
80 Furnishings		0701-0000		\$0	
81 Equipment	\$786	0702-0000		\$0	
82 Computer Equipment		0703-0000		\$0	
83 FF&E Subtotal	\$0		\$0	\$0	\$0
84 Project Budget	\$3,879,536		\$16,801	\$3,862,735	\$1,596,082
Board Authorization					
85 Project Budget	\$3,879,536				
86 Scope Items Excluded or Otherwise Ineligible	-\$16,801				
87 Third Party Funding (Ineligible)					
88 Basis of Estimated Total Facilities Grant	\$3,862,735				
89 Reimbursement Rate	41.32%				
90 Estimated Maximum Total Facilities Grant	\$1,596,082				
Contingency					
91 Total Construction Contingency	\$168,463	0507-0000			
92 Ineligible Construction Contingency	\$715				
93 Potentially Eligible Construction Contingency	\$167,748				
94 Total Owner's Contingency	\$16,846	0801-0000			
95 Ineligible Owner's Contingency	\$71				
96 Potentially Eligible Owner's Contingency	\$16,775				
97 Total Construction and Owner's Contingency	\$185,309				
98 Total Ineligible Contingency	\$786				
99 Total Potentially Eligible Contingency	\$184,523				
100 Reimbursement Rate	41.32%				
101 Potential Additional Contingency Grant Funds	\$76,245				
102 Maximum Total Facilities Grant	\$1,672,327				
103 Total Project Budget	\$4,064,845				

District
School Name

Submittal Date

Total Project Budget: All costs associated with the project are subject to §85 CMR 2.17(B)		Estimated Budget	Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible	Basis of Estimated Total Facilities Grant	Estimated Maximum Total Facilities Grant
Feasibility Study Agreement					
1	CFM Feasibility Study	\$10,000		\$10,000	
2	A&E Feasibility Study	\$66,772		\$66,772	
3	Env. & Site			\$0	
4	Other			\$0	
5	Feasibility Study Agreement Subtotal	\$66,772	\$0	\$66,772	\$27,590
Administration					
6	Legal Fees			\$0	\$0
7	Owner's Project Manager			\$0	
8	Design Development			\$0	
9	Construction Contract Documents	\$30,000		\$30,000	
10	Bidding	\$10,000		\$10,000	
11	Construction Contract Administration	\$130,000		\$130,000	
12	Closeout	\$10,000		\$10,000	
13	Extra Services			\$0	
14	Reimbursable & Other Services			\$0	
15	Cost Estimates			\$0	
16	Advertising			\$0	
17	Permitting			\$0	
18	Owner's Insurance			\$0	
19	Other Administrative Costs	\$1,000		\$1,000	
20	Administration Subtotal	\$181,000	\$0	\$181,000	\$74,789
Architectural and Engineering					
21	Basic Services			\$0	
22	Design Development			\$0	
23	Construction Contract Documents	\$250,000		\$250,000	
24	Bidding			\$0	
25	Construction Contract Administration	\$44,495		\$0	
26	Closeout			\$0	
27	Other Basic Services			\$0	
28	Basic Services Subtotal	\$294,495	\$0	\$250,000	
29	Reimbursable Services			\$0	
30	Construction Testing			\$0	
31	Printing (over minimum)			\$0	
32	Other Reimbursable Costs			\$0	
33	Hazardous Materials	\$10,000		\$10,000	
34	Geotech & Geo-Env			\$0	
35	Site Survey			\$0	
36	Witness			\$0	
37	Traffic Studies			\$0	
38	Architectural/Engineering Subtotal	\$294,495	\$0	\$260,000	\$107,432
CM & Risk Reconstruction Services					
39	Site Acquisition			\$0	\$0
40	Land/Building Purchase			\$0	
41	Acquired Fees			\$0	
42	Recording fees			\$0	
43	Site Acquisition Subtotal	\$0	\$0	\$0	\$0
Construction Costs					
44	Construction Budget				
45	CM@P Fee				
46	CM@P Insurance				
47	CM@P Contingency				
48	Division 1 - General Requirements	\$1,013,237			
49	Division 2 - Existing Conditions	\$0			
50	Division 3 - Concrete	\$178,773			
51	Division 4 - Masonry	\$517,899			
52	Division 5 - Metals	\$44,495			
53	Division 6 - Woods, Plastics and Composites	\$1,377,440			
54	Division 7 - Thermal and Moisture Protection	\$38,449			
55	Division 8 - Openings	\$12,223			
56	Division 9 - Finishes	\$1,700			
57	Division 10 - Specialties				
58	Division 11 - Equipment				
59	Division 12 - Furnishings				
60	Division 13 - Special Construction				
61	Division 14 - Conveying Systems				
62	Division 21 - Fire Suppression	\$30,143			
63	Division 22 - Plumbing	\$72,126			
64	Division 23 - HVAC				
65	Division 25 - Integrated Automation	\$70,610			
66	Division 26 - Electrical				
67	Division 27 - Communications				
68	Division 28 - Electronic Safety and Security				
69	Division 31 - Earthwork				
70	Division 32 - Exterior Improvements				
71	Division 33 - Utilities				
72	Construction Budget	\$3,369,265	\$0	\$3,369,265	\$1,392,180
Alternates					
73	Alternates included in the Total Project Budget			\$0	
74	Alternates excluded from the Total Project Budget			\$0	
75	Alternates Subtotal	\$0	\$0	\$0	\$0
Miscellaneous Project Costs					
76	Utility company Fees			\$0	
77	Testing Services			\$0	
78	Scoring Space Modifiers			\$0	
79	Other Project Costs (Hauling & Moving)	\$2,500		\$2,500	
80	Misc. Project Costs Subtotal	\$2,500	\$0	\$2,500	\$1,633
81	Furnishings and Equipment			\$0	
82	Furnishings			\$0	
83	Equipment			\$0	
84	Computer Equipment			\$0	
85	FF&E Subtotal	\$0	\$0	\$0	\$0
86	Project Budget	\$3,879,537	\$0	\$3,879,537	\$1,603,025
Board Authorization					
87	Project Budget (excluding Contingencies)	\$3,879,537			
88	Scope Items Excluded or Otherwise Ineligible	\$0			
89	Third Party Funding (Ineligible)	\$30			
90	Basis of Estimated Total Facilities Grant1, 4	\$3,879,537			
91	Reimbursement Rate	41.32%			
92	Estimated Maximum Total Facilities Grant1	\$1,603,025			
Contingency					
93	Total Construction Contingency2, 3	\$168,463			
94	Ineligible Construction Contingency2, 3	\$168,463			
95	Potentially Eligible Construction Contingency2, 3	\$0			
96	Total Owner's Contingency2, 3	\$16,846			
97	Ineligible Owner's Contingency2, 3	\$16,846			
98	Potentially Eligible Owner's Contingency2, 3	\$0			
99	Total Construction and Owner's Contingency2, 3	\$185,309			
100	Total Ineligible Contingency2, 3	\$185,309			
101	Total Potentially Eligible Contingency2, 3	\$0			
102	Reimbursement Rate	41.32%			
103	Potential Additional Contingency Grant Funds2	\$0			
104	Maximum Total Facilities Grant	\$1,603,025			
105	Total Project Budget	\$4,064,846			

Cells highlighted in yellow include equations established for the calculation of the project's Maximum Total Facilities Grant and for the analysis of the project's budget. The equations in the highlighted cells should not be changed.

Questionnaire

For All Projects:

#	Question	Response
1	Does the scope of work include the removal of vinyl asbestos tile (VAT) or ceiling tile with asbestos?	No
2	Are there ADA accessibility upgrades included in the project scope of work?	Yes
3	IF ADA upgrades are included in the scope of work, does it include elevator work?	No
4	Does the scope of work include any masonry cleaning?	Yes
5	Does the scope of work include any window/door/roof replacements at detached buildings on the campus?	No
6	Is there any scope of work in non-school related spaces within the facility?	No
7	Does the scope of work include the replacement of systems on modular buildings?	No
8	Does the scope of work include any fire suppression and/or fire alarm upgrades?	No
9	Is there any scope beyond the invited project scope?	No
10	Does the cost estimate include any proposed alternates?	No

If Roof project, please proceed to "Roof Projects Only" section (cell H37).

If Windows/Doors project, please proceed to "Windows/Doors Projects Only" section (cell H73).

Roofs Projects Only:

R1. Please list all roof sections, with relevant square footage, age, and proposed roof system type:

Section	Section Name	Square Footage	Section Age (Years)	Proposed Roof System Type
Section 1	Roof A	4,628	30	TPO
Section 2	Roof B	13,420	30	TPO
Section 3	Roof C	617	30	Metal
Section 4	Roof D	561	30	TPO
Section 5	Roof E	287	30	TPO
Section 6	Roof F	11,384	30	TPO
Section 7				

#	Question	Response
R2.	Does the building include any additions?	Yes
R3.	Does the scope of work include adding or replacing any rooftop HVAC equipment?	Yes
R4.	Does the scope of work include the temporary removal and reinstallation of rooftop HVAC equipment?	Yes
R5.	Does the scope of work include the replacement of windows due to the roof replacement?	No
R6.	Does the scope of work include any skylights?	Yes
R7.	Does the scope of work include any copper flashings and/or gutters?	No
R8.	Does the scope of work include any site work associated with sub-grade roof drainage?	No
R9.	Does the scope of work include costs to make roof solar-ready?	Yes
R10.	Does the school have distict-owned PV panels, leased panels, or no panels?	No Panels
R11.	Does the scope include purchase of PV panels?	No
R12.	Does the scope include installation of PV panels?	No

Windows/Doors Projects Only:

W1. Please list all window sections, with relevant square footage, age, proposed window count, and location of window type:				
Window Type	Square Footage	Type Age (Years)	Proposed Window Count	Location of Window Type

#	Question	Response
W2.	Does the building include any additions?	
W3.	Does the scope of work include any masonry restoration including cleaning and sealing beyond the invited project scope?	
W4.	Does the scope of work include the installation of any new vestibules?	
W5.	Does the scope of work include the replacement of any interior doors?	
W6.	Does the scope of work include adding or replacing any HVAC equipment?	

Notes to PMs: Please copy/paste information from CPFM User T760 worksheet into CPFM User Preamble tab (used to receive excel version of budget from CPFM). This will automate a few of the calls in the tables below. Once all tables below are complete, please copy/paste into the appropriate cost tracking spreadsheet below.
Information must be passed **AS VALUES** on the desktop version of Excel (i.e., not browser version)

For Window Projects: [Automated Design Window Costs 2024.xlsx](#)

MSBA ID	District	School Name	Window SF	Window Specs and Replacement Cost	Window Notes and Replacement Cost / SF	Associated Window Costs	Total Window Costs	Total Window Costs / SF	Designer	Cost Estimator	>1,800 Window SF
220432880002				0		0	0		Chapin	Chapin Inc.	

For Roof Projects: [Automated Design Roof Costs 2024.xlsx](#)

*Notes for PMs: If replacement project includes multiple roof types where the majority roof type is less than 80% of total roof area (see cell M17), do not enter roof data (columns D-L) into the cost tracking worksheet linked above. 80/10 split is the limit. In other words, if not 80/10 "Yes", enter all data in this table into data tracking worksheet linked above. If "Yes", only enter the 2) total roofless calls (columns M-L).

MSBA ID	District	School Name	Roof System	Roof SF	Marked-Up Direct Roof Replacement Cost	Roof Replacement Cost / SF	Marked-Up Associated Roof Costs	Total Roof Costs	Total Roof Costs / SF	Designer	Cost Estimator	Is more than 80% of the roof for identified system in 1401-1717	Other Replacements Costs	% of Suber Replacements Costs to Total Roof Costs	% of Roof Being Made Suber-Ready
220432880003			Asph	30,877	\$1,469,613	\$48	\$668,133	\$2,887,853	\$94	Chapin	Chapin Inc.	Yes	\$667,625	36.1%	3.0%

CPFM Consultant Fees: [CPFM Consultant Fee Analysis - for 2024 Programs.xlsx](#)

Project ID Number	District	School Name	CPW Firm Name	WBE/WBE	Scope	Construction Budget	Feasibility	CD	Bidding	CA	Classroom	Other	Feasibility Study & Basic Services Subtotal	Subtotal Fee % CPW	Extra Services	Other Reimbursables	Estimates	Advertising	Permitting	Owner's Insurance	Other Administrative Costs	Other Reimbursable Services	Extra Services Subtotal	Extra Reimbursable Fee % CPW	Comments	
220432880002			2024		Design Roof	\$1,389,254	\$10,000	\$30,000	\$10,000	\$10,000	\$10,000		\$150,000	4%								\$1,000	\$1,000	\$1,000	4%	

Designer Consultant Fees: same file as CPFM consultant fees, see above for file.

Project ID Number	District	School Name	Design Firm Name	MBE/WBE	Scope	Construction Budget	Feasibility	Env. & Site	CD	Bidding	CA	Classroom	Other Basic Services	Feasibility Study & Basic Services Subtotal	Subtotal Fee % Designer	Construction Testing	Printing	Other Reimbursable Costs	Hot Mat	Geotech & Geo-Env.	Site Survey	Extra Services Subtotal	Extra Reimbursable Fee % Designer	Comments	
220432880002			Chapin		Partial Roof	\$1,369,204	\$28,772		\$250,000					\$208,772	0%				\$10,000				\$10,000	0%	

Roof Type	Total Sq Foot	Notes
Asph	30,877	
Other	0	
Total	30,877	
Other	0	
Total	617	
Other	0	
Total	0	

**Table above shows square footages reported in the CPFM User Preamble tab

Total Project Budget Template for Project Scope and Budget Accelerated Repair Program

Notes

This template was prepared by the MSBA as a tool to assist districts and their teams in the understanding of MSBA policies and practices: their potential impact on the MSBA's calculation of a potential Basis of Total Facilities Grant; and potential Total Maximum Facilities Grant. This template does not contain a final, exhaustive list of all evaluations which the MSBA may use in determining whether items are eligible for reimbursement by the MSBA.

Yellow Highlighted Cells include formulas which should not be overwritten in the submitted version of the Total Project Budget Form.

The MSBA will perform an independent analysis based on a review of information and estimates entered into the Total Project Budget Template submitted by the District for the proposed school project. The MSBA's analysis may differ from the analysis performed by the district.

All costs associated with ineligible construction items (refer to 963 CMR 2.17(5) for more information) including design, permitting, construction monitoring, testing etc. are to be identified and included in the Ineligible Cost Column.

If the project is to include alternates they will be reviewed as follows:

Deduct Alternates are included in the construction budget; therefore, the Alternates Subtotal is not included in the Total Project Budget and is not included in the Estimated Basis of Total Facilities Grant. Deduct alternates will only be considered if the construction bids come in higher than the estimated Construction Budget shown in the Total Project Budget. These alternates will only be considered eligible expenses if they can be accommodated within the Total Project Budget and within the Estimated Total Maximum Facilities Grant.

Add Alternates are not included in the Total Project Budget and are not included in the Estimated Basis of Total Facilities Grant. Add alternates will only be considered if the construction bids come in lower than the estimated Construction Budget shown in the Total Project Budget. These alternates will only be considered eligible expenses if they can be accommodated within the Total Project Budget and within the Estimated Total Maximum Facilities Grant.

Data Entry

Enter the District and School Name into the top of the form

Enter the Submittal Date

Enter the Reimbursement Rate. Contact the MSBA Project Manager for the correct rate.

In the Estimated Budget Column Enter estimated budget items for all categories that apply to the Proposed Project. Do not combine multiple categories. For example, separate budgets must be included for Construction Contract Documents and Bidding; Bidding budget may not be combined with the Construction Contract Documents budget.

When entering Construction Markups - If the project is to be based on D/B/B, enter 0 for the GMP budget categories.

Identify items that are ineligible for reimbursement based on MSBA regulations. Refer to 963 CMR 2.17 (5) Ineligible Costs, and enter associated costs under Ineligible Costs adjacent to the appropriate uniform category. MSBA regulations are available at www.MassSchoolBuildings.org.

Standard Reimbursement Calculations

Soft Cost Reimbursement - If the value of "Eligible minus Reimbursable" within the Soft Cost Reimbursement section of the spreadsheet is positive, enter that into the "Soft Costs that exceed 20% of Const'n Cost" category in the "Scope Items Excluded" column, see item 83.

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)		Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible		Basis of Estimated Total Facilities Grant1	Estimated Maximum Total Facilities Grant1
Feasibility Study Agreement		Estimated Budget			
1	CPM Feasibility Study	\$10,000		\$10,000	
2	AAE Feasibility Study	\$59,473		\$59,473	
3	Env. & SR			\$0	
4	Other			\$0	
	Feasibility Study Agreement Subtotal	\$69,473	\$0	\$69,473	\$28,705
	Administration				
6	Legal Fees			\$0	\$0
	Owner's Project Manager				
7	Design Development			\$0	
8	Construction Contract Documents	\$30,000		\$30,000	
9	Bidding	\$10,000		\$10,000	
10	Construction Contract Administration	\$150,000		\$150,000	
11	Contract	\$10,000		\$10,000	
12	Extra Services			\$0	
13	Reimbursable & Other Services			\$0	
14	Cost Estimates			\$0	
15	Advertising			\$0	
16	Permitting			\$0	
17	Owner's Insurance			\$0	
18	Other Administrative Costs	\$1,000		\$1,000	
	Administration Subtotal	\$291,000	\$0	\$291,000	\$83,683
	Architecture and Engineering				
20	Basic Services				
21	Design Development			\$0	
22	Construction Contract Documents	\$400,000		\$400,000	
23	Bidding			\$0	
24	Construction Contract Administration			\$0	
25	Contract			\$0	
26	Other Basic Services			\$0	
27	Basic Services Subtotal	\$400,000	\$0	\$400,000	
	Reimbursable Services				
28	Construction Testing			\$0	
29	Printing (over maximum)			\$0	
30	Other Reimbursable Costs			\$0	
31	Hazardous Materials	\$50,000		\$50,000	
32	Geotech & Geo-Env			\$0	
33	Site Survey			\$0	
34	Heritage			\$0	
35	Traffic Studies			\$0	
	Architectural/Engineering Subtotal	\$450,000	\$0	\$450,000	\$185,940
	CM & Risk Preconstruction Services				
37	Pre-Construction Services			\$0	\$0
	Land Acquisition				
38	Land/Building Purchase			\$0	
39	Appraisal Fees			\$0	
40	Recording fees			\$0	
	Site Acquisition Subtotal	\$0	\$0	\$0	\$0
	Construction Costs				
42	Construction Budget				
43	CMP Fee				
44	CMP Insurance				
45	CMP Contingency				
46	Division 1 - General Requirements	\$2,030,702	\$69,162		
47	Division 2 - Existing Conditions	\$91,210			
48	Division 3 - Concrete				
49	Division 4 - Masonry	\$338,980			
50	Division 5 - Metals	\$274,602			
51	Division 6 - Woods, Plastics and Composites	\$282,046			
52	Division 7 - Thermal and Moisture Protection	\$2,885,880			
53	Division 8 - Openings	\$49,500			
54	Division 9 - Finishes	\$101,399			
55	Division 10 - Specialties				
56	Division 11 - Equipment				
57	Division 12 - Furnishings				
58	Division 13 - Special Construction				
59	Division 14 - Coexisting Systems				
60	Division 21 - Fire Subsystem	\$82,800			
61	Division 22 - Plumbing	\$83,893			
62	Division 23 - HVAC	\$771,428	\$160,000		
63	Division 25 - Integrated Automation				
64	Division 26 - Electrical	\$182,381			
65	Division 27 - Communications				
66	Division 28 - Electronic Safety and Security				
67	Division 31 - Earthwork				
68	Division 32 - Exterior Improvements				
69	Division 33 - Utilities				
	Construction Budget	\$6,728,621	\$228,162	\$6,499,359	\$2,685,535
	Alternates				
72	Alternates Included in the Total Project Budget	\$0	\$0	\$0	\$0
73	Alternates Excluded from the Total Project Budget	\$0	\$0	\$0	\$0
	Alternates Subtotal	\$0	\$0	\$0	\$0
	Nonreimbursable Project Costs				
75	Utility company Fees			\$0	
76	Training Services			\$0	
77	Owner Service Modules			\$0	
78	Other Project Costs (Mailing & Moving)	\$2,500	\$2,500	\$0	
	Max. Project Costs Subtotal	\$2,500	\$2,500	\$0	\$0
	Furnishings and Equipment				
80	Furnishings			\$0	
81	Equipment			\$0	
82	Computer Equipment			\$0	
	F&E Subtotal	\$0	\$0	\$0	\$0
	Project Budget	\$7,451,494	\$231,662	\$7,219,832	\$2,983,235
	Board Authorization				
	Project Budget	\$7,451,494			
	Scope Items Excluded or Otherwise Ineligible	-\$231,662			
	Third Party Funding (Ineligible)				
	Basis of Estimated Total Facilities Grant	\$7,219,832			
	Reimbursement Rate	41.32%			
	Estimated Maximum Total Facilities Grant1	\$2,983,235			
91	Total Construction Contingency2			\$336,426	
92	Ineligible Construction Contingency2			\$11,458	
93	Potentially Eligible Construction Contingency2			\$324,968	
94	Total Owner's Contingency2			\$333,843	
95	Ineligible Owner's Contingency2			\$1,146	
96	Potentially Eligible Owner's Contingency2			\$32,497	
97	Total Construction and Owner's Contingency2			\$370,885	
98	Total Ineligible Contingency2			\$12,604	
99	Total Potentially Eligible Contingency2			\$357,465	
100	Reimbursement Rate			41.32%	
101	Potential Additional Contingency Grant Funds2			\$147,705	
102	Maximum Total Facilities Grant			\$3,130,940	
103	Total Project Budget			\$7,621,963	

104 This document was prepared by the MSBA based on a preliminary review of information and estimates provided by the Owner's Project Manager of Town of Sudbury for the Josiah Haynes Elementary School project. Based on the preliminary review, when budget, cost and scope items have been determined to be ineligible for reimbursement, however, the document does not represent a final, authoritative list of all budget, cost and scope items which may be eligible for reimbursement by the MSBA. We do not intend to take a determination of which budget, cost and scope items may be eligible for reimbursement by the MSBA. All project budget, cost and scope items are subject to review and audit by the Authority, and the Authority shall determine, in its sole discretion whether any such budget, cost and scope items are eligible for reimbursement. The MSBA may determine that certain additional budget, cost and scope items are ineligible for reimbursement.

105 1. The estimated maximum facilities grant established for the Project Funding Agreement does not include any potentially eligible contingency funds and is subject to review and audit by the MSBA. At the time of PPA Bid Amendment, the Estimated Maximum Facilities Grant and the Maximum Total Facilities Grant will be adjusted to account for any budget revision requests submitted and approved by the MSBA at the time of establishing the Amendment.

106 2. Pursuant to Section 3.2(f) of the Project Funding Agreement and the applicable policies and guidelines of the Authority, any project costs associated with the realization or transfer of funds from either the Owner's contingency or the Construction contingency to other budget line items shall be subject to review by the Authority to determine whether any such costs are eligible for reimbursement by the Authority. All costs are subject to review and audit by the MSBA.

107

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By:
Title: Chair of School Building Committee
Date: _____

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By:
Title: Superintendent of Schools
Date: _____

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By:
Title: Chief Executive Officer
Date: _____

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By:
Title: Chair of School Committee
Date: _____

Josiah Haynes Elementary School

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)		Estimated Budget	ProPay Cost Category	Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible	Basis of Estimated Total Facilities Grant	Estimated Maximum Total Facilities Grant
Feasibility Study Agreement						
1	OPM Feasibility Study	\$10,000	0001-0000		\$10,000	
2	A&E Feasibility Study	\$59,473	0002-0000		\$59,473	
3	Env. & Site		0003-0000		\$0	
4	Other		0004-0000		\$0	
5	Feasibility Study Agreement Subtotal	\$69,473		\$0	\$69,473	\$28,706
Administration						
6	Legal Fees		0101-0000		\$0	\$0
Owner's Project Manager						
7	Design Development		0102-0400		\$0	
8	Construction Contract Documents	\$30,000	0102-0500		\$30,000	
9	Bidding	\$10,000	0102-0600		\$10,000	
10	Construction Contract Administration	\$150,000	0102-0700		\$150,000	
11	Closeout	\$10,000	0102-0800		\$10,000	
12	Extra Services		0102-0900		\$0	
13	Reimbursable & Other Services		0102-1000		\$0	
14	Cost Estimates		0102-1100		\$0	
15	Advertising		0103-0000		\$0	
16	Permitting		0104-0000		\$0	
17	Owner's Insurance		0105-0000		\$0	
18	Other Administrative Costs	\$1,000	0199-0000		\$1,000	
19	Administration Subtotal	\$201,000		\$0	\$201,000	\$83,053
Architecture and Engineering						
Basic Services						
20	Design Development		0201-0400		\$0	
21	Construction Contract Documents	\$400,000	0201-0500		\$400,000	
22	Bidding		0201-0600		\$0	
23	Construction Contract Administration		0201-0700		\$0	
24	Closeout		0201-0800		\$0	
25	Other Basic Services		0201-9900		\$0	
26	Basic Services Subtotal	\$400,000		\$0	\$400,000	
Reimbursable Services						
27	Construction testing		0203-0100		\$0	
28	Printing (over minimum)		0203-0200		\$0	
29	Other Reimbursable Costs		0203-9900		\$0	
30	Hazardous Materials	\$50,000	0204-0200		\$50,000	
31	Geotech & Geo-Env.		0204-0300		\$0	
32	Site Survey		0204-0400		\$0	
33	Wetlands		0204-0500		\$0	
34	Traffic Studies		0204-1200		\$0	
35	Architectural/Engineering Subtotal	\$450,000		\$0	\$450,000	\$185,940
CM & Risk Preconstruction Services						
36	Pre-Construction Services		0501-0000		\$0	\$0
37	Site Acquisition		0301-0000		\$0	
38	Land/Building Purchase		0302-0000		\$0	
39	Appraisal Fees		0303-0000		\$0	
40	Recording fees				\$0	
41	Site Acquisition Subtotal	\$0		\$0	\$0	\$0
Construction Costs						
42	Construction Budget		0502-0001			
43	GMP Fee		0502-0010			
44	GMP Insurance		0502-0020			
45	GMP Contingency		0502-0030			
46	Division 1 - General Requirements	\$2,030,702	0502-0100	\$69,162		
47	Division 2 - Existing Conditions	\$51,210	0502-0200			
48	Division 3 - Concrete		0502-0300			
49	Division 4 - Masonry	\$335,980	0502-0400			
50	Division 5 - Metals	\$274,502	0502-0500			
51	Division 6 - Woods, Plastics and Composites	\$282,046	0502-0600			
52	Division 7 - Thermal and Moisture Protection	\$2,982,680	0502-0700			
53	Division 8 - Openings	\$49,500	0502-0800			
54	Division 9 - Finishes	\$101,399	0502-0900			
55	Division 10 - Specialties		0502-1000			
56	Division 11 - Equipment		0502-1100			
57	Division 12 - Furnishings		0502-1200			
58	Division 13 - Special Construction		0502-1300			
59	Division 14 - Conveying Systems		0502-1400			
60	Division 21 - Fire Suppression	\$82,800	0502-2100			
61	Division 22 - Plumbing	\$83,893	0502-2200			
62	Division 23 - HVAC	\$271,428	0502-2300	\$160,000		
63	Division 25 - Integrated Automation		0502-2500			
64	Division 26 - Electrical	\$182,381	0502-2600			
65	Division 27 - Communications		0502-2700			
66	Division 28 - Electronic Safety and Security		0502-2800			
67	Division 31 - Earthwork		0502-3100			
68	Division 32 - Exterior Improvements		0502-3200			
69	Division 33 - Utilities		0502-3300			
70	Construction Budget	\$6,728,521		\$229,162	\$6,499,359	\$2,685,535
Alternates						
71	Alternates Included in the Total Project Budget	\$0		\$0	\$0	
72	Alternates Excluded from the Total Project Budget	\$0		\$0	\$0	
73	Alternates Subtotal	\$0		\$0	\$0	\$0
Miscellaneous Project Costs						
74	Utility company Fees		0601-0000		\$0	
75	Testing Services		0602-0000		\$0	
76	Swing Space/Modulars		0603-0000		\$0	
77	Other Project Costs (Mailing & Moving)	\$2,500	0699-0000	\$2,500	\$0	
78	Misc. Project Costs Subtotal	\$2,500		\$2,500	\$0	\$0
Furnishings and Equipment						
79	Furnishings		0701-0000		\$0	
80	Equipment		0702-0000		\$0	
81	Computer Equipment		0703-0000		\$0	
82	FF&E Subtotal	\$0		\$0	\$0	\$0
83	Project Budget	\$7,451,494		\$231,662	\$7,219,832	\$2,983,235
Board Authorization						
84	Project Budget	\$7,451,494				
85	Scope Items Excluded or Otherwise Ineligible	-\$231,662				
86	Third Party Funding (Ineligible)					
87	Basis of Estimated Total Facilities Grant	\$7,219,832				
88	Reimbursement Rate	41.32%				
89	Estimated Maximum Total Facilities Grant	\$2,983,235				
Contingency						
90	Total Construction Contingency	\$336,426	0507-0000			
91	Ineligible Construction Contingency	\$11,458				
92	Potentially Eligible Construction Contingency	\$324,968				
93	Total Owner's Contingency	\$33,643	0801-0000			
94	Ineligible Owner's Contingency	\$1,146				
95	Potentially Eligible Owner's Contingency	\$32,497				
96	Total Construction and Owner's Contingency	\$370,069				
97	Total Ineligible Contingency	\$12,604				
98	Total Potentially Eligible Contingency	\$357,465				
99	Reimbursement Rate	41.32%				
100	Potential Additional Contingency Grant Funds	\$147,705				
101	Maximum Total Facilities Grant	\$3,130,940				
102	Total Project Budget	\$7,821,563				

District	School Name	Submittal Date			
Total Project Budget: All costs associated with the project are subject to §85 CMR 2.17(B)		Estimated Budget	Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible	Basis of Estimated Total Facilities Grant	Estimated Maximum Total Facilities Grant
Feasibility Study Agreement					
1	CMR Feasibility Study	\$10,000		\$10,000	
2	A&E Feasibility Study	\$59,473		\$59,473	
3	Env. & Site			\$0	
4	Other			\$0	
5	Feasibility Study Agreement Subtotal	\$69,473	\$0	\$69,473	\$28,706
Administration					
6	Legal Fees			\$0	\$0
7	Owner's Project Manager				
8	Design Development				
9	Construction Contract Documents	\$30,000		\$30,000	
10	Bidding	\$10,000		\$10,000	
11	Construction Contract Administration	\$150,000		\$150,000	
12	Closeout	\$10,000		\$10,000	
13	Extra Services				
14	Reimbursable & Other Services			\$0	
15	Cost Estimates			\$0	
16	Advertising			\$0	
17	Permitting			\$0	
18	Owner's Insurance			\$0	
19	Other Administrative Costs	\$1,000		\$1,000	
20	Administration Subtotal	\$201,000	\$0	\$201,000	\$83,053
Architectural and Engineering					
21	Basic Services				
22	Design Development				
23	Construction Contract Documents	\$400,000		\$400,000	
24	Bidding			\$0	
25	Construction Contract Administration			\$0	
26	Closeout			\$0	
27	Other Basic Services			\$0	
28	Basic Services Subtotal	\$400,000	\$0	\$400,000	
29	Reimbursable Services				
30	Construction Testing				
31	Printing (over minimum)			\$0	
32	Other Reimbursable Costs			\$0	
33	Hazardous Materials	\$50,000		\$50,000	
34	Geotech & Geo-Env			\$0	
35	Site Survey			\$0	
36	Witness			\$0	
37	Traffic Studies			\$0	
38	Architectural/Engineering Subtotal	\$450,000	\$0	\$450,000	\$185,940
CM & Risk Preconstruction Services					
39	Pre-Construction Services			\$0	\$0
40	Site Acquisition			\$0	
41	Land/Building Purchase			\$0	
42	Acquired Fees			\$0	
43	Recording fees			\$0	
44	Site Acquisition Subtotal	\$0	\$0	\$0	\$0
45	Construction Costs				
46	Construction Budget				
47	CMR Fee			\$0	
48	CMR Insurance			\$0	
49	CMR Contingency	\$2,030,701		\$2,030,701	
50	Division 1 - General Requirements	\$51,210		\$51,210	
51	Division 2 - Existing Conditions			\$0	
52	Division 3 - Concrete	\$338,980		\$338,980	
53	Division 4 - Masonry	\$274,502		\$274,502	
54	Division 5 - Metals	\$286,048		\$286,048	
55	Division 6 - Woods, Plastics and Composites	\$2,992,680		\$2,992,680	
56	Division 7 - Thermal and Moisture Protection	\$48,500		\$48,500	
57	Division 8 - Openings	\$11,399		\$11,399	
58	Division 9 - Finishes			\$0	
59	Division 10 - Specialties			\$0	
60	Division 11 - Equipment			\$0	
61	Division 12 - Furnishings			\$0	
62	Division 13 - Special Construction			\$0	
63	Division 14 - Conveying Systems			\$0	
64	Division 21 - Fire Suppression	\$82,800		\$82,800	
65	Division 22 - Plumbing	\$83,893		\$83,893	
66	Division 23 - HVAC	\$271,428		\$271,428	
67	Division 26 - Electrical	\$182,381		\$182,381	
68	Division 27 - Communications			\$0	
69	Division 28 - Electronic Safety and Security			\$0	
70	Division 31 - Earthwork			\$0	
71	Division 32 - Exterior Improvements			\$0	
72	Division 33 - Utilities			\$0	
73	Construction Budget	\$6,728,820	\$0	\$6,728,820	\$2,780,224
Alternates					
74	Alternates included in the Total Project Budget			\$0	
75	Alternates Excluded from the Total Project Budget			\$0	
76	Alternates Subtotal	\$0	\$0	\$0	\$0
Nonconstruction Project Costs					
77	Utility company Fees			\$0	
78	Testing Services			\$0	
79	Scenic Space Modifiers			\$0	
80	Other Project Costs (Hauling & Moving)	\$2,500		\$2,500	
81	Misc. Project Costs Subtotal	\$2,500	\$0	\$2,500	\$1,033
Furnishings and Equipment					
82	Furnishings			\$0	
83	Equipment			\$0	
84	Computer Equipment			\$0	
85	FF&E Subtotal	\$0	\$0	\$0	\$0
86	Project Budget	\$7,451,493	\$0	\$7,451,493	\$3,078,957
Board Authorization					
87	Project Budget (excluding Contingencies)	\$7,451,493			
88	Scope Items Excluded or Otherwise Ineligible	\$0			
89	Third Party Funding (Ineligible)				
90	Basis of Estimated Total Facilities Grant1, 4	\$7,451,493			
91	Reimbursement Rate	41.32%			
92	Estimated Maximum Total Facilities Grant1	\$3,078,957			
Contingency					
93	Total Construction Contingency2, 3	\$336,426			
94	Ineligible Construction Contingency2, 3	\$336,426			
95	Potentially Eligible Construction Contingency2, 3				
96	Total Owner's Contingency2, 3	\$33,643			
97	Ineligible Owner's Contingency2, 3	\$33,643			
98	Potentially Eligible Owner's Contingency2, 3				
99	Total Construction and Owner's Contingency2, 3	\$370,069			
100	Total Ineligible Contingency2, 3	\$370,069			
101	Total Potentially Eligible Contingency2, 3	\$0			
102	Reimbursement Rate	41.32%			
103	Potential Additional Contingency Grant Funds2	\$0			
104	Maximum Total Facilities Grant	\$3,078,957			
105	Total Project Budget	\$7,821,562			

Cells highlighted in yellow include equations established for the calculation of the project's Maximum Total Facilities Grant and for the analysis of the project's budget. The equations in the highlighted cells should not be changed.

Questionnaire

For All Projects:

#	Question	Response
1	Does the scope of work include the removal of vinyl asbestos tile (VAT) or ceiling tile with asbestos?	No
2	Are there ADA accessibility upgrades included in the project scope of work?	Yes
3	IF ADA upgrades are included in the scope of work, does it include elevator work?	No
4	Does the scope of work include any masonry cleaning?	Yes
5	Does the scope of work include any window/door/roof replacements at detached buildings on the campus?	No
6	Is there any scope of work in non-school related spaces within the facility?	No
7	Does the scope of work include the replacement of systems on modular buildings?	No
8	Does the scope of work include any fire suppression and/or fire alarm upgrades?	No
9	Is there any scope beyond the invited project scope?	Yes
10	Does the cost estimate include any proposed alternates?	No

If Roof project, please proceed to "Roof Projects Only" section (cell H37).

If Windows/Doors project, please proceed to "Windows/Doors Projects Only" section (cell H73).

Roofs Projects Only:

R1.	Please list all roof sections, with relevant square footage, age, and proposed roof system type			
Section	Section Name	Square Footage	Section Age (Years)	Proposed Roof System Type
Section 1	Roof A	7,262	26	Shingle
Section 2	Roof B, C, D	14,508	26	TPO
Section 3	Roof E, F, G	41,549	32	TPO
Section 4	Roof H	938	26	TPO
Section 5	Roof J	3,242	32	TPO
Section 6	Roof K	590	26	TPO
Section 7				

#	Question	Response
R2.	Does the building include any additions?	Yes
R3.	Does the scope of work include adding or replacing any rooftop HVAC equipment?	Yes
R4.	Does the scope of work include the temporary removal and reinstallation of rooftop HVAC equipment?	Yes
R5.	Does the scope of work include the replacement of windows due to the roof replacement?	No
R6.	Does the scope of work include any skylights?	Yes
R7.	Does the scope of work include any copper flashings and/or gutters?	No
R8.	Does the scope of work include any site work associated with sub-grade roof drainage?	No
R9.	Does the scope of work include costs to make roof solar-ready?	Yes
R10.	Does the school have distict-owned PV panels, leased panels, or no panels?	No Panels
R11.	Does the scope include purchase of PV panels?	No
R12.	Does the scope include installation of PV panels?	No

Windows/Doors Projects Only:

W1.	Please list all window sections, with relevant square footage, age, proposed window count, and location of window type			
Window Type	Square Footage	Type Age (Years)	Proposed Window Count	Location of Window Type

#	Question	Response
W2.	Does the building include any additions?	
W3.	Does the scope of work include any masonry restoration including cleaning and sealing beyond the invited project scope?	
W4.	Does the scope of work include the installation of any new vestibules?	
W5.	Does the scope of work include the replacement of any interior doors?	
W6.	Does the scope of work include adding or replacing any HVAC equipment?	

Note to FIRM: Please copy/paste information from CPFM Line 1718 worksheet into "CPFM User Paste" tab (used to receive excel version of budget from CPFM). This will automate a few of the calls in the tables below. Once all tables below are complete, please copy/paste into the appropriate cost tracking spreadsheet below.
Information must be pasted **AS VALUES on the desktop version of Excel** (i.e., not browser version)

For Window Projects: [Click here to copy CPFM Window Costs into WDC file](#)

WDBA ID	District	School Name	Window SF	Window Frame and Replacement Cost	Window Glazing and Replacement Cost / SF	Measured Window Costs	Total Window Costs	Total Window Costs / SF	Designer	Cost Estimator	+/-20% Window SF
220402080101			-	\$0		\$0	\$0		Context	Chase Inc.	

For Roof Projects: [Click here to copy CPFM Roof Costs into RDC file](#)
*Note to FIRM: If replacement project includes multiple roof types where the majority roof type is less than 50% of total roof area (see cell M17), do not enter roof data (columns D-L) into the cost tracking worksheet linked above. 50% split is the limit.
In other words, if roof M17 is "Flat", enter all data in this table into data tracking worksheet linked above. If "Flat", only enter the D) solar readiness only (columns K-L)

WDBA ID	District	School Name	Roof System	Roof SF	Marked Up Direct Roof Replacement Cost	Roof Replacement Cost / SF	Marked Up Associated Roof Costs	Total Roof Costs	Total Roof Costs / SF	Designer	Cost Estimator	Roof Readiness %		
												Is more than 50% of the roof the identified system in cell M17?	Solar Readiness Costs	% of Solar Readiness Costs to Total Roof Costs
220402080101			WGL	55,454	\$1,271,080	\$23	\$1,177,893	\$1,445,987	\$26	Context	Chase Inc.	yes	\$653,086	45.1%
														2.1%

CPFM Consultant Fees: [Click here to copy CPFM Consultant Fees into 2024 Consultant file](#)

Project ID Number	District	School Name	CPM Firm Name	MSE/WDC	Scope	Construction Budget	Feasibility	CD	Bidding	CA	Classroom	Other	Feasibility Study & Basic Services Subtotal	Subtotal Fee % CPM	Extra Services	Other Reimbursements	Estimates	Advertising	Permitting	Owner's Insurance	Other Administrative Costs	Other Reimbursable Services	Extra Services Subtotal	Extra Reimbursable Fee % CPM	Comments	
220402080101			Red		Red	\$5,769,815	\$10,860	\$30,000	\$10,000	\$100,000	\$10,000		\$130,860	2%								\$1,000	\$1,000	\$1,000	0%	

Designer Consultant Fees: same file as CPFM consultant fees, see above for link

Project ID Number	District	School Name	Design Firm Name	MSE-WDC	Scope	Construction Budget	Feasibility	Env & Site	CD	Building	CA	Classroom	Other Basic Services	Feasibility Study & Basic Services Subtotal	Subtotal Fee % Designer	Construction Testing	Printing	Other Reimbursable Costs	Hour-Mat	Geotech & Geo-Env	Site Survey	Extra Services Subtotal	Extra Reimbursable Fee % Designer	Comments
220402080101			Context		Roof	\$6,728,491	\$10,427		\$200,000					\$410,427	7%				\$10,000			\$10,000	1%	

Roof Type	Total Sq Foot	Notes
FLAT		
SHED		
GABLE	7,887	
HYBRID	60,567	
Other		
Reimbursement		

*Notes above should represent budgetary reported in the CPFM User Paste tab

Town of Sudbury, Massachusetts
Suggested Forms of Articles, Motions and Ballot Questions

HAYNES ELEMENTARY ROOF REPLACEMENT AND REPAIR

Article __: To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the Sudbury School Committee for the replacement and repair of the Josiah Haynes Elementary School roof system located at 169 Haynes Road, Sudbury, MA 01776, including the payment of all costs incidental or related thereto, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town has applied for a school construction grant from the Massachusetts School Building Authority ("MSBA"). The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town.

Motion __: That the Town appropriate the amount of Seven Million Eight-Hundred Twenty-One Thousand Five Hundred Sixty-Three Dollars (\$7,821,563) for the purpose of paying costs of the replacement and repair of the Josiah Haynes Elementary School roof system located at 169 Haynes Road, Sudbury, MA 01776, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town has applied for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of Sudbury School Committee. To meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2½); and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA.

Ballot Question: Shall the Town of Sudbury be allowed to exempt from the provisions of proposition two-and-one-half, so called, the amounts required to pay for the bonds issued in order to pay costs of the replacement and repair of the Josiah Haynes Elementary School roof system located at 169 Haynes Road, Sudbury, MA 01776, including the payment of all costs incidental or related thereto?

NIXON ELEMENTARY ROOF REPLACEMENT AND REPAIR

Article__: To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the Sudbury School Committee for the replacement and repair of the General John Nixon Elementary Roof system located at 472 Concord Road, Sudbury, MA 01776, including the payment of all costs incidental or related thereto, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town has applied for a school construction grant from the Massachusetts School Building Authority ("MSBA"). The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town.

Motion __: That the Town appropriate the amount of Four Million Sixty-Four Thousand Eight-Hundred Forty-Five Dollars (\$4,064,845) for the purpose of paying costs of the replacement and repair of the General John Nixon Elementary Roof system located at 472 Concord Road, Sudbury, MA 01776, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town has applied for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of Sudbury School Committee. To meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2½); and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA.

Ballot Question: Shall the Town of Sudbury be allowed to exempt from the provisions of proposition two-and-one-half, so called, the amounts required to pay for the bonds issued in order to pay costs of the replacement and repair of the General John Nixon Elementary Roof system located at 472 Concord Road, Sudbury, MA 01776, including the payment of all costs incidental or related thereto?

**Sudbury Public Schools
School Committee Meeting**

Date: October 23, 2025

Agenda Item: 3 iii
Superintendent's Report - NESDEC Enrollment Projections

Recommendation:

Background Information:

Attachments:

25SudburyMA
25SudburyMA SBS

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



New England School Development Council

Sudbury Public Schools
Sudbury, MA

School Year 2025-26 Enrollment Projection Report

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Table of Contents

Section	Page
Enrollment Summary.....	1
Historical Enrollment Table.....	2
Historical Enrollment Graph.....	3
Projected Enrollment Table.....	4
Projected Enrollment Graph.....	5
Historical & Projected Enrollment Graph.....	6
Historical & Projected Enrollment in Grade Combinations Line Graph.....	7
Historical & Projected Enrollment in Grade Combinations Stacked Column Graph.....	8
Birth to Kindergarten Relationship Graph.....	9
Additional Information	10
New England PK-12 Enrollment Trends.....	11
Projection Methodology and Reliability	12



Enrollment Summary

NESDEC is pleased to send you this report displaying the past, present, and projected enrollments for your District. It is important to update enrollment projections every year to identify changes in enrollment patterns. Ten-year projections are designed to provide your District with yearly, up-to-date enrollment information that can be used by boards and administrators for effective planning and allocation of resources. We received the enrollment data from the District, and we assume that the method of collecting this data has been consistent from year to year.

Birth data informs Kindergarten enrollment. Each year, NESDEC secures birth data from State sources, providing a snapshot in time as to actual and provisional births as reported by the State, and then uses this birth data to predict Kindergarten enrollments. We only use annual birth data to assure consistency in reporting from year to year. Estimated births, which are an average of the previous five years of birth data, are based on this same snapshot. NESDEC acknowledges the variability of the provisional and the estimated birth data, and notes that the projected Kindergarten enrollments may serve as a guide to future planning.

Enrollment projections are more reliable in Years #1-3 in the future. Projections four to ten years out may serve as a guide to future enrollments and are useful for planning purposes. In light of this, NESDEC has added a "Spring Update Refresher" enrollment projection at no cost to affiliates. For more information, please refer to the Projection Methodology and Reliability section of this document.

The NESDEC enrollment projection fell within 34 students of the K-12 total, 2,506 students projected vs. 2,472 enrolled. Note: Ungraded students are not included in K-12 total.

Births increased by 15 from a previous ten-year average of 136 to a projected average of 151. In most districts, Grades 1-8 are very stable in enrollments. However, there have been increases in 6 of the 8 most recent years, leading to a net increase averaging 14 students per year.

Over the next three years, Grades K-5 enrollments are projected to increase by 122 students, and Grades 6-8 enrollments are projected to decrease by 39 students, as students move through the grades.



Historical Enrollment

School District: Sudbury, MA

10/14/2025

Historical Enrollment By Grade																			
Birth Year	Births*	School Year	PK	K	1	2	3	4	5	6	7	8					UNGR	K-8	PK-8
2010	138	2015-16	61	268	264	293	325	318	302	336	339	316						2761	2822
2011	127	2016-17	75	244	287	279	296	330	322	305	333	339						2735	2810
2012	127	2017-18	49	242	259	301	283	293	331	309	303	330						2651	2700
2013	149	2018-19	48	239	260	274	309	279	302	335	310	298						2606	2654
2014	132	2019-20	44	281	262	264	282	312	283	296	344	307						2631	2675
2015	131	2020-21	41	205	286	258	264	280	292	279	294	339						2497	2538
2016	140	2021-22	66	251	227	300	259	274	278	290	287	294						2460	2526
2017	138	2022-23	73	273	265	242	310	269	273	272	291	287						2482	2555
2018	135	2023-24	75	260	287	274	243	314	272	273	268	290						2481	2556
2019	144	2024-25	75	252	265	293	284	248	318	277	276	267						2480	2555
2020	137	2025-26	74	259	254	272	299	278	245	315	278	272						2472	2546

*Birth data provided by Public Health Vital Records Departments in each state.

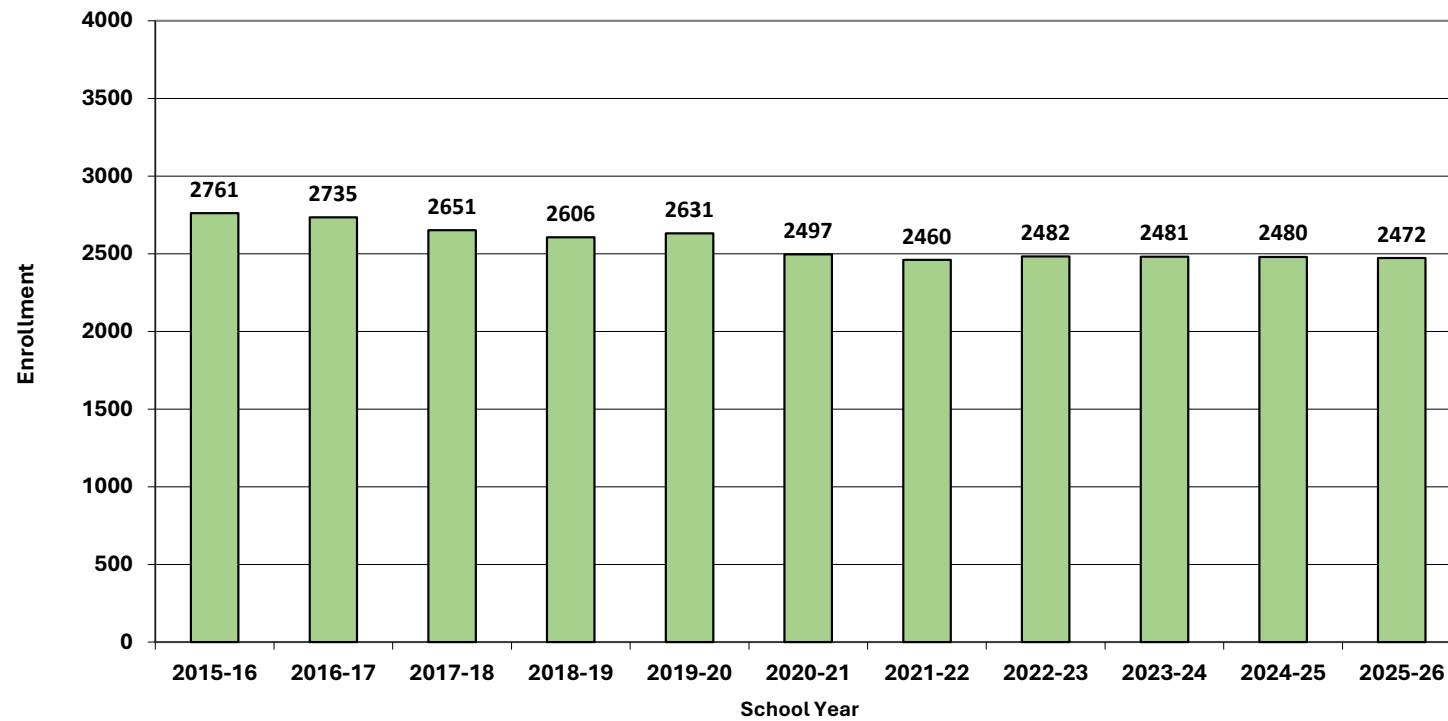
** < 10 Not reported, to protect subgroups with fewer than 10 students.

Historical Enrollment in Grade Combinations									
School Year	PK-5	K-5	K-2	3-5	6-8	K-8	PK-8	7-8	
2015-16	1831	1770	825	945	991	2761	2822	655	
2016-17	1833	1758	810	948	977	2735	2810	672	
2017-18	1758	1709	802	907	942	2651	2700	633	
2018-19	1711	1663	773	890	943	2606	2654	608	
2019-20	1728	1684	807	877	947	2631	2675	651	
2020-21	1626	1585	749	836	912	2497	2538	633	
2021-22	1655	1589	778	811	871	2460	2526	581	
2022-23	1705	1632	780	852	850	2482	2555	578	
2023-24	1725	1650	821	829	831	2481	2556	558	
2024-25	1735	1660	810	850	820	2480	2555	543	
2025-26	1681	1607	785	822	865	2472	2546	550	

Historical Percentage Changes			
School Year	K-8	Diff.	%
2015-16	2761		
2016-17	2735	-26	-0.9%
2017-18	2651	-84	-3.1%
2018-19	2606	-45	-1.7%
2019-20	2631	25	1.0%
2020-21	2497	-134	-5.1%
2021-22	2460	-37	-1.5%
2022-23	2482	22	0.9%
2023-24	2481	-1	0.0%
2024-25	2480	-1	0.0%
2025-26	2472	-8	-0.3%
Change		-289	-10.5%



Grades K-8 Historical Enrollment





Projected Enrollment

School District: Sudbury, MA

10/14/2025

Enrollment Projections By Grade*																			
Birth Year	Births*		School Year	PK	K	1	2	3	4	5	6	7	8						
2020	137		2025-26	74	259	254	272	299	278	245	315	278	272					2472	2546
2021	168		2026-27	74	312	267	261	278	300	279	246	315	276					2534	2608
2022	162		2027-28	74	301	321	274	266	279	301	280	246	313					2581	2655
2023	141	(prov.)	2028-29	74	262	310	330	280	267	280	302	280	244					2555	2629
2024	149	(prov.)	2029-30	75	277	270	318	337	281	268	281	302	278					2612	2687
2025	151	(est.)	2030-31	75	282	285	277	324	338	282	269	281	300					2638	2713
2026	154	(est.)	2031-32	75	287	290	293	283	325	339	283	269	279					2648	2723
2027	152	(est.)	2032-33	76	282	296	298	299	284	326	340	283	267					2675	2751
2028	149	(est.)	2033-34	76	278	290	304	300	327	340	340	281	267					2709	2785
2029	151	(est.)	2034-35	76	281	286	298	310	305	301	286	327	338					2732	2808
2030	152	(est.)	2035-36	76	282	289	294	304	311	306	302	286	325					2699	2775

Note: Ungraded students (UNGR) often are high school students whose anticipated years of graduation are unknown, or students with special needs - UNGR not included in Grade Combinations for 7-12, 9-12, etc.

Based on an estimate of births

Based on children already born

Based on students already enrolled

*Birth data provided by Public Health Vital Records Departments in each state.

** < 10 Not reported, to protect subgroups with fewer than 10 students.

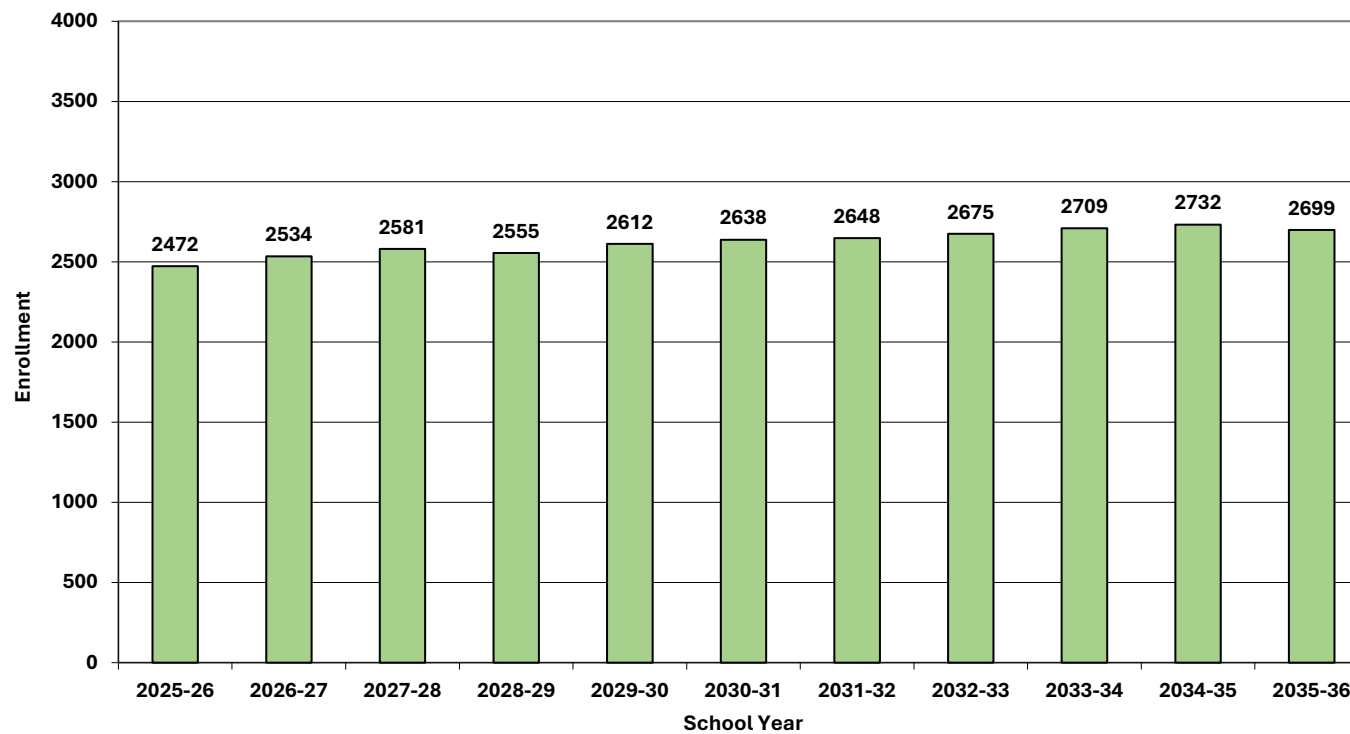
Projected Enrollment in Grade Combinations*									
School Year	PK-5	K-5	K-2	3-5	6-8	K-8	PK-8	7-8	
2025-26	1681	1607	785	822	865	2472	2546	550	
2026-27	1771	1697	840	857	837	2534	2608	591	
2027-28	1816	1742	896	846	839	2581	2655	559	
2028-29	1803	1729	902	827	826	2555	2629	524	
2029-30	1826	1751	865	886	861	2612	2687	580	
2030-31	1863	1788	844	944	850	2638	2713	581	
2031-32	1892	1817	870	947	831	2648	2723	548	
2032-33	1861	1785	876	909	890	2675	2751	550	
2033-34	1837	1761	872	889	948	2709	2785	621	
2034-35	1857	1781	865	916	951	2732	2808	665	
2035-36	1862	1786	865	921	913	2699	2775	611	

*Projections should be updated annually to reflect changes in in/out-migration of families, births, and similar factors.

Projected Percentage Changes			
School Year	K-8	Diff.	%
2025-26	2472		
2026-27	2534	62	2.5%
2027-28	2581	47	1.9%
2028-29	2555	-26	-1.0%
2029-30	2612	57	2.2%
2030-31	2638	26	1.0%
2031-32	2648	10	0.4%
2032-33	2675	27	1.0%
2033-34	2709	34	1.3%
2034-35	2732	23	0.8%
2035-36	2699	-33	-1.2%
Change	227		9.2%

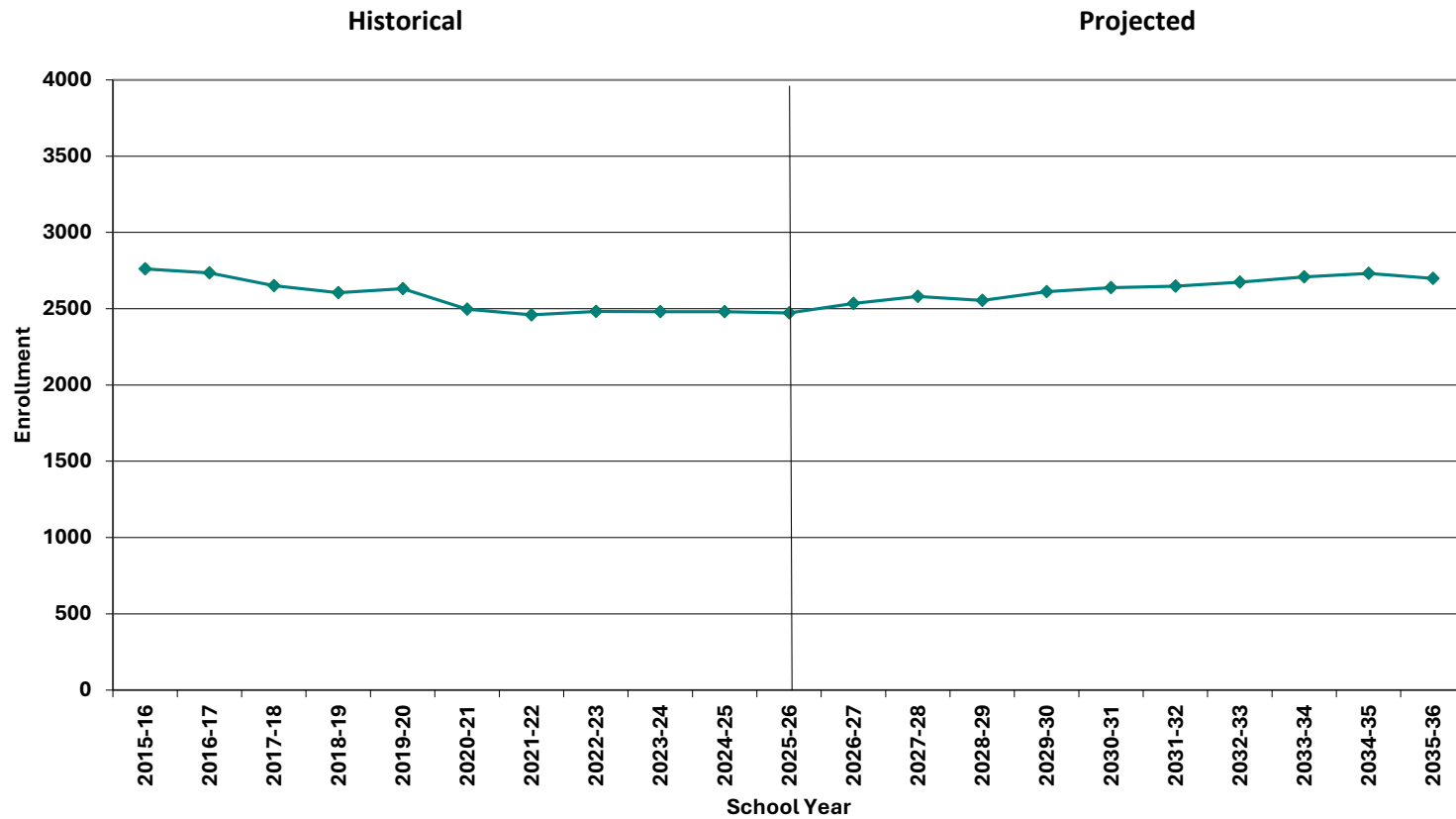


Grades K-8 Projected Enrollment



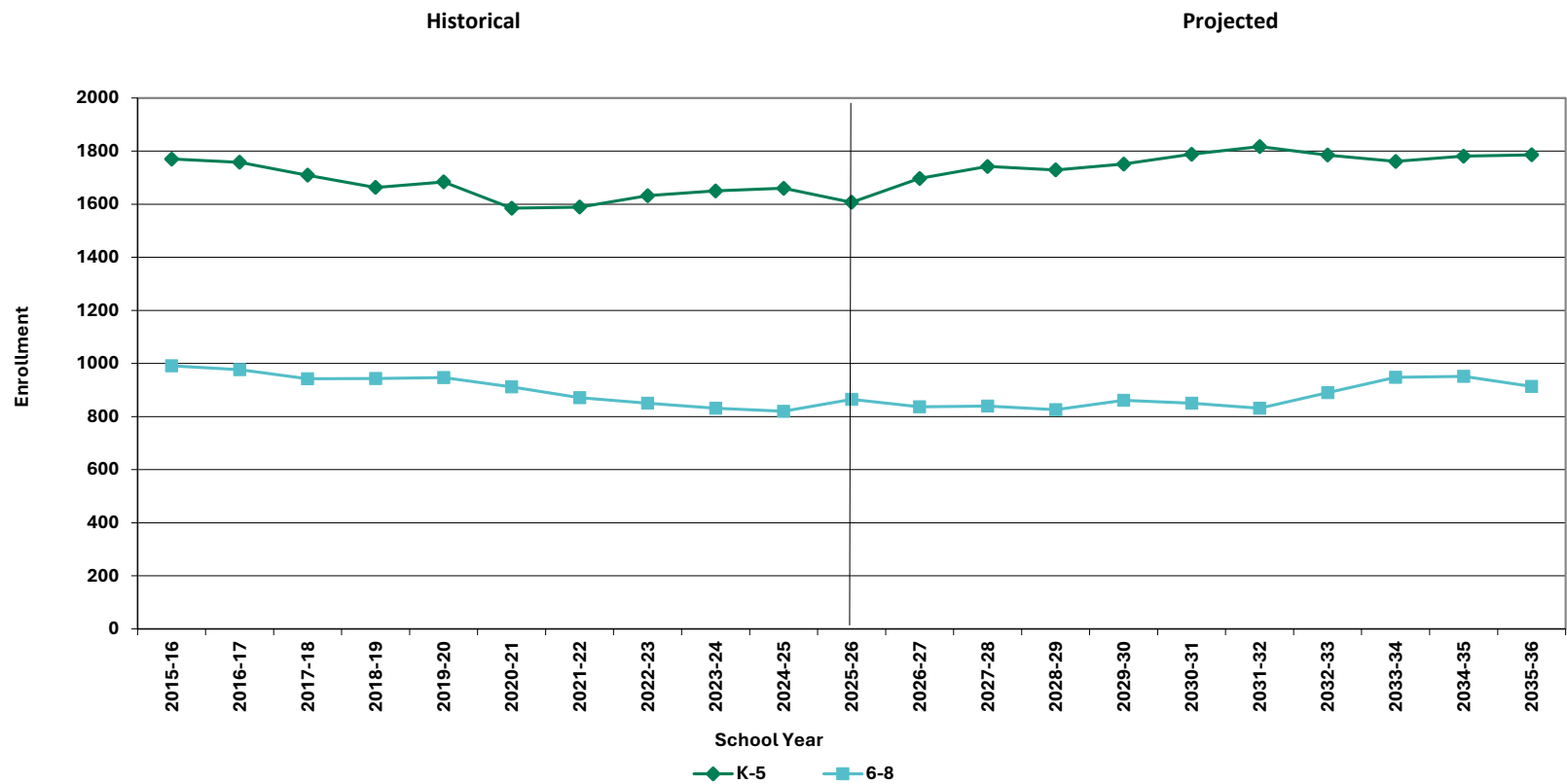


Grades K-8 Historical & Projected Enrollment



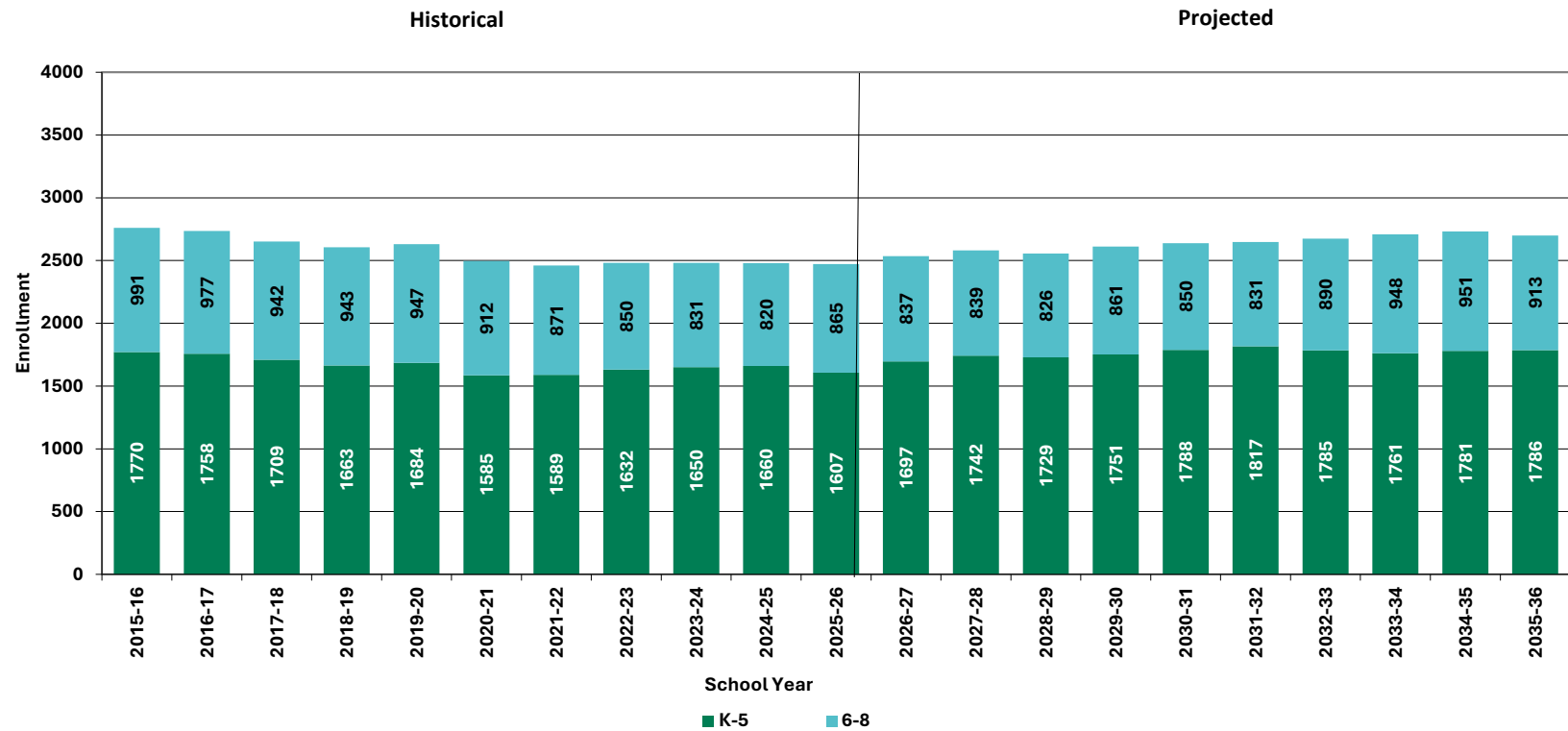


Historical & Projected Enrollment in Grade Combinations



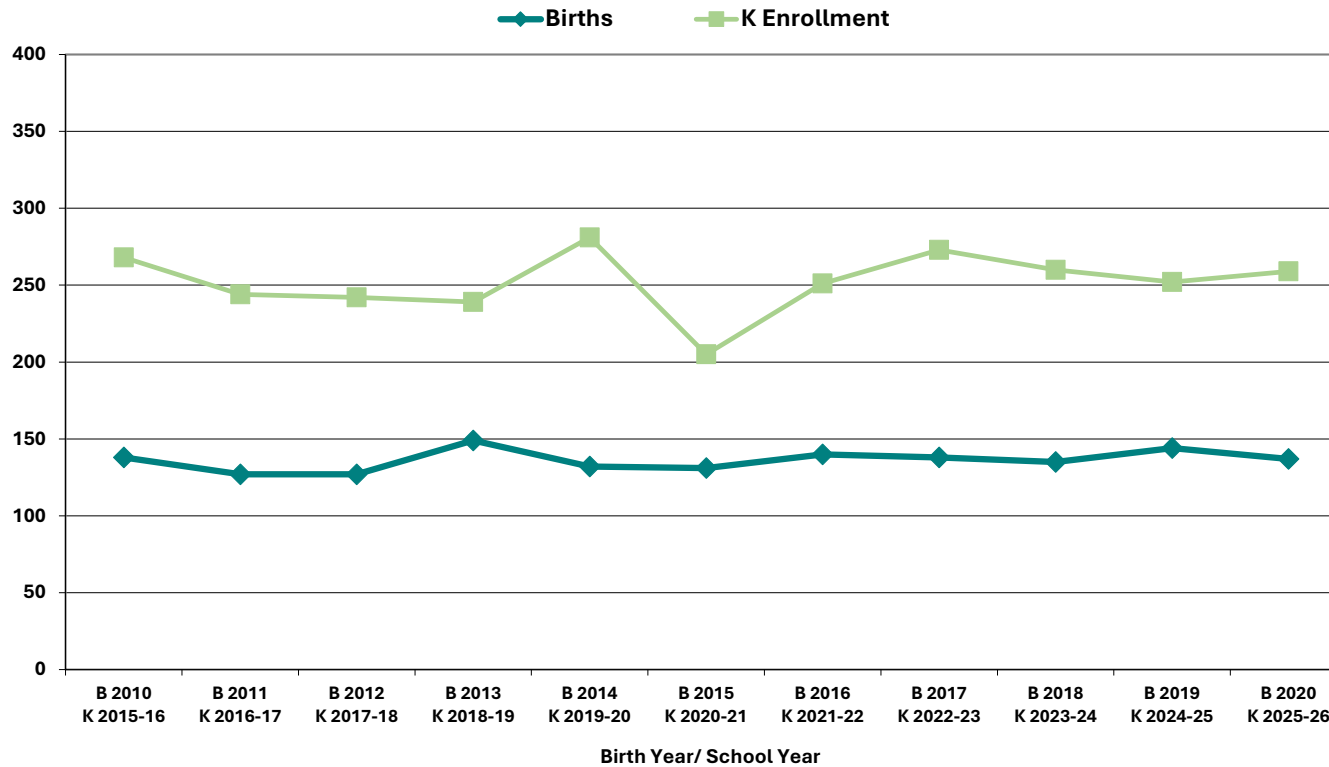


Historical & Projected Enrollment in Grade Combinations





Birth to Kindergarten Relationship



	B 2010 K 2015-16	B 2011 K 2016-17	B 2012 K 2017-18	B 2013 K 2018-19	B 2014 K 2019-20	B 2015 K 2020-21	B 2016 K 2021-22	B 2017 K 2022-23	B 2018 K 2023-24	B 2019 K 2024-25	B 2020 K 2025-26
Births	138	127	127	149	132	131	140	138	135	144	137
Kindergarten	268	244	242	239	281	205	251	273	260	252	259



Additional Information

School Year	9-12 CTE	K-8 Non-Public	K-8 Choice-In	K-8 Choice-Out	K-8 Out District SPED	K-8 Homeschool
2021-22	n/a	n/a	0	12	11	21
2022-23	n/a	104	0	11	16	20
2023-24	n/a	244	< 10 **	< 10 **	< 10 **	20
2024-25	n/a	105	0	< 10 **	0	15
2025-26	n/a	n/a	n/a	n/a	n/a	n/a

* Data provided by District.

"n/a" signifies that information was not provided by District.

** < 10 Not reported, to protect subgroups with fewer than 10 students.



New England's PK-12 Enrollments Trends

State	Fall 2013 PK - 12	Fall 2019 PK - 12	Fall 2022 PK - 12	Fall 2023 PK - 12	% Change 2013 - 23	% Change 2019-23	% Change 2022-23
USA	50,044,522	50,796,445	49,618,464	49,516,361	-1.1%	-2.5%	-0.2%
CT	546,200	523,690	513,513	512,652	-6.1%	-2.1%	-0.2%
ME	183,995	180,291	173,853	172,545	-6.2%	-4.3%	-0.8%
MA	955,739	959,394	923,349	914,958	-4.3%	-4.6%	-0.9%
NH	186,310	177,351	168,909	166,594	-10.6%	-6.1%	-1.4%
RI	142,008	143,557	137,449	136,154	-4.1%	-5.2%	-0.9%
VT	88,690	86,759	83,654	82,455	-7.0%	-5.0%	-1.4%

Source: U.S. Department of Education, National Center for Education Statistics, Enrollment in public elementary and secondary schools, by region, state, and jurisdiction: Selected years, fall 1990 through fall 2023, Table 203.20, Report Generated Oct. 2024, NESDEC 5.28.25

Although most New England Districts are seeing a decline in the number of births, NESDEC's experience indicates that the impact on enrollment varies from District to District. Almost half of New England Districts have been growing in PK-12 enrollment, and a similar number are declining (often in rural areas), with the other Districts remaining stable.



Projection Methodology and Reliability

PROJECTION METHODOLOGY

Cohort component (survival) technique is a frequently used method of preparing enrollment projections. NESDEC uses this method, but modifies it in order to move away from projections that are wholly computer- or formula-driven. Such modification permits the incorporation of important, current district-specific demographic information into the generation of enrollment projections (such as in/out-migration of students, resident births, etc.). Percentages are calculated from the historical enrollment data to determine a reliable percentage of increase or decrease in enrollment between any two grades. For example, if 100 students enrolled in Grade 1 in 2024-25 increased to 104 students in Grade 2 in 2025-26, the percentage of survival would be 104%, or a ratio of 1.04. Ratios are calculated between each pair of grades or years in school over several recent years.

After study and analysis of the historical ratios, and based upon a reasonable set of assumptions regarding births, migration rates, retention rates, etc., ratios most indicative of future growth patterns are determined for each pair of grades. The ratios thus selected are applied to the present enrollment statistics to project into future years. The ratios are the key factors in the reliability of the projections, assuming validity of the data at the starting point.

RELIABILITY OF ENROLLMENT PROJECTIONS

Projections can serve as useful guides to school administrators for educational planning. Enrollment projections are more reliable in Years #1-3 in the future and less reliable in the "out-years." Projections four to ten years out may serve as a guide to future enrollments and are useful for planning purposes, but they should be viewed as subject to change given the likelihood of potential shifts in underlying assumptions/trends, such as student migration, births as they relate to Kindergarten enrollment, and other factors.

Projections that are based upon **the children who already are in the district** (the current K-12 population only) will be the most reliable. The second level of reliability will be for those children already **born into the community but not yet old enough to be in school**. The least reliable category is the group for which an estimate must be made **to predict the number of births**, thereby adding additional uncertainty. See these three multi-colored groupings on the "Projected Enrollment" tab.

Annual updates allow for early identification of recent changes in historical trends. When the actual enrollment in a grade is significantly different (higher or lower) from the projected number, it is important (yet difficult) to determine whether this is a one-year aberration or whether a new trend may have begun. **In light of this possibility, NESDEC urges all school districts to have updated enrollment projections developed by NESDEC each October.** This service is available at no cost to affiliated school districts.



**Sudbury Public Schools
Sudbury, MA**

2025-26 School-by-School Projection Report



Historical and Projected

SCHOOL: Haynes Elementary School: Grades K-5
DATE: 10/14/2025

SCHOOL								K-5
YEAR	K	1	2	3	4	5		TOTAL
2021-22	58	44	66	61	65	62		356
2022-23	54	64	46	77	61	68		370
2023-24	77	61	67	49	73	63		390
2024-25	52	82	63	73	51	76		397
2025-26	56	52	80	65	71	51		375
2026-27	75	58	54	81	65	71		404
2027-28	72	77	60	55	82	65		410
2028-29	63	74	79	61	55	82		414
2029-30	66	65	76	81	61	55		404
2030-31	68	68	66	78	81	61		422

Projections assume no changes in method of assigning students to schools. District projections are more reliable than School-by-School projections due to larger numbers of students in the cohort ("N"). SBS totals may differ from District projections due to rounding of numbers. Enrollment projections are more reliable in Years #1-3 in the future.



Historical and Projected

SCHOOL: Loring Elementary School: Grades K-5

DATE: 10/14/2025

SCHOOL								K-5
YEAR	K	1	2	3	4	5		TOTAL
2021-22	71	55	81	71	72	77		427
2022-23	80	76	60	73	72	68		429
2023-24	62	77	78	60	75	70		422
2024-25	75	63	82	78	61	74		433
2025-26	73	76	64	82	78	57		430
2026-27	85	75	78	66	82	78		464
2027-28	82	87	77	79	66	83		474
2028-29	71	84	90	78	79	66		469
2029-30	76	74	86	92	79	80		485
2030-31	77	78	75	88	92	79		489

Projections assume no changes in method of assigning students to schools. District projections are more reliable than School-by-School projections due to larger numbers of students in the cohort ("N"). SBS totals may differ from District projections due to rounding of numbers. Enrollment projections are more reliable in Years #1-3 in the future.



Historical and Projected

SCHOOL: Nixon Elementary School: Grades K-5

DATE: 10/14/2025

SCHOOL								K-5
YEAR	K	1	2	3	4	5		TOTAL
2021-22	51	45	61	46	49	49		301
2022-23	53	53	52	68	49	51		326
2023-24	51	60	56	48	73	46		334
2024-25	59	55	61	63	48	75		361
2025-26	56	55	56	59	61	48		335
2026-27	67	58	56	57	59	61		359
2027-28	65	69	59	58	57	59		367
2028-29	56	67	71	60	58	58		370
2029-30	60	58	68	72	61	58		377
2030-31	61	61	60	70	73	61		385

Projections assume no changes in method of assigning students to schools. District projections are more reliable than School-by-School projections due to larger numbers of students in the cohort ("N"). SBS totals may differ from District projections due to rounding of numbers. Enrollment projections are more reliable in Years #1-3 in the future.



Historical and Projected

SCHOOL: Noyes Elementary School: Grades K-5

DATE: 10/14/2025

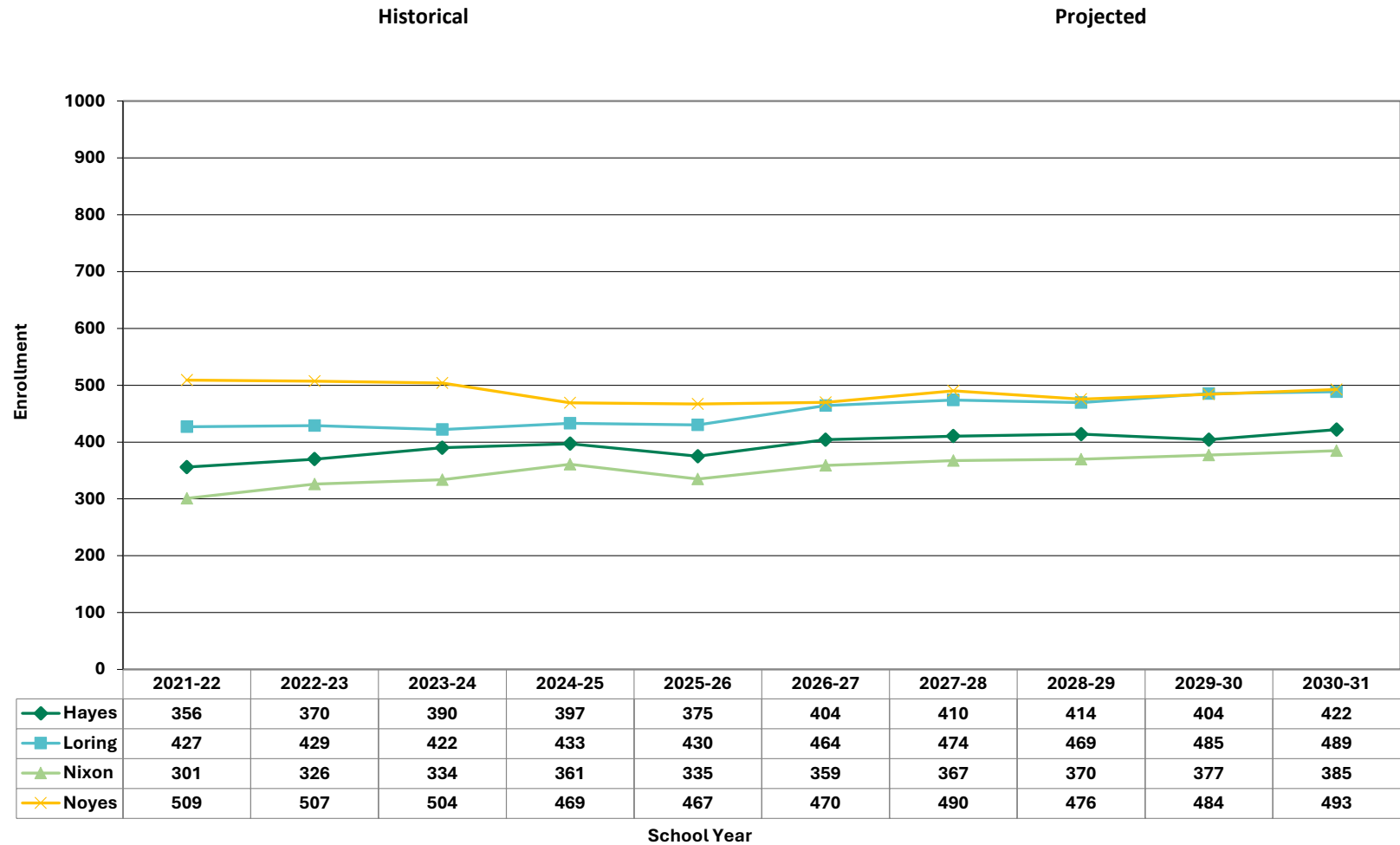
NESDEC HISTORICAL AND PROJECTED ENROLLMENTS

SCHOOL								K-5
YEAR	K	1	2	3	4	5		TOTAL
2021-22	72	83	92	83	88	91		509
2022-23	86	72	84	92	87	86		507
2023-24	70	89	73	86	93	93		504
2024-25	66	65	87	70	88	93		469
2025-26	74	71	72	93	68	89		467
2026-27	85	76	73	74	93	68		470
2027-28	82	88	78	75	74	94		490
2028-29	71	85	90	80	75	74		476
2029-30	75	74	87	92	81	75		484
2030-31	77	78	76	89	93	81		493

Projections assume no changes in method of assigning students to schools. District projections are more reliable than School-by-School projections due to larger numbers of students in the cohort ("N"). SBS totals may differ from District projections due to rounding of numbers. Enrollment projections are more reliable in Years #1-3 in the future.



Grades K-5 Historical and Projected Enrollment



**Sudbury Public Schools
School Committee Meeting**

Date: October 23, 2025

Agenda Item: 4 - Consent Calendar

- a. Case Q1 Report - Accept Q1 Report as presented.
- b. ACCEPT Q1 Report - Accept Q1 Report as presented.
- c. Policy Adoption - BGB Step 3, Action: Adopt FA (Facilities Development Goals), Effective Immediately
- d. Donation - Accept donation from the Loring PTO for new bike racks at Israel Loring Elementary School; approve the accompanying letter of appreciation from the School Committee
- e. Advisory Council Appointment - Appoint Betsy Grams as the administrative liaison to the LGBTQ+ Parent Advisory Council, as selected by the Superintendent.
- f. Guidance to SPS MASC Delegate on which presentations the School Committee would like updates from the MASC Annual Conference (November 13, 2025)
- g. Monthly Accounts Payable and Payroll Warrant Submissions
- h. Meeting Minutes (09/08/25 and 09/22/25)

Recommendation:

Move to approve the consent calendar as presented / amended.

Background Information:

4.c. BGB Step 3, Action - Adoption of Policy FA (Facilities Development Goals)

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. *(Completed at 10/6/2025 meeting)*
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. *(We are at this step.)*

Due to there being no feedback from members of the School Committee at the 10/6/2025 meeting and no

administrative feedback, this has been placed on the consent calendar for potential adoption.

Attachments:

CASE General Update 10.10.2025

BoD Update 9.30.25.docx

4.c-1 BGB - POLICY ADOPTION

4.c-2 Current Policy FA (Facilities Development Goals).pdf

4.c-3 Redlined DRAFT Policy FA (Facilities Development Goals) for Adoption

4.c-4 DRAFT Policy FA (Facilities Development Goals) for Adoption w_o Redlines

4.d-1 Loring PTO Bike Rack Donation Request - October 1, 2025

4.d-2 Thank You Letter to Loring PTO from the School Committee

Sudbury Commendation

4.f-1 School Committee Learning Priorities for MASC Conference - Google Forms

4.f-2 School Committee Learning Priorities for MASC Conference (Responses) - Google Sheets

SC Meeting Warrant Summary - 101525

090825_Sudbury School Committee Minutes_DRAFT

092225-Sudbury School Committee Minutes_DRAFT

Action:

XX

Report:

Discussion:

XX

TO: BOARD OF DIRECTORS, CASE COLLABORATIVE

FROM: Sanchita Banerjee, *Executive Director*

DATE: October 10, 2025

RE: IV. A. General Update

CASE PROGRAMS FOR SCHOOL YEAR 2025 - 2026

Program enrollment at CASE Collaborative is at 102 students.

School District	Program Enrollment (September to Present)	Enrollment Percentage
Acton Boxborough	18	17.6%
Bedford	4	3.9%
Carlisle	0	0%
Concord	1	1.0%
Concord Carlisle	3	2.9%
Harvard	2	2.0%
Lincoln	10	9.8%
Lincoln - Sudbury	5	4.9%
Littleton	3	2.9%
Maynard	2	2.0%
Sudbury	0	0.0%
Members	48	47.1%
Non-Members	54	52.9%
Total	102	100%

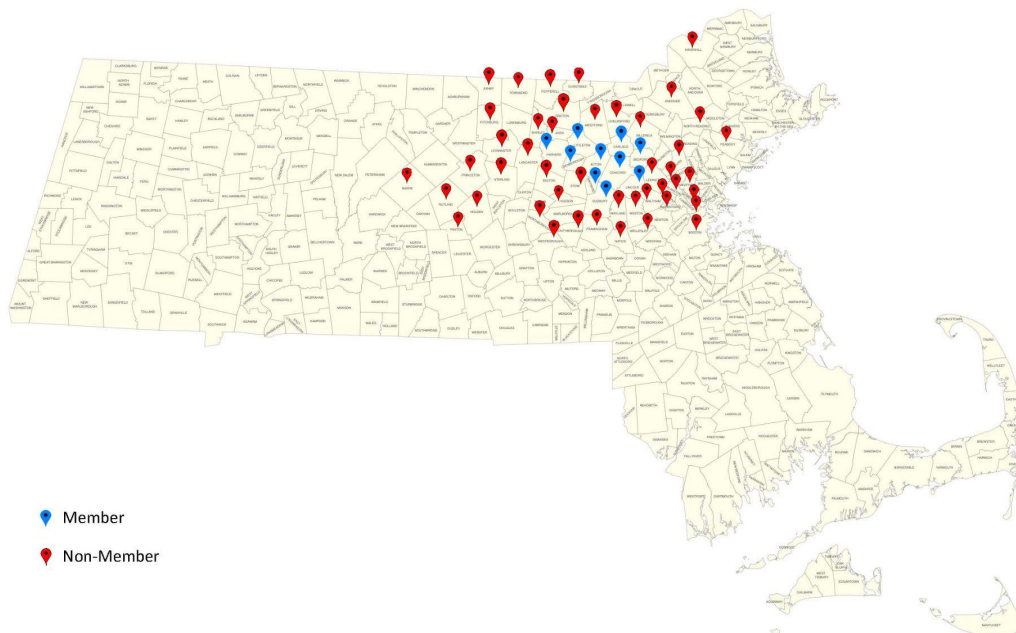
As of October 6, 2025, 47.1% of the students represented at CASE Collaborative belonged to member towns. Students from non-member districts equate to 52.9%.

DISTRICT	PROGRAM	Adds	Drops	TOTAL
START OF YEAR 2025/2026				97
Northborough-Southborough	TIP	1		
Cambridge	TIP		-1	
Haverhill	TIP	1		
Lincoln-Hanscom	EMP	1		
Acton-Boxborough	TIP	1		
Woburn	LFL	1		
Acton-Boxborough	LFL	1		
Framingham	TIP	1		
Lexington	EMP	1		
Weston	EMP		-1	
ENROLLMENT AS OF 10/1/2025				103
Belmont	TIP		-1	
Belmont	EMP		-1	
Lexington	LFL	1		
ENROLLMENT AS OF 10/6/2025				102

SCHOOL DISTRICTS	ENROLLMENT Start of year 2025/2026	%	ENROLLMENT 10/1/2025	%	ENROLLMENT 10/6/2025	%
Acton/Boxborough	16	16.5%	18	17.5%	18	17.6%
Bedford	4	4.1%	4	3.9%	4	3.9%
Carlisle	0	0.0%	0	0.0%	0	0.0%
Concord	1	1.0%	1	1.0%	1	1.0%
Concord/Carlisle	3	3.1%	3	2.9%	3	2.9%
Harvard	2	2.1%	2	1.9%	2	2.0%
Lincoln & Lincoln/Hanscom	9	9.3%	10	9.7%	10	9.8%
Lincoln/Sudbury	5	5.2%	5	4.9%	5	4.9%
Littleton	3	3.1%	3	2.9%	3	2.9%
Maynard	2	2.1%	2	1.9%	2	2.0%
Sudbury	0	0.0%	0	0.0%	0	0.0%
MEMBER TOWNS	45	46.4%	48	46.6%	48	47.1%
NON-MEMBER TOWNS	52	53.6%	55	53.4%	54	52.9%
TOTALS	97	100.0%	103	100.0%	102	100.0%

CASE Collaborative Student Enrollment for School Year 2025-2026

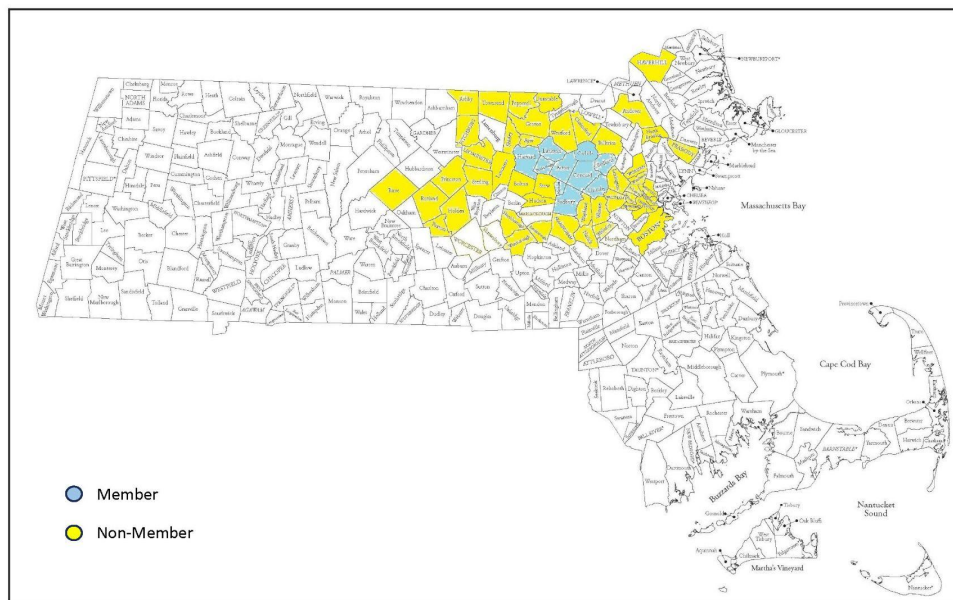
September 2025



*Regional school districts serve multiple municipalities, as such, all constituent towns within each regional district have been marked.

CASE Collaborative Student Enrollment for School Year 2025-2026

September 2025



*Regional school districts serve multiple municipalities, as such, all constituent towns within each regional district have been marked.

We continue to receive referrals of students in all our strands - social emotional, autism spectrum disorder, and multiple disabilities strand. We look forward to serving increased numbers of students during the course of this school year.

TRANSPORTATION UPDATE

The chart below shows the scheduled ridership for CASE transportation as of 10.7.25

District	Students
Acton/Boxborough	124
Bedford	26
Carlisle	4
Concord	50
Concord/Carlisle	31
Harvard	11
Lincoln/Hanscom	18
Lincoln	7
Littleton	23
Sudbury	70
TOTAL	365

Our 365 students are transported to 83 different programs. Approximately 75 are 5 years old or younger.

Currently, we have 69 full time drivers. We are anticipating 2 to 3 new hires.

The total number of vehicles operating at CASE is 93. Out of these, 22 are wheelchair equipped. Presently, 29 students require wheelchair transport.

Over the past few months we have added 8 new vehicles. We are anticipating the arrival of an additional 5 new vans this fall.

UPDATE ON CONSULTING SERVICES TO DISTRICTS

CASE's School Consulting Department has had a strong start to the new school year with a robust array of services being provided to districts around the state.

We currently have Consulting and Evaluation contracts with 18 school districts (3 member, 14 nonmember). This includes 6 comprehensive district program evaluations, and ongoing consultation services to 12 districts.

We have also expanded our professional development and networking groups this year to include:

- MA Public School BCBA Network: Continuation of our monthly professional development series
- *NEW Early Childhood Directors Network, PD series meeting 5x year
- *NEW Transition Coordinators Network, PD series meeting 5x year

Enrollment for these three groups include a total of 217 participants from 83 public school districts across the state of Massachusetts!

In addition to these professional networking groups, CASE is hosting several higher education course options for teachers and paraprofessionals this year:

RBT Course:- This 40-hour training program meets the Registered Behavior Technician (RBT) certification requirements. Our training model is specifically designed for paraprofessionals working in public school settings, which sets it apart from other models. This course is being offered in partnership with Bridgewater State University and can be taken for an optional 3.0 graduate course credits. The Fall 2025 cohort runs from October 3 - January 16, 2026. We currently have 12 participants enrolled in this course for the Fall semester.

Graduate Certificate in Social and Emotional Learning (SEL):- CASE is also offering a 4 course (12-credit) graduate program through Bridgewater State University based on a cohort model. It is designed to be completed within one school year. We currently have 7 participants enrolled in this cohort program. The full course curriculum can be found here:
<https://www.bridgew.edu/social-emotional-learning-graduate-certificate>

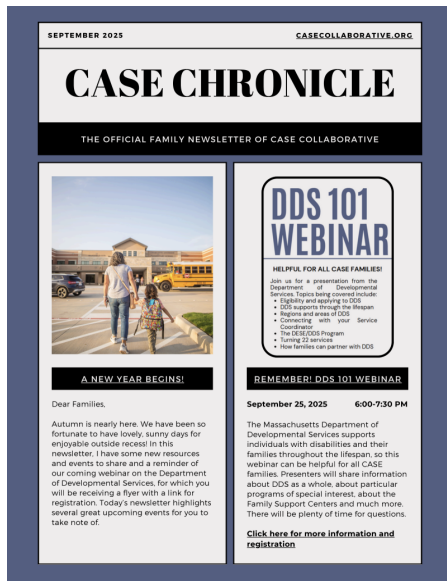
CETT Services:- CASE's CETT Team is continuing to provide districts with specialized evaluation and consultation services for students requiring Assistive Technology (AT) and Augmentative and Alternative Communication (AAC) supports. Contracts for FY26 to date include services for 10 school districts (5 member, 5 nonmember):

- CETT Evaluations- 5 AT/AAC evaluations are scheduled this fall to date
- CETT Consultations- ongoing AT/AAC consultation with 8 school districts
- Professional Development series in AAC for SLPs with 1 district

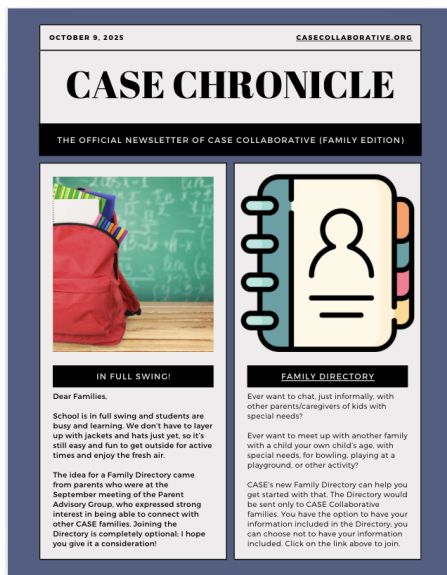
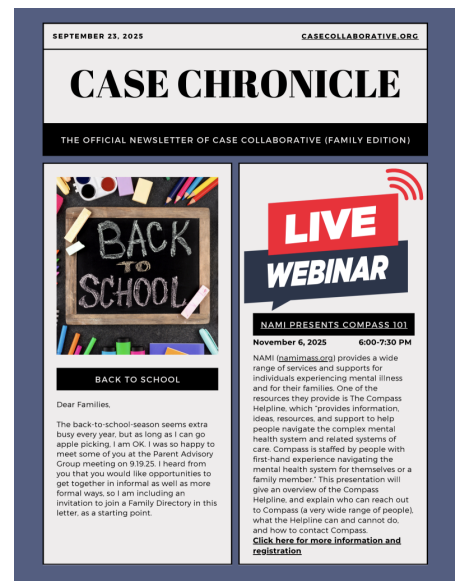
We are proud to share a sampling of our participants' feedback from our recent PD offerings: "This PD was very well structured with presentation, an abundance of resources, time to read/learn independently, and time to collaborate" "Loved the different options for resources at different steps. The presenter had a great "vibe" and was super helpful!" "An amazing workshop for all three days! I would love to do more professional development with you!"

COMMUNITY OUTREACH UPDATE

Parents of CASE students were invited to a meeting at the start of the school year. This was a Parent Advisory Group meeting that was hybrid in nature. It facilitated participation and attendance. Important topics were covered and ideas were exchanged by the parent group.



CASE parents are receiving bi-monthly newsletters regarding diverse topics of relevance. Parents have found these to be very helpful.



Carol Hilliard is our Family Outreach Coordinator and she is primarily in charge of these newsletters. Her goal is to make sure the resources are helpful to all our families.

CASE is sponsoring a webinar series this year for our families, for the families of all our member districts, as well as all the collaboratives in the state of MA.

We facilitated our first webinar of the year on 9.25.25. The topic was Department of Developmental Services (DDS) and understanding what this agency is and what kinds of resources are available through this agency. We had 34 attendants for this session. Parents found this to be extremely helpful and gained a lot of valuable information.



DDS 101 WEBINAR

HELPFUL FOR ALL CASE FAMILIES!

Join us for a presentation from the Department of Developmental Services. Topics being covered include:

- Eligibility and applying to DDS
- DDS supports through the lifespan
- Regions and areas of DDS
- Connecting with your Service Coordinator
- The DESE/DDS Program
- Turning 22 services
- How families can partner with DDS

Presenter: Rebecca Anderson
(NE Region's Family Support Director)

Rebecca supports all the NE area offices and the Service Coordinators that work in Children's services, Transition services and Family services. The 52 Family Support Centers in Massachusetts are community hubs for resources in the local communities and beyond, and can be accessed by anyone regardless of DDS eligibility.

Presenter: Meghan Myrbeck
(NE Regional Program Coordinator)

Meghan is the NE Regional Program Coordinator for the DESE/DDS Program, which has the goal of preventing residential school placement of students, through stabilizing supports at home and at school.

DATE AND TIME
SEPTEMBER 25, 2025
6:00PM - 7:30PM ON ZOOM

www.casecollaborative.org



CASE
COLLABORATIVE
Nurturing and inspiring every child to learn and grow

COMPASS 101

HOSTED BY CASE COLLABORATIVE WITH NAMI

DATE AND TIME: THURSDAY, NOVEMBER 6, 6:00 - 7:00

National Association on Mental Illness, NAMI (naimass.org) provides a wide range of services and supports for individuals experiencing mental health conditions and for their families. NAMI recognizes that the challenges for family members of those living with mental health issues are numerous and that getting information, finding resources to help, navigating through various agencies and finding personal support are not often straightforward processes.

Compass Helpline was developed to help with the processes of locating resources and actually obtaining assistance. Compass is staffed by people with first-hand experience navigating the mental health system for themselves or a family member. CASE Collaborative is hosting this presentation with NAMI, that will give an overview of the Compass Helpline, explain who can reach out to Compass (a very wide range of people), what the Helpline can and cannot do, and how to contact Compass.

[CLICK HERE TO REGISTER NOW](#)

We are conducting our next webinar on November 6. The topic is - Mental Illness. CASE is partnering with an organization called NAMI to conduct this webinar. This is going to be open for all CASE families, all 23 collaboratives in MA and families in all member districts. The goal is to ensure that families are being provided with helpful, relevant information and resources on mental health conditions.

CASE hosted a meeting of special education directors of member towns. It was a productive meeting where there was a presentation on AI. Other important topics were discussed at this meeting as well.

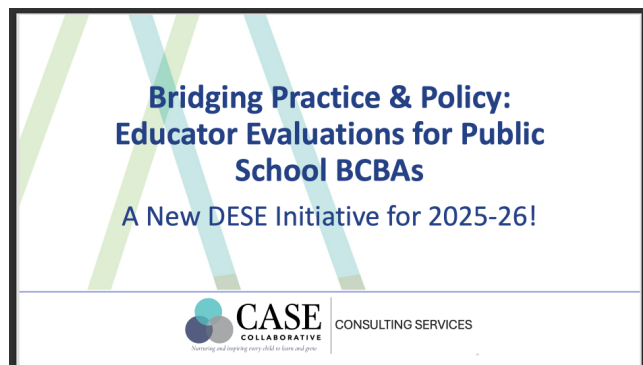


Leveraging Artificial Intelligence: Opportunities and Ethical Considerations

Anne Donovan,
Director of School Consulting Services

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CONSULTING SERVICES



**Bridging Practice & Policy:
Educator Evaluations for Public
School BCBA**

A New DESE Initiative for 2025-26!

CASE
COLLABORATIVE
Nurturing and inspiring every child to learn and grow

CONSULTING SERVICES

A productive first meeting was organized for BCBAs by CASE. New initiatives were discussed and a plan for the rest of the year was laid out.



Center for Learning and Growth • 4 Tech Circle, Natick, MA 01760
Main Office • 508.653.6776 • 508.653.0878 Fax • accept.org
Transportation • 508.620.3875 • 508.655.5008 Fax

To: ACCEPT Board of Directors
From: Barbara Durand, Treasurer
Date: October 9, 2025
RE: Quarterly Treasurer's report-July 1 to September 30, 2025

CASH ACCOUNT:

Balance on Hand 9.30.25	\$1,629,179.77
3 Month CD (Dec 2025)	\$ 333,333.33
6 Month CD (March 2026)	\$ 333,605.03
9 Month CD (June 2026)	\$ 333,598.63
Aging Receivables 9.30.25	<u>\$ 597,157.05</u>
	\$3,226,873.81

STATEMENT 18 MONTH CD: \$ 171,681.78 (Required as part of Building Lease)

DONATION ACCOUNTS: \$ 96,978.65

CAPITAL INVESTMENT ACCOUNT:

Beginning Balance 7.1.25	\$1,224,349.43
Fees	\$ (1,847.98)
Realized/Unrealized	\$ 8,243.09
Int/Div/Investments	<u>\$ 10,089.91</u>
Balance of Account 9.30.25	\$1,240,834.45

OPEB INVESTMENT ACCOUNT:

Beginning Balance 6.30.25	\$1,443,868.24
Internal Funding	\$
Int/Div/Investments	\$ 7,410.83
Realized/Unrealized	\$ 57,565.26
Fees	<u>\$ (1,444.75)</u>
Balance of Account 9.30.25	\$1,507,399.58

The Collaborative continues to maintain excellent cash reserves, in cash on hand, CD's and investment accounts. The two investments account continue to grow as expected.

The Operating Cash, at \$1.6 million as of September 30, 2025 and the balance of the 3 CD's purchased at the end of September which total \$1,000,537 puts our operating cash total at \$2.6 million.

Reconciliation Items:

The Director of Finance and Treasurer are reviewing the Task Checklist every other week to ensure all tasks are being done timely. The new Interim Executive Director has been given access to this checklist for her review.

Bank reconciliation reports are up to date as of August 31, 2025 and the September reconciliation will be completed this week, and are being reviewed, signed and dated monthly by the Treasurer.

Payments to MTRS and the state retirement system are up to date.

Federal and State taxes are being paid timely with each payroll process.

BGB - POLICY ADOPTION

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

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

1. Information item - distribution with agenda
2. Discussion item - reading of the proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting
3. Action item - discussion, adoption or rejection.

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

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

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

FA - FACILITIES DEVELOPMENT GOALS

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

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

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

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

DRAFT - FA - Facilities Development Goals

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

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

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

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

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

Cross Ref: AD, Mission Statement

Approved by the Sudbury School Committee on [DATE].

DRAFT - FA - Facilities Development Goals

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

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

Cross Ref: AD, Mission Statement

Approved by the Sudbury School Committee on [DATE].

October 1, 2025

Dear Sudbury School Committee,

The PTO at Israel Loring Elementary School requests approval of a donation to the Sudbury Public Schools to replace the two bike racks currently on the school grounds. There are currently two bike racks at the school that are commonly used by students. The first is located in front of the school near the flag pole. The second is located across the west side drive, towards the baseball field. Both bike racks are well-loved, but are the incorrect size to hold most kids bikes. A quick walk around school will find that many bikes have fallen over in the racks, or that the racks aren't even used due to this issue and bikes are lying on the ground. By replacing the current bike racks, we will make the front of the school appear less cluttered, and less of a trip hazard to students walking around the fallen bikes.

We have determined that the Uline Double Sided Grid 18 bike capacity (<https://www.uline.com/Product/Detail/H-2541BL/Bike-Racks/Double-Sided-Grid-Bike-Rack-18-Bike-Capacity-Black>), will work well for our students. Two bike racks, including shipping, will cost a total of \$1505.32. No assembly is needed and the bike racks can simply be placed on the ground without installation.

The Loring PTO Executive Board has reviewed and approved this purchase.

Please reach out with any further questions.

Thank you for your consideration.
Heather Larson, Loring PTO Co-Chair
cochairs@loringpto.org



October 24, 2025

Heather Larson, Co-Chair
Loring PTO
Israel Loring Elementary School
cochairs@loringpto.org

Dear Heather and Members of the Loring PTO,

On behalf of the Sudbury School Committee, we want to express our heartfelt thanks for your generous donation of new bike racks for Israel Loring Elementary School. Your thoughtful gift is more than a practical improvement; it reflects your care for our students' safety, independence, and sense of community.

Because of your support, students will have a safer and more organized space as they arrive each day, and families can take pride in a school environment that encourages healthy, active habits. It is another wonderful example of the Loring PTO's dedication to making our schools not only better places to learn, but better places to grow.

We are deeply grateful for your continued partnership and for all the ways you invest in Loring's students, families, and staff. Thank you for helping our schools shine and for all you do to strengthen our community.

With sincere appreciation,

Sudbury School Committee:
Karyn Jones, Chair
Jessica McCreedy, Vice-Chair
Betsy Sues
Mandy Sim
Nicole Burnard



THE COMMONWEALTH OF MASSACHUSETTS COMMISSION ON LGBTQ YOUTH

Craig C Martin & Lezlie Braxton Campbell
Co-Chairs

Shaplaie Brooks
Executive Director

October 22, 2025

Brad Crozier, Superintendent of Schools
Karyn Jones, Chair, School Committee

Sudbury Public Schools (SPS)
40 Fairbank Road
Sudbury, MA 01776

Dear Superintendent Crozier and Chair Jones,

On behalf of the Massachusetts Commission on LGBTQ Youth, I want to commend the Sudbury Public Schools (SPS) School Committee for your leadership in establishing an LGBTQ+ Parent Advisory Council (PAC).

This step represents a meaningful commitment to authentic family engagement—creating space for LGBTQ+ families to share their experiences, identify barriers, and partner with district leaders to advance inclusion and belonging. By establishing a formal advisory body, Sudbury joins a growing number of districts recognizing that the voices of families are essential to shaping safe and supportive schools.

The LGBTQ+ PAC, alongside the district's Gender Identity and Inclusivity Policy, reflects a thoughtful and proactive approach to ensuring that all students and families are affirmed. These actions not only strengthen local practice but also offer a model for how family engagement can drive lasting, systemic change across the Commonwealth.



THE COMMONWEALTH OF MASSACHUSETTS COMMISSION ON LGBTQ YOUTH

Craig C Martin & Lezlie Braxton Campbell
Co-Chairs

Shaplaie Brooks
Executive Director

Thank you for your continued leadership and dedication to creating schools where every student and family can thrive.

In Power and Service,

Shaplaie Brooks (she/her)
Executive Director



School Committee Learning



Questions Responses 5 Settings

5 responses



View in Sheets



Summary

Question

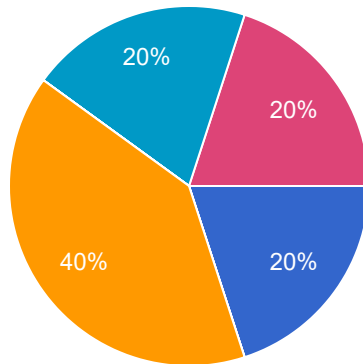
Individual

November 13th: 10:45AM-Noon Conference Selection



Copy chart

5 responses



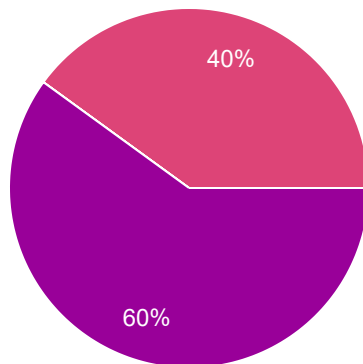
- Current Issues & Developments in Education Law: A panel of attorneys, i...
- Making Sense—and Ensuring Safety—of AI Use: Artificial intelligence is rapid...
- Behind the Wheel: What Every Superi...
- Subcommittees 101: Subcommittees...
- Funding Collaborative School Facilitie...
- Developing and Maintaining Leadersh...
- Communicating Through Crisis and C...
- Vocational Issues Update: Vocational I...

November 13th: 2:30-3:45PM Conference Selection



Copy chart

5 responses



- Policy Development for Non-Policy People: Policies are the foundation sc...
- Modernizing MTSS for Student Mental...
- Social Media: Join a discussion on sc...
- Ensuring Newcomers' Academic and...
- How to Make School Committee Meet...
- Knowing Our Students by Name, Stre...
- Special Education Update: Legal Issu...
- Therapy Pets in Schools: Visit with th...
- New, Improved, or Just Holding On?...

Timestamp	November 13th: 10:45AM-Noon Conference Selection	November 13th: 2:30-3:45PM Conference Selection
10/12/2025 12:49:41	Behind the Wheel: What Every Superintendent & School Committee Should Know About Student Transportation: Student transportation is one of the most visible – and often misunderstood – parts of school operations. Go beyond the yellow bus to explore how transportation works in your district: from budgeting and staffing to laws and regulations. We'll tackle tough questions from the public, debunk common myths, and leave with tools to improve communication and oversight	Special Education Update: Legal Issues: This popular session identifies some of the significant current challenges for special educators and their students and reports on trends in public policy that will impact children, faculty and families.
10/12/2025 18:49:20	Developing and Maintaining Leadership Strength in the Midst of Unpredictability, Anxiety, and Distress: Learn about the BANI (brittle, anxious, nonlinear, and incomprehensible) leadership framework to understand how specific mindset shifts result in behavioral changes that promote stronger, more resilient teams even during unpredictable times.	How to Make School Committee Meetings Shorter, More Effective, and More Professional: Learn about some of the management practices that can make school committee meetings shorter, more effective, and more professional. Sometimes leadership is about an exciting vision and grand statements. Sometimes it's about being a good manager and getting the job done. This session will focus on the latter, with the understanding that good management inevitably creates time and energy to focus on the big picture and long-term goals.
10/13/2025 16:32:32	Current Issues & Developments in Education Law: A panel of attorneys, including MASC General Counsel, will discuss recent and pending state and federal rulings and legal trends that impact MA school districts. This session will review the most recent US Supreme Court cases that present challenges for MA school districts.	How to Make School Committee Meetings Shorter, More Effective, and More Professional: Learn about some of the management practices that can make school committee meetings shorter, more effective, and more professional. Sometimes leadership is about an exciting vision and grand statements. Sometimes it's about being a good manager and getting the job done. This session will focus on the latter, with the understanding that good management inevitably creates time and energy to focus on the big picture and long-term goals.
10/15/2025 21:20:11	Behind the Wheel: What Every Superintendent & School Committee Should Know About Student Transportation: Student transportation is one of the most visible – and often misunderstood – parts of school operations. Go beyond the yellow bus to explore how transportation works in your district: from budgeting and staffing to laws and regulations. We'll tackle tough questions from the public, debunk common myths, and leave with tools to improve communication and oversight	Special Education Update: Legal Issues: This popular session identifies some of the significant current challenges for special educators and their students and reports on trends in public policy that will impact children, faculty and families.
10/16/2025 17:08:42	Communicating Through Crisis and Controversy: How prepared are the Superintendent and School Committee to respond effectively when crises and controversies arise? When faced with budget cuts, divisive policy debates, personnel matters, and other unexpected issues, effective communication can "make or break" the situation. A veteran K-12 communications strategist will provide practical tips for communicating with families, staff, the community, and the media about difficult topics.	How to Make School Committee Meetings Shorter, More Effective, and More Professional: Learn about some of the management practices that can make school committee meetings shorter, more effective, and more professional. Sometimes leadership is about an exciting vision and grand statements. Sometimes it's about being a good manager and getting the job done. This session will focus on the latter, with the understanding that good management inevitably creates time and energy to focus on the big picture and long-term goals.



SUDBURY PUBLIC SCHOOLS

Office of the Director of Business and Human Resources

To: School Committee

Date: 10/15/25

RE: FY26 Accounts Payable & Payroll Warrants Processed

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

<u>Date:</u>	<u>Warrant Type:</u>	<u>Warrant #:</u>	<u>Amount \$:</u>
10/16/25	Accounts Payable	1220	\$91.81
10/16/25	Accounts Payable	1219	\$134,828.79
10/9/25	Accounts Payable	1218	\$123,378.06
10/2/25	Accounts Payable	1217	\$152,969.28
9/25/25	Accounts Payable	1216	\$250,398.61
9/25/25	Accounts Payable	1215	\$75,518.31
10/10/25	Payroll	P/R 10/16/25	\$1,568,226.84
10/3/25	Payroll	P/R 10/6/25 Supp1	\$2,250.00
9/26/25	Payroll	P/R 10/2/25	\$1,611,746.42
9/18/25	Payroll	P/R 9/18/25 Supp1	(\$749.62)

Donald R. Sawyer
Director of Business and Human Resources

Sudbury School Committee
Meeting Minutes - DRAFT
September 8, 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
Melissa Morabito, SEA President and Grade 3 Teacher

Open Regular Session

Chair Karyn Jones opened the regular session meeting at 7:00 p.m.

ROLL CALL VOTE:

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

1. Public Comment
 - a. None
2. Educational and Operational Matters
 - a. SEA Report (Melissa Morabito)
 - i. Ms. Morabito reported on the Professional Development day held on August 25, noting that staff participated in trainings, planning activities, and classroom setup. She shared her appreciation to the custodial staff for their hard work cleaning and moving furniture, to the clerical staff for managing back-to-school packets and coordinating arrival and dismissal plans, and to the support staff for completing safety care training.
 - b. District Reports
 - i. Director of Business and Human Resources' Report
 1. Mr. Sawyer shared information on a new method providing School Committee members with invoices associated with warrants that need approval.
 2. The Committee thanked Mr. Sawyer for allowing them access to the invoices.
 - ii. Assistant Superintendent's Report

1. A report was provided on the safety training staff members receive, including intruder response, reunification, Say Something and suicide awareness and prevention training.
 2. An update on EL included strategic planning for support of the staff in moving forward with the new curriculum.
- iii. Superintendent's Report
 1. Open Houses are coming up as an opportunity to welcome families back into the buildings and meet their new classroom teachers.
 2. MSBA Submission
 - a. An update was provided on the submission of the Haynes and Nixon roof projects, which were successfully submitted by the August 28 deadline. Due to the increased costs, a third-party company will prepare an estimate based on the buildings drawings. The team is also reviewing items that could be removed from the submission to reduce overall pricing. The reimbursement rate is 41%, which is higher than originally anticipated.
 - b. Committee members asked questions regarding the timeline for the approval process and their role leading up to the Special Town Meeting. Additional questions surrounded ADA compliance, ways to reduce costs and potential outcomes from the MSBA regarding the reimbursement percentage.
3. Consent Calendar
 - a. Approval of the Policy Subcommittee Charge to Include Assigned Policies for Review and Additional Responsibilities Identified and Voted Upon at the August 4, 2025 and August 18, 2025 School Committee Meetings
 - b. Approval of the FY27 Budget Guidelines and Authorization to Post to the District Website under School Committee Presentations & Plans, 2025-2026
 - c. Conditions of Assistance: IDEA Part B Funding Certifications
 - d. Minutes (07/21/25, 08/04/25 and 08/15/25)
 - i. Edits to the July 21, 2025 minutes and Policy Subcommittee Dates were suggested and approved.
 - ii. Vice Chair Jessica McCready motioned to approve the Consent Calendar as amended. Mandy Sim seconded the motion.
 1. ROLL CALL VOTE:
 - a. Jessica McCready: Aye
 - b. Betsy Sues: Aye
 - c. Nicole Burnard: Aye
 - d. Mandy Sim : Aye
 - e. Karyn Jones: Aye
 - i. **Vote: 5-0.** Motion carries.
4. Business and Policy Matters
 - a. 2025-2026 Goal Area: FY26 Listening Sessions Planning; Review Draft Participant Survey, Confirm Facilitators and Determine Timing, Format and Communications Strategy

- i. Member Burnard reviewed the goal of the listening sessions, the proposed schedule of dates, communication strategies, session format and duration and the draft post session survey questions.
 - ii. The Committee provided feedback on the dates and questions from the Committee related to the timing of the Calendar Subcommittees listening session.
- b. 2025-2026 Goal Area: After-School Care & Enrichment; Initial Framework Discussion (responsibilities and timeline)
 - i. The Committee discussed peer district models, stakeholder feedback and building space use.
 - ii. They will move forward with reviewing how peer districts manage after school programs, details of other providers who currently offer after school care, building space for potential program expansion, and what stakeholders do they engage with.
- c. Initial Discussion: LGBTQ+ Parent Advisory Council (Review of initial draft materials; Policy BDF)
 - i. The Committee was provided with a DRAFT PAC based on the newly approved policy.
 - ii. Discussion included support and concern of the PAC. Support centered on positive community feedback and the recognized need for this Committee. Concerns were related to not aligning with the mission or equity statement and could be inclusive of other student groups who might benefit from a similar PAC.
 - iii. Questions related to the purpose of the PAC and the potential for a one year pilot was asked. A suggestion to model a neighboring DEI PAC was shared.
 - iv. A straw vote was taken (**Vote: 3-2**). A proposed PAC will be presented at a future meeting.
- d. FY26 Budget Reset
 - i. The budget reset presented to the Committee includes all new staff, changes in positions, transfers and lane changes.
 - ii. Vice Chair Jessica McCreedy motioned to approve the FY26 Sudbury School Committee operating budget as presented. Mandy Sim seconded the motion.
 - 1. ROLL CALL VOTE:
 - a. Betsy Sues: Aye
 - b. Nicole Burnard: Aye
 - c. Mandy Sim: Aye
 - d. Jessica McCreedy: Aye
 - e. Karyn Jones: Aye
 - i. **Vote: 5-0.** Motion carries.
- e. Budget Book Enhancements FY27: Initial Overview (10-minute Presentation: Committee to determine whether to schedule a full discussion on potential enhancements at a subsequent meeting)
 - i. Member Sues provided suggested enhancements to the current Budget Book.

- ii. The discussion focused on identifying the enhancements the Committee would like to see included in the book, finding the right balance between determining the target audience and what information should be presented.
 - f. After-School Care RFP: Review of Prior Practice and Establish Timeline/Next Steps (Contract Expiration June 30, 2027)
 - i. The current contract with Sudbury Extended Day expires on June 30, 2027. Discussion included the timeline for the RFP process. An ask that the Committee be provided with a detailed timeline for the RFP process was shared.
5. Liaison and Subcommittee Reports
- a. The SPS Calendar Review Subcommittee is meeting this week. October 14th is the date for the Tri-District Listening Session.
 - b. During the July 14th Fin Com Meeting, Chapter 70 monies were finalized. SPS received \$186,000 more than anticipated. The Committee discussed the distribution of those funds.
 - c. The LSRHS School Committee had their first meeting on August 25th. Committee goals were discussed. Adding a non-voting METCO member is being considered.
 - d. The Negotiations Subcommittee met to talk about strategy. Full negotiations start again towards the end of September.
 - e. SEPAC had their meeting on Thursday. Their goals were discussed and an update on the EL curriculum and how specialized services are integrated was provided by Stephanie Juriansz and Laura Brande.
 - f. The Tri-District Calendar Subcommittee update included ongoing conversations with LPS and LSRHS. Each Committee will come to a consensus on the calendar and will then meet as a Tri-District to see where alignment might be possible.
6. Adjournment
- a. Vice Chair Jessica McCready motioned to adjourn seven minutes earlier than our planned time at 9:43 p.m. Mandy Sim seconded the motion.
 - i. ROLL CALL VOTE:
 - 1. Mandy Sim: Aye
 - 2. Betsy Sues: Aye
 - 3. Nicole Burnard: Aye
 - 4. Jessica McCready: Aye
 - 5. Karyn Jones: Aye
 - a. **Vote: 5-0.** Motion carries.

Respectfully Submitted,
 Julie Williams
 Executive Assistant to the Superintendent

Documents Reviewed During the September 8, 2025 School Committee Meeting

1. 1-DRAFT 2025-2026 Policy Subcommittee Charge .pdf
2. 2-DRAFT School Committee FY27 Budget Guidelines.pdf
3. 3-Conditions of Assistance.pdf
4. 072125_Sudbury School Committee Minutes_DRAFT.pdf
5. 080425_Sudbury School Committee Minutes_DRAFT.pdf

6. 081525_Sudbury School Committee Minutes_DRAFT.pdf
7. Draft SPS Listening Sessions (1).pdf
8. SC Roles 2025 (2).pdf
9. Listening Sessions.pdf
10. AGO Listening Sessions.pdf
11. 2025-2026 School Committee Goals - page 1.pdf
12. 1 - 2025-2026 School Committee Goals - page 3
13. 2 - Discussion Outline, 2025-2026 Goal Area_ After-School Care & Enrichment
14. 1-SPS Policy BDF.pdf September 8, 2025 4c - Initial Discussion: LGBTQ+ Parent Advisory Council (Review of initial draft materials; Policy BDF)
15. 2-DRAFT TO START CONVERSATION - Establishment of the LGBTQ+ PAC.docx.pdf
16. 3-Draft - Optional Resolution to Establish an LGBTQ+ Parent Advisory Council.pdf
17. Memo_SC_FY26 Revised GF Budget_250901
18. SPS_Budget_Book_Enhancements_FY2027.docx

Sudbury School Committee
Meeting Minutes - DRAFT
September 22, 2025

Members Present:

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

Also Present:

Brad Crozier, Superintendent
Annette Doyle, Assistant Superintendent
Don Sawyer, Director of Business and Human Resources
David Williams, SEA Representative and Grade 3 Teacher

Absent:

Betsy Sues

Open Executive Session

Chair Karyn Jones opened the executive session at 6:30 p.m.

Chair Karyn Jones 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 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 and C) because an open discussion may have a detrimental effect on the bargaining position of the Committee and purpose 7 to review and approve minutes from the Sudbury School Committee executive session meetings of July 21, and August 18, 2025. Vice Chair Jessica McCready seconded the motion.

ROLL CALL VOTE:

Mandy Sim: Aye
Nicole Burnard: Aye
Jessica McCready: Aye
Karyn Jones: Aye

Vote: 4-0. Motion carries.

Vice Chair Jessica McCready confirmed that the Sudbury School Committee will be entering into executive session and to return to open session pursuant to Massachusetts General Laws chapter 30A section 21(a) for the following purposes. 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 and C) because an open discussion may have a detrimental effect on the bargaining position of the Committee and purpose 7 to review and approve minutes from the Sudbury School Committee executive session meetings of July 21, and August 18, 2025.

Open Regular Session

Chair Karyn Jones opened the regular session at 7:36 p.m. She informed the community that agenda item 5c. LGBTQ+ Parent Advisory Council: Finalize Proposal for Establishment will be moved to a future meeting.

1. Public Comment
 - a. Kathleen Parente, Sudbury resident, shared her concerns about the creation of an LGBTQ+ Parent Advisory Committee.
2. Educational and Operational Matters
 - a. SEA Report (David Williams)
 - i. Mr. Williams provided an update on open house preparation and the information shared during the events, including teaching philosophies, preview of students' projects, ways staff engage with families and student goals.
 - b. District Reports
 - i. Director of Business and Human Resources' Report
 1. The Business Office is in the process of closing FY25 federal grants. The beginning of the FY27 budget process has started with scheduling a number of meetings with principals.
 - ii. Assistant Superintendent's Report
 1. The MCAS Family Portal will go live on October 1st. Reports will still be available to parents in the ASPEN portal.
 2. Topics covered during Wednesday's ILAP include Wilson Training for Grades K-4. ELA and Social Studies will be working on writing and open sci ed. Math is reviewing the McGraw Hill Reveal Unit. Special Educators and Support Staff also have professional development sessions scheduled.
 3. Questions related to the math Reveal program were asked.
 - iii. Superintendent's Report
 1. Open Houses are nearly complete. They have received positive feedback and have been very well attended.
 2. SPS continues to work closely with the MSBA on the Haynes and Nixon roof projects.
 3. Families are invited to a Meet and Greet with the Directors of Student Services, Stephanie Juriansz and Laura Brande on October 1st at 10:00 a.m.
 4. PK Information night is being held virtually on October 21st at 7:00 p.m.
 5. Questions from the Committee surrounded whether the PK information night will be recorded and how will that information be shared?
3. Consent Calendar
 - a. Monthly Accounts Payable and Payroll Warrants Submission

- i. Vice Chair Jessica McCready moves to approve the Consent Calendar as presented. Mandy Sim seconded the motion. **All in favor: 4-0.** Motion carries.

4. Continuing Business and Policy Matters

- a. 2025-2026 Goal Area: FY26 Listening Sessions Planning; Determine Dates, Location, School Committee Member Attendance, and Community Communications
 - i. There will be two listening sessions. One in November and one in March. The November session will be held at the Sudbury Police Station on November 9th. The first hour will be in person and the second hour will be held remotely.
 - ii. Vice Chair Jessica McCready motioned to designate Nicole Burnard and Jessica McCready as facilitators for the November listening session on November 9th from 6:00 p.m. - 8:10 p.m. Mandy Sim seconded the motion. **All in favor: 4-0.** Motion carries.
 - iii. They then reviewed the post session survey draft and made edits recommended by the Committee.
 - iv. Vice Chair Jessica McCready motions to approve the FY26 November listening session participant survey as amended. Nicole Burnard seconded the motion. **All in favor: 4-0.** Motion carries.
 - v. The Committee then reviewed the proposed listening session flyers.
 - vi. Vice Chair Jessica McCready motions to approve the FY26 listening session marketing materials as amended. Mandy Sim seconded the motion. **All in favor: 4-0.** Motion carries.
 - vii. How to share the materials and the timing for which was discussed and agreed upon.
 - viii. Vice Chair Jessica McCready motions to approve the FY26 listening session marketing plan. Nicole Burnard seconded the motion. **All in favor: 4-0.** Motion carries.
- b. After-School Care RFP: Review and Approve Timeline / Next Steps (Contract Expiration 6/30/2027)
 - i. A timeline for the RFP process was presented to the Committee.
 - ii. Questions related to whether changing the RFP was being considered, is the proposal submission period long enough and extending the current contract were asked.
 - iii. Vice Chair Jessica McCready motioned to approve the recommended timeline as presented. Nicole Burnard seconded the motion. **All in favor: 4-0.** Motion carries.

5. New Business and Policy Matters

- a. Policy BGB, Step 1: Informational Item Only: Policy Subcommittee Recommendation for Policy FA, Facilities Development Goals: Discussion at Subsequent Meeting
 - i. Policy BGB, Step 1 –this agenda item will come back in October.
- b. Policy JFABG, Enrollment of Non-Resident Employees: Committee Discussion and Direction on Scope, Including Eligibility parameters; Vote to Charge the Policy Subcommittee to Draft Policy Language Accordingly

- i. In May 2024, the policy was updated to require DESE certification, which limits eligibility for paraprofessional staff. The Committee discussed several options: keeping the policy as is, reverting to the pre-2024 version, or expanding eligibility to include town employees.
 - ii. Concerns were raised about the potential impact on class sizes if enrollment were opened to additional staff. Questions were asked regarding available data, whether spots would be guaranteed for town employees if classes reach capacity, and the cost per student.
 - iii. Vice Chair Jessica McCready motioned to amend policy JFABG reverting back to the pre May 2024 policy. Mandy sim seconded the motion. **Vote: 2-2.** Motion does not pass.
- c. Policy IMDA, Accommodations for Religious and Cultural Observances: Committee Discussion on Scope and Timeline for Review; Vote to Charge the SPS School Committee Members of the Tri-District Calendar Review Subcommittee to Draft Policy Language Accordingly
 - i. Draft language for this policy was discussed. Comments on the draft provided were suggested.
 - ii. Proposed additions to the policy included accommodations for observances for students.
 - iii. The timeline for the adoption of the amendments to the policy were reviewed.
- d. Review the Tri-District Calendar Subcommittee Staff & Community Survey, Listening Session Materials and Discuss Calendar Timeline
 - i. Materials for review were brought by the Tri-District Subcommittee for approval.
 - ii. Questions about the survey and listening session were asked.
 - iii. Vice Chair Jessica McCready motioned to approve the staff and community survey and listening session materials as presented. Mandy Sim seconded the motion. **All in favor: 4-0.** Motion carries.
 - iv. The Calendar Review timeline was reviewed by the Committee. Minor modifications were made to the timeline.
 - v. Vice Chair Jessica McCready motioned to approve the Sudbury School Committee calendar review timeline as amended. Mandy Sim seconded the motion. **All in favor: 4-0.** Motion carries.
- e. Appointment of a Sudbury School Committee Liaison to the Energy and Sustainability Committee
 - i. Vice Chair Jessica McCready motioned to appoint Mandy Sim the Sudbury School Committee liaison to the Energy and Sustainability Committee, effective immediately, to serve until the Committee's next annual reorganization or until a successor is appointed. Nicole Burnard seconded the motion. **All in favor: 4-0.** Motion carries.
- f. Review Policy Subcommittee Recommendation for Posting Policy Subcommittee Agenda Packets to District Website; Potential Vote on Website Language and Direction to Policy Subcommittee to Update School Committee Handbook

- i. Vice Chair Jessica McCready motioned that Sudbury School Committee approve website language as presented/amended by the Policy Subcommittee and to update the School Committee Handbook to reflect recommended process as discussed. Nicole Burnard seconded the motion. **All in favor: 4-0.** Motion carries.
- 6. 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 Open Meeting Law.
 - i. The Committee reviewed updates to the rolling agenda.
 - ii. Requests were made to include a future presentation on the roof projects and MSBA process, to consider a School Committee table at Open Houses, and to share recommendations for panels at the upcoming MASC/MASS conference.
 - iii. It was also noted that the MetroWest Agenda is completed every two years, so no new data will be available to report on.
- 7. Adjournment
 - a. Vice Chair Jessica McCready motioned to adjourn the meeting at 10:06 p.m. Nicole Burnard seconded the motion. **All in favor: 4-0.** Motion carries.

Respectfully Submitted,
Julie Williams
Executive Assistant to the Superintendent

Documents Reviewed During the September 22, 2025 School Committee Meeting

1. SC Meeting Warrant Summary - 091725.pdf
2. 1-09082025SCAgendaPacket_ListeningSessions
3. 2-Draft Flyer
4. SPS RFP Timeline_250918
5. After-School Care SC Timeline - Draft
6. 1-BGB - POLICY ADOPTION
7. 2-Current SPS Policy - FA Facility Development Goals
8. 3-DRAFT -FA Facilities Development Goals with Redlines
9. 4-DRAFT -FA Facilities Development Goals without RedLines
10. 1-SPS_JFABG_Policy_Memo.docx
11. 2-Current JFAG Policy
12. 3-Policy Prior to May 2024_JFAG Enrollment of Non-Resident Employees
13. 4-LPS_JFAB Admission of Nonresident Students
14. 5-L-S Policy JFAA
15. 6-Historical Data
16. 1-SPS_IMDA_Memo.docx
17. 2-SPS_IMDA_Policy_Comparison
18. 3-Policy IMDA - Full Committee .docx
19. 4-Policy IMDA Adoption Timeline - Draft
20. 1-Survey for SPS Review
21. 2-Listening Session Flyer
22. 3-Tri-District Calendar Review Subcommittee Listening Session Sign-Up Form

23. 4-Calendar Review Timeline - Draft
24. 5-Memo_ What to Expect at the Tri-District School Committee Meeting
25. 1- Memo_SCLiaison to the Energy and Sustainability Committee
26. 2- Subcommittee & Liaison Assignments - Sudbury Public Schools
27. 1- 6f. Memo
28. 2-Recommended Website Language for Potential Approval
29. 3 - Sudbury Public Schools Website - About The School Committee, Revised
30. 4-Examples from other Districts
31. 2025-2026 SC Agenda Setting & Materials - Rolling Agenda

Additional Documents Reviewed

2025-2026 School Calendar

**Sudbury Public Schools
School Committee Meeting**

Date: October 23, 2025

Agenda Item: 5a

Policy IMDA (Accommodations for Religious and Cultural Observances) - Continue the work initiated by the SPS members of the Tri-District Calendar Review Subcommittee; possible vote to recommend advancing to the formal policy adoption process as outlined in Policy BGB

Recommendation:

Move to approve the revised draft of Policy IMDA, Accommodations for Religious and Cultural Observances, as presented and discussed, and to initiate the formal policy adoption process as outlined in Policy BGB.

Background Information:

The draft policy reflects work that has been done so far by the two SPS members of the Tri-District Calendar Review Subcommittee. On the Redlined proposed policy, please note that red text represents policy draft edits discussed and agreed to at the SPS Calendar Review Subcommittee. Blue text represents policy draft edits discussed but not yet finalized at the SPS Calendar Review Subcommittee.

At this meeting, the School Committee will continue its review of the draft Policy IMDA, consider additional edits based on full Committee feedback, and may vote to recommend initiating the formal policy adoption process as outlined in Policy BGB – Policy Adoption. For additional materials regarding this policy, please review September 22, 2025 agenda packet.

Attachments:

SPS POLICY IMDA - REDLINE DRAFT 10.13.25.docx

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

REDLINE PROPOSED POLICY

Note: *Red text* represents policy draft edits discussed and agreed to at the SPS Calendar Review Subcommittee. *Blue text* represents policy draft edits discussed but not yet finalized at the SPS Calendar Review Subcommittee.

IMDA - ACCOMMODATIONS FOR RELIGIOUS AND CULTURAL OBSERVANCES

Sudbury Public Schools Policy IMDA – Accommodations for Religious and Cultural Observances

The Sudbury Public School District ~~is a religiously and culturally diverse community. In recognition of this diversity and in keeping with the districts' core values it is the intent of the school district to be aware of and to respect the religious and cultural observances of its students, families and staff.~~ values and respects the religious and cultural diversity of our community. In alignment with our core values and in accordance with Massachusetts law, it is the District's policy to ensure that students, families, and staff are supported in observing their religious and cultural practices.

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

Student Rights and Legal Protections

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

Notification of Absences

Any student absent due to a religious or cultural observance will, upon notification from a parent or guardian, have their absence excused. Families are encouraged to share anticipated observance dates at the start of the school year and as dates approach, but advance notice is not a condition for excusal.

~~Similarly, Students and families will be~~ are also encouraged ~~and invited~~ to notify coaches, advisors, ~~club leaders, etc.~~ and activity leaders of ~~student planned~~ absences for religious or cultural observances. ~~Students will not be~~ Participation in extracurricular activities will not be penalized ~~(e.g. held out of post absence participation) in their extra-curricular activities (e.g. sports, theater, clubs, etc.) for such absences.~~ due to observance-related absences, and reasonable make-up opportunities will be provided where practicable.

Annual Calendar of Observances

- Each year, prior to the beginning of the school year, the Superintendent will publish and distribute to all staff, ~~students~~, and families a District Observances Calendar.
- This calendar will include a range of cultural and religious observances recognized in the community as excused absences. It is intended as a planning resource and is not an exhaustive list of all possible observances.
- The calendar will identify observances that are broadly observed by Sudbury Public School students and families. These days are designated as Broadly Observed Religious and/or Cultural days to assist in planning; this designation does not imply greater importance.

Expectations for Planning and Instruction

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

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

For Broadly Observed Religious or Cultural Days

- **Assignments:** No assignments may be due for any student on the day of the observance or the following school day.
- **Assessments:** No tests, quizzes, or other assessments may be scheduled on the day of the observance.
- **One-Time Events:** The District will avoid scheduling, whenever possible, school events—such as performances, field trips, athletic events, grade-wide programs, graduation, and the first day of school—on days identified as Broadly Observed Religious and/or Cultural Days. If scheduling on these days is unavoidable, the District will provide equitable alternatives, such as make-up opportunities or alternate dates, whenever possible. This provision applies to District-controlled activities, whether scheduled during or outside of regular school hours.

For All Religious or Cultural Observances

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

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

In-School Accommodations

SPS supports students in practicing their cultural and religious traditions while fully participating in school. Reasonable accommodations include:

- **Prayer and Reflection:** Students may access a private, quiet space during the school day for prayer, meditation, or reflection.
- **Fasting and Mealtime:** Students who are fasting may use an alternate supervised space during lunch.
- **Physical Education:** Students who are fasting may receive modified or excused physical activities without penalty.

Communication and Collaboration

Open and timely communication ~~between among~~ students, families and educators ~~shall ensure that the opportunity to make-up work does not place an unreasonable burden upon any of the parties.~~ is essential to ensure observance accommodations are respectful, reasonable, and manageable for all parties.

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

Limitations

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

Policy IMDA Implementation Guide

The School Committee has delegated to the Superintendent the responsibility for developing and disseminating an Implementation Guide for Policy IMDA. This guide will outline the operational procedures necessary to implement the policy, including the identification of broadly observed religious and cultural days. It will be reviewed and shared annually with SPS staff, students, families, and affiliated organizations, such as parent-teacher organizations and parent advisory councils.

~~Approved on December 8, 2022~~

Approved on: _____

CLEAN PROPOSED POLICY

IMDA - ACCOMMODATIONS FOR RELIGIOUS AND CULTURAL OBSERVANCES

Sudbury Public Schools Policy IMDA – Accommodations for Religious and Cultural Observances

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

Student Rights and Legal Protections

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

Notification of Absences

Any student absent due to a religious or cultural observance will, upon notification from a parent or guardian, have their absence excused. Families are encouraged to share anticipated observance dates at the start of the school year and as dates approach, but advance notice is not a condition for excusal.

Students and families are also encouraged to notify coaches, advisors, and activity leaders of planned absences for religious or cultural observances. Participation in extracurricular activities will not be penalized due to observance-related absences, and reasonable make-up opportunities will be provided where practicable.

Annual Calendar of Observances

- Each year, prior to the beginning of the school year, the Superintendent will publish and distribute to all staff, students, and families a District Observances Calendar.
- This calendar will include a range of cultural and religious observances recognized in the community as excused absences. It is intended as a planning resource and is not an exhaustive list of all possible observances.
- The calendar will identify observances that are broadly observed by Sudbury Public School students and families. These days are designated as Broadly Observed Religious and/or Cultural days to assist in planning; this designation does not imply greater importance.

Expectations for Planning and Instruction

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

For Broadly Observed Religious or Cultural Days

- **Assignments:** No assignments may be due for any student on the day of the observance or the following school day.
- **Assessments:** No tests, quizzes, or other assessments may be scheduled on the day of the observance.
- **One-Time Events:** The District will avoid scheduling, whenever possible, school events—such as performances, field trips, athletic events, grade-wide programs, graduation, and the first day of school—on days identified as Broadly Observed Religious and/or Cultural Days. If scheduling on

these days is unavoidable, the District will provide equitable alternatives, such as make-up opportunities or alternate dates, whenever possible. This provision applies to District-controlled activities, whether scheduled during or outside of regular school hours.

-

For All Religious or Cultural Observances

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

In-School Accommodations

SPS supports students in practicing their cultural and religious traditions while fully participating in school. Reasonable accommodations include:

- **Prayer and Reflection:** Students may access a private, quiet space during the school day for prayer, meditation, or reflection.
- **Fasting and Mealtime:** Students who are fasting may use an alternate supervised space during lunch.
- **Physical Education:** Students who are fasting may receive modified or excused physical activities without penalty.

Communication and Collaboration

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

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

Limitations

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

Policy IMDA Implementation Guide

The School Committee has delegated to the Superintendent the responsibility for developing and disseminating an Implementation Guide for Policy IMDA.

This guide will outline the operational procedures necessary to implement the policy, including the identification of broadly observed religious and cultural days. It will be reviewed and shared annually with SPS staff, students, families, and affiliated organizations, such as parent-teacher organizations and parent advisory councils.

Approved on: _____

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

CURRENT POLICY

IMDA - ACCOMMODATIONS FOR RELIGIOUS AND CULTURAL OBSERVANCES

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

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

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

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

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

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

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

Approved on December 8, 2022

**Sudbury Public Schools
School Committee Meeting**

Date: October 23, 2025

Agenda Item: 5b

**LGBTQ+ Parent Advisory Council: Review and Approval of
Appointment Process of Members, Draft Email
Communication and Membership Application Form**

Recommendation:

Move to approve the proposed appointment process, draft email communication, and membership application form for the LGBTQ+ Parent Advisory Council as **presented/amended**.

Background Information:

The LGBTQ+ PAC was established at the October 6, 2025 School Committee meeting. Jessica McCready was voted in as the school committee liaison at the same meeting.

Attachments:

- 1-Process for Appointment of Members to the LGBTQ+ Parent Advisory Council
- 2 - DRAFT Email 1_ Subject_ Join the Newly Established LGBTQ+ Parent Advisory Council
- 3- DRAFT PAC Membership Form
- 4- WPS to Launch LGBTQIA+ Family Advisory Council _ School Community Email
- 5- WPS LGBTQ PAC Membership Inquiry Form Linked in Outreach Email

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

To: Sudbury School Committee

From: Jessica McCready, SPS SC Liaison to LGBTQ+ Parent Advisory Council

Process for Appointment of Members to the LGBTQ+ Parent Advisory Council

The following process is proposed for the appointment of members to the LGBTQ+ Parent Advisory Council:

1. Community Notification - The district will notify families and community members about the formation of the LGBTQ+ PAC via districtwide email. The notification will include background information on the PAC's purpose and a link to a short membership interest form (application).
2. Application and Review - Interested community members will be invited to complete the online application to express their interest and share relevant experience, perspective, or connection to the district's LGBTQ+ community.
3. Recommendation of Members - The school committee liaison in collaboration with the appointed district staff liaison will review all submitted applications. Together, they will recommend four to six community members for appointment to the LGBTQ+ PAC.
4. School Committee Appointment - The recommended slate of members will be presented to the full School Committee for formal appointment at the December 1, 2025 meeting.

Next Steps

- Approval of this appointment process by the School Committee.
- Public communication to families and staff regarding the open call for membership.
- Application window to remain open through November 21, 2025.
- Review and recommendation by the LGBTQ+ PAC and staff liaison for potential vote/appointment at the December 1, 2025 School Committee meeting.



Sudbury Public Schools

40 Fairbanks Road

Sudbury, MA 01776

Phone: (978) 639-3211

Fax: (978) 443-9001

October 24, 2025

Dear Community,

The Sudbury Public Schools (SPS) is proud to announce the launch of the district's first LGBTQ+ Parent Advisory Council (PAC), a new opportunity for families to partner with the district in supporting the well-being, safety, and belonging of LGBTQ+ students and their families across our PreK through 8 schools.

The LGBTQ+ PAC will serve in an advisory role to the Sudbury School Committee and district administration, creating a structured and welcoming space for parents, guardians, and caregivers who identify as LGBTQ+, those with LGBTQ+ children, and allies to share experiences, provide input, and collaborate on ways to strengthen inclusion and belonging across our schools.

This initiative builds on the district's Educational Equity Policy (JBB) and the newly adopted Policy on Gender Identity and Inclusivity (JBD), both of which affirm SPS's commitment to creating safe, respectful, and supportive learning environments where every child can thrive. It also reflects insights from the 2022 Sudbury Equity Audit, Benchmarking Reports, and the MetroWest Adolescent Health Survey, which highlight the importance of fostering connection, belonging, and representation for all students, particularly those who identify as LGBTQ+.

Through this Council, families will have an active voice in shaping a community where LGBTQ+ students and families feel seen, valued, and supported, and in helping the district strengthen belonging for all. The PAC will meet several times each year to discuss topics such as school climate, communication, and family engagement, with a focus on ensuring that LGBTQ+ students experience safety, affirmation, and inclusion across all SPS schools. Members are asked to bring an open mind, respect for diverse perspectives, and a shared commitment to equity and inclusion.

Families and caregivers interested in joining are warmly invited to complete this brief application form by Friday, November 21: [LINK TO BE ADDED ONCE FORM APPROVED](#)

Meeting dates and locations will be shared directly with families who express interest.

Together, we can continue building schools where every student feels a deep sense of belonging and the freedom to be themselves.

Warm regards,

Sudbury School Committee

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

DRAFT - Sudbury Public Schools LGBTQ+ Parent Advisory Council (PAC) Application Form

Thank you for your interest in the Sudbury Public Schools (SPS) **LGBTQ+ Parent Advisory Council (PAC)**.

Your participation helps foster a school community where every student and family feels seen, valued, and supported. All responses will be kept confidential and used solely for the purpose of forming the Council and communicating with interested families.

The LGBTQ+ Parent Advisory Council (PAC) is open to SPS parents, guardians, and caregivers who identify as LGBTQ+, those with LGBTQ+ children, and allies.

The Council serves in an advisory role to the Sudbury School Committee and district administration, providing a welcoming and respectful space for families to share experiences, offer input, and collaborate on ways to strengthen inclusion, safety, and belonging for LGBTQ+ students and families across all SPS schools.

This initiative builds upon the district's Educational Equity Policy (JBB) and Policy on Gender Identity and Inclusivity (JBD), which affirm our commitment to creating safe, supportive, and inclusive learning environments where every student can thrive.

Members are asked to bring an open mind, respect for diverse perspectives, and a shared commitment to equity and inclusion.

Please complete this form if you are interested in joining the LGBTQ+ Parent Advisory Council.

Families who sign up will receive meeting dates and locations via email.

Application Deadline: Friday, November 21, 2025

Together, we can continue building schools where every student feels seen, valued, and free to be themselves.

* Indicates required question

1. First Name *

2. Last Name *

3. Email Address *

4. What school(s) is your family associated with? *

Check all that apply.

- ☐ Ephraim Curtis Middle School
- ☐ General John Nixon Elementary School
- ☐ Israel Loring Elementary School
- ☐ Josiah Haynes Elementary School
- ☐ Peter Noyes Elementary School

5. Why are you interested in joining the LGBTQ+ PAC? *

6. How would you like to see LGBTQ+ students and families supported in Sudbury Public Schools? *

7. How would you like to see LGBTQ+ staff supported in the Sudbury Public Schools? *

8. If you participate in the LGBTQ+ Parent Advisory Council, do you agree not to engage in speech or behavior that is hateful or intentionally hurtful toward anyone based on their identity? *

Mark only one oval.

☐ Yes

☐ No

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// WPS TO LAUNCH LGBTQIA+ FAMILY ADVISORY COUNCIL



WPS TO LAUNCH LGBTQIA+ FAMILY ADVISORY COUNCIL

Worcester Public Schools

October 3, 2024

The Worcester Public Schools (WPS) is launching the district's first LGBTQIA+ Family Advisory Council, which is open to WPS parents/caregivers who identify themselves or their children as LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, or another identity on the Queer spectrum), along with straight, cis-gendered allies.

The LGBTQIA+ Family Advisory Council will provide a safe space to bolster engagement and feedback to support the experiences of LGBTQIA+ students and families. Participants must be willing to respect various viewpoints and the privacy of others.

Please fill out [this form](#) if you are interested in participating; the location will be provided to interested parties who fill out the form. Language interpretation and childcare will be available.

The dates and times of the meetings are:

- Tuesday, October 22, 5:30-7:00 PM
- Wednesday, January 8, 5:30-7:00 PM
- Tuesday, February 11, 5:30-7:00 PM
- Tuesday, April 29, 5:30-7:00 PM
- Thursday, May 29, 5:30-7:00 PM

Like all Family Advisory Councils in WPS, the goal is for the groups to be led by caregivers. WPS administrators will help support the LGBTQIA+ Council and guide participants to build a structure so that it will be self-sustaining by caregiver volunteers. This model follows a similar structure of the other [Family Advisory Councils](#) in WPS.



FIND US

South High Community
School
170 Apricot St
Worcester, MA 01603
Phone: 508-799-3325

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WPS Pride Family Advisory Council Sign-Up Form

The Worcester Public School's (WPS) Pride Family Advisory Council (FAC) is open to WPS parents/caregivers who identify themselves or their children as LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, or another identity on the Queer spectrum), along with straight, cis-gendered allies.

The Council provides a safe space to bolster engagement and feedback to support the experiences of LGBTQIA+ students and families in WPS. Participants must be willing to respect various viewpoints and the privacy of others.

Please fill out this form if you are interested in joining this committee. Families who sign-up will receive the meeting locations via email.

[Translation Instructions](#) – [Udhëzime përkthimi](#) – [تعليمات الترجمة](#) – [अनुवाद निर्देशनहरू](#) – [Instruções de tradução](#) – [Instrucciones de traducción](#) – [Nkyerɛase Akwankyerɛ](#) – [hướng dẫn dịch thuật](#)

karyn_jones@sudbury.k12.ma.us [Switch account](#)



Not shared

* Indicates required question

What is your affiliation with the Worcester Public Schools? *

- ☐ Parent/Guardian
- ☐ Current Student
- ☐ Staff



First Name *

Your answer

Last Name *

Your answer

Email Address *

Your answer



What school(s) are you and/or your student associated with?

- ☐ Academic Center for Transition
- ☐ Belmont Street
- ☐ Burncoat High
- ☐ Burncoat Middle
- ☐ Burncoat Prep
- ☐ Canterbury Street
- ☐ Challenge and Reach
- ☐ Chandler Elementary
- ☐ City View
- ☐ Claremont Academy
- ☐ Clark Street
- ☐ Columbus Park
- ☐ Doherty High
- ☐ Elm Park
- ☐ Flagg Street
- ☐ Forest Grove Middle
- ☐ Francis McGrath
- ☐ Gates Lane
- ☐ Gerald Creamer Center
- ☐ Goddard School of Science & Technology
- ☐ Grafton Street
- ☐ Heard Street
- ☐ Jacob Hiatt Magnet School
- ☐ Lake View



- ☐ Lincoln Street
- ☐ May Street School
- ☐ Midland Street School
- ☐ NCC Secondary
- ☐ NCC Young Adult
- ☐ Nelson Place
- ☐ Norrback
- ☐ North High
- ☐ Quinsigamond
- ☐ Rice Square
- ☐ Roosevelt School
- ☐ South High School
- ☐ Sullivan Middle
- ☐ Tatnuck Magnet
- ☐ Thorndyke Road
- ☐ The Transition Program
- ☐ Union Hill
- ☐ University Park Campus
- ☐ Vernon Hill
- ☐ Wawecus Road School
- ☐ West Tatnuck
- ☐ Woodland Academy
- ☐ Worcester Alternative School
- ☐ Worcester Arts Magnet
- ☐ Worcester Dual Language Magnet School



- ☐ Worcester East Middle School
- ☐ Worcester Technical High School
- ☐ Other:

Do you identify as LGBTQIA+ or as a straight, cis-gendered ally? *

- ☐ I identify as LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual or another identity on the Queer spectrum)
- ☐ I identify as a straight, cis-gendered ally
- ☐ Prefer not to answer

If you are a parent/guardian of a WPS student, does your child identify as LGBTQIA+? *

- ☐ Yes
- ☐ No
- ☐ I don't know
- ☐ Prefer not to answer

We will **email the meeting locations** to interested parties who fill out this form. Would you like to be on the email list? *

- ☐ Yes
- ☐ No



Will you require childcare? *

- ☐ Yes
- ☐ No

Do you require language translation and/or interpretation? If yes, what language? *

- ☐ No, I do not need interpretation
- ☐ Yes, Spanish
- ☐ Yes, Portuguese
- ☐ Yes, Albanian
- ☐ Yes, American Sign Language
- ☐ Yes, Arabic
- ☐ Yes, French
- ☐ Yes, Haitian Creole
- ☐ Yes, Nepali
- ☐ Yes, Dari/Persian
- ☐ Yes, Twi/Akan
- ☐ Yes, Vietnamese
- ☐ Other:

Why are you interested in attending the LGBTQIA+ Family Advisory Council?

Your answer



How would you like to see LGBTQIA+ **students and families** supported in the Worcester Public Schools?

Your answer

How would you like to see LGBTQIA+ **staff** supported in the Worcester Public Schools?

Your answer

If you participate in the LGBTQIA+ Family Advisory Council, do you agree not to engage in speech or behavior that is hateful or intentionally hurtful toward anyone based on their identity? *

☐ Yes

☐ No

Do you have any additional feedback for WPS as we launch the Family Advisory Council?

Your answer

Submit

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**Sudbury Public Schools
School Committee Meeting**

Date: October 23, 2025

Agenda Item: 5c

Review and Planning: After School Care RFP process, past Sudbury Public Schools RFP, RFPs from other districts, statutory requirements, evaluation team composition, and preliminary discussion on scope and evaluation criteria for future RFP

Recommendation:

Background Information:

Attachments:

1-Overview RFP Proposals in Agenda Packet.docx
2-RFP_Facilities Lease_211117
2a-RFP_Facilities Lease_Questions and Responses_211213
3-Beverly - After School Child Care RFP
4-Maynard B&A Care RFP
5-Weymouth Before-After School Care RFP
6-Wayland_rfp_for_extended_day_enrichment-2
7-02072022 Agenda Packet_Review After School Care RFP and Recommendations

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

Review of After-School Care RFPs and Models

Category	Maynard Public Schools	Weymouth Public Schools	Beverly Public Schools	Wayland Public Schools (Enrichment-Only Model)	Sudbury Public Schools
Procurement Basis	Issued under M.G.L. c. 30B as a facilities lease for structured after-school care.	Issued under M.G.L. c. 30B as a combined lease and service RFP.	Issued under M.G.L. c. 30B as a comprehensive lease integrating enrichment and family engagement.	Issued under M.G.L. c. 30B, but limited to Community Education enrichment vendors (not continuous childcare providers).	Issued under M.G.L. c. 30B as a facilities lease for before- and after-school structured care; includes separate Price and Non-Price proposal submissions.
Program Focus / Description	Traditional after-school care emphasizing safety, play, and homework time.	Enrichment-based program with structured schedule aligned to learning outcomes.	Whole-child development focus integrating SEL, academics, and enrichment.	Rotating enrichment programs (STEM, arts, recreation) 1–2 days/week via Community Ed.	Structured before- and after-school care emphasizing safety, enrichment, and community connection
Staff Qualifications	Requires EEC-licensed site coordinator; no PD specified.	Requires EEC-licensed staff and annual PD in child development and inclusion.	Requires EEC-licensed staff plus training in SEL and trauma-informed practices.	Instructors must be qualified in subject area; EEC licensure not required due to program type.	Requires EEC license to operate a school-age childcare program; must describe staff training, including social-emotional learning (SEL) and general child development.
Equity / Access Language	States program 'open to all district students,' but no mention of specific accessibility or inclusion strategies.	Includes non-discrimination and ADA compliance clause; requires outreach to families of students with disabilities.	Requires detailed equity and affordability plan addressing inclusive enrollment and fee assistance.	Explicitly requires completion of an 'Inclusion & Accommodation Form' describing how the program will support students with disabilities, including behavioral and physical access needs.	Requires description of procedures for financial assistance to families facing income limitations; program must demonstrate financial stability and equitable access.
Provider Requirement to Describe Inclusion for Students with Disabilities	Not required.	Required: must outline accommodations, supports, and ADA compliance.	Required: must detail inclusion strategies, staff training, and adaptive programming.	Required: formal inclusion plan form submitted with vendor application; reviewed annually.	Implied within required narrative on financial assistance and accessibility; no formal inclusion form but evaluator criteria emphasize responsiveness and responsibility.
Evaluation Criteria	Focused on experience, program plan, and rental fee.	Weighted point system with criteria for quality, cost, and staff credentials.	Rubric emphasizing mission alignment, equity, enrichment variety, and family engagement.	Evaluated on program quality, schedule fit, and completeness of inclusion form.	Evaluated on responsiveness, responsibility, experience, staff capacity, references, plan of services, and proposal price; qualitative criteria include health, safety, SEL, and financial stability.

Family Engagement / Feedback	Annual parent survey.	Requires two parent meetings per year and satisfaction reporting.	Includes family advisory role and annual survey data submission.	Parent feedback gathered through Community Education post-program surveys.	Requires detailed plan for parental and community involvement and sample enrollment reports; feedback mechanisms implied within evaluation plan.
Facilities / Custodial Requirements	Lists room use, cleaning, and hours; custodial handled by district.	Includes emergency preparedness, custodial plan, and security protocols.	Adds closure procedures, liability for damages, and mid-year review.	Facilities coordinated by Community Ed; custodial handled by district.	Program operates in five school buildings; Sudbury reserves right to change spaces as needed; custodial and safety procedures must be detailed in plan.
Term and Renewal	Three-year term, two optional renewals.	Five-year maximum under Ch. 30B.	Five-year term with mid-term performance review after Year 2.	One-year agreements renewed annually by Community Ed.	Three-year term (2022–2025) with two optional one-year renewals; covers two days before first day of school through three days after last day.
Insurance / Liability	\$1M/\$3M liability; district as additional insured.	Same, plus vehicle coverage if transportation is offered.	Same, plus indemnification clause and annual proof of renewal.	Requires certificate of insurance; thresholds scaled to program scope.	Standard liability and indemnification required; proof of insurance included with proposal; district reserves right to reject proposals not meeting insurance thresholds.
Community Partnerships	None specified.	Encourages collaboration with local recreation and cultural organizations.	Requires at least one community partnership (arts, STEM, recreation).	Programs often delivered by community partners through Community Ed.	Requires proposers to describe community partnerships and local involvement; emphasis on integration with family and community engagement.

Summary

- **Maynard** – Traditional care model, minimal reference to inclusion or enrichment.
- **Weymouth** – Balanced, structured approach with explicit inclusion and evaluation criteria.
- **Beverly** – Comprehensive model aligned to equity, SEL, and family engagement; clear accountability and review.
- **Wayland** – Enrichment-only model distinguished by its mandatory Inclusion & Accommodation Form ensuring accessibility for students with disabilities.
- **Sudbury** – Structured approach emphasizing safety, enrichment, SEL, and community engagement; strong financial, evaluative, and health/safety criteria but less formalized inclusion documentation than Beverly or Wayland.



Sudbury Public Schools

40 Fairbank Road
Sudbury, MA 01776

REQUEST FOR PROPOSALS

FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM

RFP#:	21-002
Bid Due Date:	December 17, 2021 – 12:00 PM
Bids Opened At:	Sudbury Public Schools Central Office 40 Fairbank Road Sudbury, MA 01776

Contact

Donald R. Sawyer
Director of Business and Finance
40 Fairbank Road
Sudbury, MA 01776
donald_sawyer@sudbury.k12.ma.us

Contents

LEGAL NOTICE	1
REQUEST FOR PROPOSALS	2
A. GENERAL INFORMATION	3
B. HOW TO SUBMIT PROPOSAL	4
C. AWARD AND CONTRACT	10
D. PROPOSAL REQUIREMENTS.....	11
E. PRODUCT AND PERFORMANCE TERMS	12
F. SPECIFICATIONS	13
G. EVALUATION CRITERIA	16
H. REQUIRED FORMS:	19
FORM A - PRICE PROPOSAL	19
FORM B - NON PRICE PROPOSAL	21
FORM C - Proposed Tuition Rate Form	22
FORM D - Program Offerings	23
FORM E – Weekly Program Schedule	24
FORM F – Detailed Storage Proposal	25
FORM G – References	26
Certificate of Non-Collusion	27
Certificate of Authority	28
Certification Regarding Lobbying.....	28
Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion	31
Corporate/Partnership Form	33

LEGAL NOTICE

Request for Proposals

FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM REQUEST FOR PROPOSALS

Sudbury Public Schools invites proposals to lease Sudbury School Facilities outside the school day to provide Structured Programming for Sudbury Elementary and Middle School Students. Specifications may be obtained beginning after 10:00 AM on Wednesday, November 17, 2021 via email request to donald_sawyer@sudbury.k12.ma.us or at the Sudbury Public Schools Central Office, 40 Fairbank Road, Sudbury, MA. Bids must be received, by 12:00 PM, December 17, 2021. The Awarding Authorities reserve the right to accept or reject any or all Bids, or any part of any Bid, if it is in the best public interest to do so.

The designation "RFP #21-002 FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM" must be clearly marked on the envelope. The Sudbury Public Schools reserves the right to reject any and all proposals. For questions, information, or bid documents contact Donald R. Sawyer, Director of Business & Finance by email at donald_sawyer@sudbury.k12.ma.us

Item	Date		Location
Release of Bid	November 17, 2021	10:00 a.m.	Central Register
	November 14, 2021 November 21, 2021		Metrowest Daily News
Questions Due Date	December 6, 2017	By 4:00 p.m.	Email to donald_sawyer@sudbury.k12.ma.us
Proposal Submission Due Date	December 17, 2021	12:00 p.m.	Sudbury Public Schools Central Office, 40 Fairbank Road, Sudbury, MA 01776
Term	The contract will be from two business days prior to the first day of school, 2022 through three business days after the last day of school, 2025. The contract term may be extended for two (2) additional one year terms.		

REQUEST FOR PROPOSALS:

FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM

Location of Programs:

Haynes Elementary School
Loring Elementary School Nixon
Elementary School
Noyes Elementary School
Curtis Middle School

Sudbury Public Schools Address List

School	Address	Phone
Haynes Elementary School	169 Haynes Road, Sudbury MA	978-443-1093
Loring Elementary School	80 Woodside Road, Sudbury MA	978-579-0870
Nixon Elementary School	472 Concord Road, Sudbury, MA	978-443-1080
Noyes Elementary School	280 Old Sudbury Road, Sudbury MA	978-443-1085
Curtis Middle School	22 Pratts Mill Road, Sudbury MA	978-443-1071

A. GENERAL INFORMATION

1. OVERVIEW

This is a Request for Proposals (RFP) issued by the Sudbury Public Schools which seeks proposals for FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM. These proposals are to be provided to the Sudbury Public Schools, 40 Fairbank Road, Sudbury, MA 01776. Student After School Structured Program for Sudbury Public Schools students is needed on Mondays through Fridays and during school vacation weeks.

2. PROPOSAL DOCUMENTS

Proposal documents will be made available beginning November 17, 2021 through the following means:

- a. Email request: donald_sawyer@sudbury.k12.ma.us
- b. Available onsite at the Sudbury Public Schools Central Office, 40 Fairbank Road, Sudbury, MA 01776. Available Monday through Friday, 9:00 a.m. to 4:00 p.m.

3. QUESTIONS

All questions regarding this RFP must be submitted by December 6, 2021 at 4:00 p.m. Direct all inquiries to Donald R. Sawyer via one of the methods listed above. No inquiries will be accepted within two days prior to the bid opening. Responses to inquiries that affect all Proposers will be issued as addenda. Non-bidding parties (e.g., trade journals or trade clearinghouses) will not be issued addenda without a public records request for the addenda after the addenda is issued, and should not distribute this for use as an official bid document. Only Sudbury Public Schools will issue official bid documents. Note: We do not distribute "official" documents to non-Proposers nor do we post notices of bids beyond those locations required by Massachusetts General Laws and regulations issued pursuant to such laws. (i.e., newspapers of general circulation and the Central Register).

ADDENDA

All Addenda to this RFP will be posted and emailed out to proposers who have requested proposal documents by December 10, 2021 by 4:00p.m. Written addenda issued by the Sudbury Public Schools will be emailed to all parties that have requested bid documents from Sudbury Public Schools via options described in #2 above. Absence of "failure" messages electronically transmitted from addressee's site will serve as confirmation of delivery of addenda.

B. HOW TO SUBMIT PROPOSAL

1. PROPOSAL SUBMISSIONS

- a. **Sealed proposals must be received by December 17, 2021 at 12:00 p.m.**
Any proposals submitted after 12:00 p.m. on December 17, 2021 will be considered late and will not be accepted for submission for this RFP. No emails, fax or other telegraphic proposals will be accepted.
- b. Notwithstanding anything to the contrary in the Request for Proposals, all Price Proposals shall be opened and read aloud publicly in the presence of two (2) or more witnesses at 12:15 pm in the Superintendent's Conference Room located at Sudbury Public Schools Central Office located at 40 Fairbank Road, Sudbury, MA 01776.
- c. Proposals will be made available for inspection onsite for a reasonable period of time after all proposals are opened and a determination is made on the awarded vendor. RFPs will be opened privately and evaluated. Price Proposals are opened privately after proposal evaluations.
- d. Unforeseeable Deterrents - If, at the time of the scheduled proposal submission date, Sudbury Public Schools are closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the proposal due date will be postponed until 12:00 p.m. on the next normal business day.
- e. Proposals consist of two parts for each location: a Price Proposal and a Non-Price Proposal. In accordance with Massachusetts General Laws (MGL) Chapter 308, respondents must submit separate Price and Non-Price proposals in separately sealed envelopes. All school building Price and Non-Price Proposals must be submitted in one sealed envelope clearly marked with the following information on the front of the envelope:

“Price Proposal for RFP #21-002 FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM”

AND

“Non-Price Proposal for RFP #21-002 FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM”

For all **Price Proposals**: two (2) copies, one original and one photocopy of the Price Proposal must be submitted separately in a sealed envelope from the Non-Price Proposals on the attached forms entitled:

“Price Proposal – Sudbury Public Schools”

For **Non-Price Proposal**: There is ONE (1) Non-Price Proposal form that represents all five (5) Sudbury Public Schools. Two (2) copies, one (1) original and one photocopy of the Non-Price Proposal must be submitted separately in a sealed envelope from the Price Proposals, on the attached form entitled:

“Non-Price Proposal – Sudbury Public Schools”

Price and Non-Price Proposals must be signed as follows:

- If the proposer is an individual, by her/him personally;
- If the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and
- If the proposer is a corporation, by the name of the corporation, followed by the signature of an authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation with the corporate seal affixed.

2. COMPLIANCE WITH RFP

Proposers must comply with all requirements of this RFP in order to be eligible for contract award. Minor informalities will be waived or the Proposer will be allowed to correct them. If a mistake in a proposal is evident and the intended proposal is clear on the face of the Price Proposal Form, the mistake will be corrected to reflect the intended correct proposal and the Proposer will be notified in writing. The Proposer may not withdraw such a proposal. Sudbury Public Schools may reject or a Proposer may withdraw a proposal if a mistake is clearly evident on the face of the Non-Price or Price Proposal Form, yet the intended correct proposal is not similarly evident.

3. REQUIRED PROPOSAL SUBMISSIONS

Proposers shall provide one copy of the following general information in their Non-Price Proposals for review:

- a. A cover letter describing your organization and explaining your philosophy of a before school and after school day structured care program for elementary and middle school students.
- b. A listing of programs offered in your program to K-8 school-age children. You must list this information on the "After School Day Structured Care Programs Offered" attached under the forms required cover sheet.
- c. A sample of what the proposer's weekly After School Day Structured Care program would entail for Sudbury Public School students. List this information on the "Sample Weekly Program Schedule" form located after Cover Sheet in this RFP.
- d. A copy of your license to operate a school-age childcare program from the appropriate state licensing agency.
- e. A description of how educational, social, parental, and community involvement will be maintained.
- f. If necessary, provide a transition plan for implementing a after school day care program in five (5) school buildings.
- g. A plan for financing your program which demonstrates sufficient revenue to cover program expenses. Include a Letter of Endorsement from any projected funding sources, and a copy of your most recent audited financial statement. Current "audited financial statements" means the last year the audited financial statement was prepared. If the audited financial statement is more than two years old, respondents must provide their last audited financial statement available plus their most recent financial statements prepared by a CPA firm. Sudbury Public Schools will accept tax returns from any vendors who do not have audited financial statements.
- h. A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.
- i. A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive; procedures for the safe release of children , first aid, allergy preparedness and emergency procedures.
- j. A description of your plan relative to internet safety to ensure all online internet activity for students conforms to the standards outlined in the district's Technology Agreement (which is signed annually by all parents and students) and the Behavior Rubrics for Elementary and Middle School levels.
- k. A description of your procedures for student enrollment and registration. The Program will begin on first day of school.

- l. A description of your procedure for providing financial assistance to students, whose families face income limitations in affording program fees.
- m. Provide an annual tuition/fee schedule for the lease term. Vendor should list this information on the Proposal Tuition Rate Form included under the required forms section in the back of this RFP (completed Tuition Rate Form should reflect actual tuition to be charged).
- n. A sample quarterly enrollment report for each location.
- o. Parent late pick up fee policy.
- p. A description of training your staff has received in general and in social/emotional learning programs.
- q. All Amendments posted for this RFP must be included with all bid submissions.
- r. All Amendments and information given on our Questions and Answers postings will be included in the final contract awarded for FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM RFP.

4. REQUIRED SITE-SPECIFIC SUBMISSIONS: Proposers also are required to provide the following site-specific information in their non-price proposals:

- a. A description of the program structure and content.
- b. Proposed hours of operation. This should include staff arrival and departure after school hours and student arrival and departure. Note: staff should not arrive prior to 30 minutes before the student arrival time.
- c. A description of staff, including program supervision, management and support, as well as staff qualification requirements.
- d. A criminal background check will be conducted on all of the organization's employees before a program will be permitted to commence. Each organization's employee must be fingerprinted by a designated fingerprinting facility. A copy of the letter of suitability must be on file with Sudbury Public Schools before any employee can work in the school buildings. Note: Individual school principals shall have final approval of program staff working within their buildings.
- e. Proposed staff-to-child ratios. Also include the maximum number of children that can be accommodated by your program at each school.
- f. A description of how your program would transport students, if needed. Transportation may be provided by Sudbury Public Schools upon a separate agreement if found in the best interest of SPS Students.
- g. A description of the program's Pick up and Drop Off Plan for students after school day and during vacation weeks. Include the parking plan for student pick up and drop off for after school day and school vacation weeks.

- h. Provide an emergency action plan for your programs which will be implemented in each school building by the first day of your program. This emergency plan shall be updated annually during the each lease term and approved by the district before the first day of school. This information can be emailed to the Director of Business and Finance or delivered to the Business Office, 40 Fairbank Road, Sudbury, MA 01776.
- i. Provide an emergency action plan for your programs which will be implemented in each school building. Below is the information that must be included in each Emergency Action Plan for each building:
 - A list of your emergency personnel in each building with phone numbers
 - Emergency Reporting and Evacuation Procedures
 - Emergency Notification procedures
 - Procedure for a medical emergency
 - Procedure for a police and fire emergency
 - Severe weather notifications procedure
 - Emergency Training for all staff

5. **REQUIRED PROPOSAL FORM SUBMISSIONS:** All proposal submissions are required to contain the following forms fully completed and signed:

- a. A signed Cover Sheet
- b. Price (Form A) and Non Price (Form B) Proposal Forms for Sudbury Public Schools as requested by RFP
- c. Proposed Tuition Rate Form (Form C)
- d. After School Structured Care Program Offerings (Form D)
- e. After School Structured Care Program Weekly Program Schedule Sample (Form E)
- f. Detailed School Storage Proposal (Form F)
- g. References
- h. A signed Non-Collusion Form
- i. A signed Certificate of Authority
- j. Disclosure of Lobbying Activities Form
- k. Certificate Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion
- l. A signed Corporate/Partnership Form (if applicable).

All forms are located under "Required Proposal Forms" in this RFP

CORI Forms/Staff Fingerprinting: The State of Massachusetts requires every staff person and vendor who will be working with students to have a background check and fingerprint-based criminal background check before working with students. Under the new law, all public and private schools in Massachusetts are required to obtain a background check and state and national fingerprint-based criminal background checks

for the purpose of determining the suitability of current and prospective employees of the schools that may have direct and unmonitored contact with children. The new law also requires schools to obtain state and national fingerprint-based criminal background checks for any individual who regularly provides school-related transportation to children, and any subcontractor or laborer commissioned by the schools to perform work on school grounds that may have direct and unmonitored contact with children.

CORI Forms: Sudbury Public Schools requires any After School Structured Care Program staff member to fill out a CORI form available through the Sudbury Public Schools Human Resources Department, contact Kristie Tranter, by email: kristie_tranter@sudbury.k12.ma.us or by phone at 978-639-3213. The awarded vendor must have all employees working with Sudbury Public Schools' students to complete a CORI form one month prior to the beginning of the school year. Included in this RFP under the "Forms" section is a copy of a CORI Form for your staff use. This form needs to be brought to any school building main office personnel or Human Resource Department at the Human Resources Office at 40 Fairbank Road, Sudbury, MA 01776 for submission along with the staff member's driver's license for verification. Any vendor employee who is not CORI checked one month before the beginning of the school year will not be allowed to enter any school building supervising students in Sudbury Public Schools. Any employees hired after the first day of school cannot work with Sudbury Public School students until their CORI background check has been submitted and approved by Sudbury Public Schools.

Fingerprinting Information: Every employee of the FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM awarded vendor who will be working with Sudbury Public School students must have a fingerprint-based criminal background check. The vendor is required to provide Sudbury Public Schools with a list of all employees working in Sudbury Public School buildings and a copy of their letter of suitability from the Massachusetts Department of Early Education and Care prior to the beginning of the school year. Any employee who is not fingerprinted and issued a letter of suitability before the beginning of the school year will not be allowed to enter any school building supervising students in Sudbury Public Schools. Any employees hired after the first day of school cannot work with Sudbury Public School students until their fingerprint background check has been completed and a copy of the letter of suitability from the Massachusetts Department of Early Education and Care has been submitted to Sudbury Public Schools.

MODIFICATIONS TO PROPOSALS

A Proposer may correct, modify, or withdraw a proposal by written notice received by the Sudbury Public Schools no later than the close of business on the day before the bid opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "RFP #21-002, FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM, Modification No." Each modification must be numbered in sequence, must reference the original RFP and must be signed by the same person who signed the non-price and price proposals or a surrogate so authorized in writing.

After the bid opening, a Proposer may not change any provision of the proposal in a manner prejudicial to the interests of Sudbury Public Schools or fair competition as determined by Sudbury Public Schools.

C. AWARD AND CONTRACT

1. RULE OF AWARD

An award will be made as follows:

Sudbury Public Schools will select the most responsive and responsible Proposer submitting the most advantageous proposal, taking into consideration all quality requirements and comparative criteria set forth in this RFP, including the Proposer's experience, staff capacity, references, and plan of services as well as the proposal price.

2. TIMEFRAME FOR AWARD

All proposal prices submitted in response to this RFP must remain in effect for thirty (30) days following the bid opening or until a contract is executed, whichever occurs first.

3. RESERVED RIGHTS

Sudbury Public Schools reserves the right to:

- a. Cancel this RFP at any time, with or without notice to prospective Proposers. Reasonable efforts will be made to give timely notice.
- b. Accept or reject, in whole or in part, any and all proposals as permitted by law.
- c. Award contract as it deems best serves the interests of the Sudbury Public Schools.
- d. Waive or adjust non-statutory proposal requirements before or after proposal are opened in whatever ways it deems best serves the interests of Sudbury Public Schools, while also being non-prejudicial to the interests of fair competition.

- e. Sudbury Public Schools reserves the right to have the program utilize different spaces on occasion throughout the year.

4. LEASE CONTRACT

A signed lease contract will result from this RFP, and will remain in effect for the contracted work period or until the purpose of the contract is fully realized. The contract will be from two business days prior to the first day of school, 2022 through three business days after the last day of school, 2025. The contract term may be extended for two (2) additional one year terms if circumstances warrant such an extension. The Lease only covers the period of two business days before school begins through the last day of school with 3 days for staff cleanup and storage for the summer.

D. PROPOSAL REQUIREMENTS

1. PERFORMANCE CAPABILITIES

Proposers must be capable of providing the specified goods and services on schedule, in working order, in an intact and undamaged condition, and providing any support services in a professional and workmanlike manner. Time of performance is critical to this RFP. Proposers must reassure Sudbury Public Schools of their capacity to perform within the timeframe set out in this RFP.

2. EXPERIENCE

Proposers must demonstrate competency in the business of providing the services specified in this RFP per the following minimum criteria. Proposers that do not meet these minimum qualifications will not be considered.

- a. Proposer must demonstrate that the services proposed are consistent with its normal lines of business and must be able to provide a STUDENT AFTER SCHOOL STRUCTURED PROGRAM as described in this document.
- b. Proposer must receive favorable ratings from references.
- c. The services offered must meet the requested specifications.

3. REFERENCES

Proposers must provide a list of three references for similar services made in the last three years. Two of the references must be parents whose child(ren) participated in their program. Any omission will be considered grounds to invalidate the proposer's bid. Use the attached Reference Form to provide references on your extended school day program.

Poor references may be used as a basis for determining that a VENDOR is not a responsible bidder.

4. SUB CONTRACTOR

Proposer must supply a list of sub-contractors used for specialty services, if applicable.

E. PRODUCT AND PERFORMANCE TERMS

1. QUALITY MINIMUM REQUIREMENTS

- a. Provide at least three references
- b. Must include all forms contained in the document with applicable signatures.
- c. Proposers shall have successfully completed at least two (2) prior years of before school and after school day care for elementary and middle school students.
- d. Proposers must be able to demonstrate the ability to set up and implement a before school and after school day care program in 5 school buildings beginning two business days before the first day of school and be ready to accept elementary and middle school students in the program starting the first day of school for students on August 30, 2017 and subsequent first day of school dates for the following years during the term of this contract.

2. LEASE PAYMENTS

The selected Vendor must mail all Lease Payments to:

Sudbury Public Schools Business Office
40 Fairbank Road
Sudbury, MA 01776

Check payments should be made payable to "Sudbury Public Schools".

Questions regarding any lease payments should be directed to the business office at 978-639-3203.

The lease term shall commence two business days before school begins and continue through the last day of school with three days for staff cleanup. The lease may be extended for two (2) additional one year terms by the Sudbury Public Schools' School Committee. The Lease only covers the period of two business days before school begins through the last day of school with 3 days for staff cleanup and storage for the summer.

F. SPECIFICATIONS

The following specifications are for the provision of a FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM for Sudbury Public Schools.

1. PROJECT DESCRIPTION

Sudbury Public Schools requests the following program be established in five school buildings.

2. SCOPE OF SERVICES

Sudbury Public Schools is accepting proposals for a FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM. The Program, which will be run by an independent administration, should provide a safe, supportive environment to meet the varying needs of the participating children. Each day there should be time for indoor and outdoor play, time for a nutritious snack, and a variety of arts and crafts in a relaxed, well-supervised situation. Activities will be planned to allow the children to move at their own pace and with their own style. The Program will be held from the scheduled end of the school day – 6:15 pm for elementary students and middle school students, when school is in session. The Program may be held 7:00 am – 6:15 pm during designated school vacation weeks at one designated school building. Lessee must provide services in the rental space only to Sudbury residents who are students in grades K-8 or non-resident students enrolled in the Sudbury Public Schools in grades K-8.

3. GENERAL SPECIFICATION REQUIREMENTS

- a. Lessee must provide services in the rental space only to Sudbury residents who are students in grades K-8 or non-resident students enrolled in the Sudbury Public Schools in grades K-8.
- b. Lessee is restricted to providing after school child care programs.
- c. Lessee must agree to pay the minimum rental rate established for qualification in these proposal documents. Bidders will be ranked for Price Proposal from highest rent proposed to lowest rent proposed.

Year 1: 2022-2023 Rent = \$93,000

Year 2: 2023-2024 Rent = \$95,000

Year 3: 2024-2025 Rent = \$97,000

Option Years:

Year 4: 2026-2027 Rent = \$99,000

Year 5: 2027-2028 Rent = \$101,000

Note that the rental rate will not be the primary factor for the proposal award.

- d. Lessee will be responsible for payment of all administrative costs associated with operating the program at each site (e.g., copying, office

- supplies, insurance premiums, etc.). All printing and photocopying must be done off-site. No office space is assumed or included.
- e. Storage: All supplies must fit within storage cabinets to be supplied by the Program. A detailed description of the Program's storage needs per school is to be submitted with this RFP (see Form F). No storage will be permitted within classrooms, SPS supply closets, or any other school area. The location of the Program's storage cabinets will be determined by the principal within each school building.
 - f. Outdoor Storage: One outdoor storage shed per school may be maintained on premises to house recess type equipment only. (No food or supplies may be stored in the outdoor shed). All recess equipment must fit within the storage shed. The location of the shed is to be determined by the building principal.
 - g. No additional storage space is assumed or included. No additional furniture may be maintained on the premises.
 - h. Internet Access: Lessee will be provided with internet access via a public guest wireless network for After School Program staff only on their computers/devices. Students will continue to use the school network with the same access they have during the school day.
 - i. Telephone Service: Lessee will be responsible for providing their own telephone service for their after school care program.
 - j. Lessee will be required to execute and abide by all terms in the lease agreement included with these proposal documents, or a lease in substantially the same form.
 - k. Lessee will be required to provide quarterly student enrollment reports for each location on the following dates: October 1, December 1, March 1, and June 1.

4. OPERATION OF PROGRAM

- a. Lessee must provide services in the rental space only to Sudbury residents who are students in grades K-8 or non-resident students enrolled in the Sudbury Public Schools in grades K-8.
- b. Only designated spaces listed on price proposal sheets are available. Sudbury Public Schools reserves the right move the Program to utilize other spaces as needed throughout the year.
- c. Office Space: No office space is assumed or included.
- d. Storage: To be negotiated upon review of the Detailed Storage Proposal – Form F. The location of the storage cabinets will be determined by the principal within each school building.
- e. Outdoor Storage: One outdoor storage shed per school may be maintained on premises to house recess type equipment only. (No food or supplies may be stored in the outdoor shed).

- f. No cooking of food will be allowed by the Program as part of this lease.
- g. Participants in the program will have the use of the playgrounds adjacent to the School during the program operating hours at no additional charge.
- h. The Lessee shall not operate its programs when the Sudbury Public Schools are not in session due to inclement weather or other emergency conditions.
- i. The Lessee may operate vacation day programs from 7:00a.m. to 6:15p.m during school vacation weeks at one designated school building during the year. The schedule for these designated school buildings hosting the vacation weeks will be determined on September 1 of the current school year by the Sudbury Public Schools administration. Sudbury Public Schools reserves the right to change the designated school building hosting the vacation week in any given year during the lease.
- j. The Lessee may have occasional use of the Leased Premises at times other than the established Operating Hours in order to hold Program functions, subject to the prior written approval of the School Principal at least two weeks in advance of the event. Such use is not included as part of the rental payment, and in consideration for such use of the Licensed Premises, the Lessee shall make additional payments in accordance with the standard Rental Policy Rates established by the School Committee.

5. TERM

The lease term shall commence two business days prior to the first day of school, 2022 through three business days after the last day of school, 2025. The contract term may be extended for two (2) additional one year terms if circumstances warrant such an extension.

6. INSURANCE REQUIREMENT

The Contractor shall carry and maintain, for the life of this contract, all insurance as specified below, and in such form as covered by this contract from all claims and liability for damages for personal injury, including accidental death, and for property damage which may arise from operations under this contract, whether such operations be by him/her self or by any person or anyone directly or indirectly employed by either of them. The coverage shall include Sudbury Public Schools as an additional insured and amounts of such insurance shall be as follows:

- a. Workers Compensation
 - Coverage Limit, \$500,000 each employee
- b. General Liability
 - Limits of Liability Combined Single Limit
 - Bodily Injury \$1,000,000
 - Property Damage of \$1,000,000

- c. Umbrella Policy \$4,000,000

Said policies shall be so written that the Sudbury Public Schools will be notified of cancellation at least thirty (30) days prior to the effective date of such cancellation.

Certificates in duplicate from the insurance carrier stating the limits of liability and expiration date shall be filed with the Sudbury Public Schools before operations are begun. Such certificates shall contain a statement referring specifically to this contract to the effect that all insurance coverage herein required has been provided. Certificates shall be filed before the award can be made. Signatures on all certificates and insurance forms must be original signatures. Insurance under which the Town shall be named as in "Insured" or as "Additional Interest" shall be carried with an insurance company licensed to write such insurance in the Commonwealth of Massachusetts. The Contractor shall indemnify and save harmless the Town, and all of its officers, agents, and employees from all suits, actions or claims of any character.

G. EVALUATION CRITERIA

1. MINIMUM EVALUATION CRITERIA

Proposals will be evaluated on the basis of the criteria in the Non-Price Proposal included in this RFP. Proposer needs to meet all of the minimum requirements. In addition and to the extent not already included to the required submissions listed above, proposers should submit information addressing the following evaluation criteria:

2. COMPARITIVE EVALUATION CRITERIA

The purpose of information requested in this section is to assist the District in evaluating the Proposer's overall qualifications; including its financial strength, its management capabilities and its commitment to the communities it serves, including the Sudbury Public Schools. Responses to the following areas should be brief, yet complete.

IMPORTANT

Sealed proposals must be received by December 17, 2021 at 12:00 p.m. Any proposals submitted after 12:00 p.m. on December 17, 2021 will be considered late and will not be accepted for submission for this RFP. No emails, fax or other telegraphic proposals will be accepted.

Proposer / Company Background Length of Experience:

1.	Ten years or more of operating experience with public school before school and after school structured care programs for k-8 grade students comparable in size defined by enrollment (within 10%).	Highly Advantageous
2.	Five years but not less than three years of operating experience with public school before school and after school structured care programs for k-8 grade students comparable in size defined by enrollment (within 10%).	Advantageous
3.	Two years or less of operating experience with public school before school and after school structured care programs for k-8 grade students comparable in size defined by enrollment (within 10%).	Not Advantageous
4.	No experience in operating experience with public school before school and after school structured care programs for k-8 grade students comparable in size defined by enrollment (within 10%).	Unacceptable

Qualifications and Experience of the Before School and After School Structured Care Program Director Overseeing Program:

1.	Five or more years work experience overseeing and supervising four or more before school and after school structured care programs in public school districts	Highly Advantageous
2.	Four but not less than three years of work experience overseeing and supervising two to three before school and after school structured care programs in public school districts.	Advantageous
3.	Two years or less of operating experience with public school before school and after school structured care programs for k-8 grade students comparable in size defined by enrollment (within 10%).	Not Advantageous
4.	No experience in operating experience with public school before school and after school structured care programs for k-8 grade students comparable in size defined by enrollment (within 10%).	Unacceptable

Qualifications and Experience of the Before School and After School Structured Care Program Directors Who Will Be Overseeing The Individual District Programs:

1.	Five or more years of work experience conducting a before and after school structured care program for grade K-8 students in a public school district.	Highly Advantageous
2.	Four but not less than three years of work experience conducting a before and after school structured care program for grade k-8 students in a public school district.	Advantageous
3.	Less than two years of work experience conducting a before and after school structured care program for grade k-8 students in a public school district.	Not Advantageous
4.	No work experience conducting a before and after school structured care program for grade k-8 students in a public school district.	Unacceptable

Overall Program Offerings

1.	Vendor provides more than 5 program offerings in a weekly before and after school structured care program.	Highly Advantageous
2.	Vendor provides 4 program offerings in a weekly before and after school structured care program.	Advantageous
3.	Vendor provides 3 program offerings in a weekly before and after school structured care program.	Not Advantageous
4.	Vendor provides fewer than 3 program offerings in a weekly before and after school structured care program.	Unacceptable

Staff to Child Ratio

1.	1 staff member per 15 or less students	Highly Advantageous
2.	1 staff member per 16-22	Advantageous
3.	1 staff member per 22-30	Not Advantageous
4.	1 staff member per 31 or more students	Unacceptable

H. REQUIRED FORMS:

FORM A - PRICE PROPOSAL PRICE PROPOSAL – SUDBURY PUBLIC SCHOOLS

Location and space:

School:	Location Included	Location as approved by school	After School Hours
Haynes Elementary School	Cafeteria, Gymnasium	Computer lab	2:25 pm – 6:15 pm
Loring Elementary School	Cafeteria, Gymnasium	Computer lab, classroom, library	2:25 pm – 6:15 pm
Nixon Elementary School	Cafeteria, Gymnasium	Music room, art room, classrooms	2:25 pm – 6:15 pm
Noyes Elementary School	Cafeteria, Gymnasium	Computer lab	2:25 pm – 6:15 pm
Curtis Middle School	Cafeteria	Gymnasium Auditorium	3:10 pm – 6:15 pm

Sudbury Public Schools reserves the right to have the Program utilize different spaces on occasion throughout the year.

Program:

- The program will operate for 180 school days beginning on the first day of school (August or September depending on school calendar) and end on the last day of school in June.
- Vacation Weeks – December, February and April
- Monday – Friday Program
- Unused snow days on the school calendar do not apply and are unavailable.
- Program is closed for all school snow days.
- Program will adjust morning start times for all school days.

Minimum bid rental rates established:

Year 1: 2022-2023 Rent = \$93,000

Year 2: 2023-2024 Rent = \$95,000

Year 3: 2024-2025 Rent = \$97,000

Option Years:

Year 4: 2026-2027 Rent = \$99,000

Year 5: 2027-2028 Rent = \$101,000

Minimum rental rate established for qualification in these proposal documents. Bidders will be ranked for Price Proposal from highest rent proposed to lowest rent proposed

	Lease Price Proposal
Year 1 : 2022-2023 School Year	
Year 2 : 2023-2024 School Year	
Year 3 : 2024-2025 School Year	
Year 4 : 2025-2026 School Year	
Year 5 : 2027-2028 School Year	

Certification:

I certify that the above facts are true and that I am authorized to offer the above proposal on behalf of:

Lessee (print)

Lessee's Address

Lessee Signature

Position

Date

FORM B - NON PRICE PROPOSAL

INSERT NON- PRICE PROPOSAL FOR SUDBURY PUBLIC SCHOOLS

FORM C - Proposed Tuition Rate Form
FOR THE
FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM

List below the cost for tuition for each student to attend your After School Structured Program for Elementary and After School Structured Program for Middle School Students for the 2021-2022 school year. The table below should represent the cost for all grades.

Elementary Program

	1 Session	2 Sessions	3 Sessions	4 Sessions	5 Sessions
Afternoon 2:25 – 6:15pm					

Middle School Program

	1 Session	2 Sessions	3 Sessions	4 Sessions	5 Sessions
Afternoon 3:25 – 6:15pm					

Please use the space below to detail any additional costs including early release days and drop in rates:

FORM D - Program Offerings

List Below or Insert the offerings for FACILITIES LEASE FOR STUDENT AFTER SCHOOL
STRUCTURED PROGRAM:

FORM E – Weekly Program Schedule

List Below or Insert a sample weekly program schedule for FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM:

FORM F – Detailed Storage Proposal

All supplies must fit within storage cabinets to be supplied by the Program. Sudbury Public Schools do not allow storage within classrooms, supply closets, staff lounges or any other school area. The location of the storage cabinets will be determined by the principal within each school building.

List below a detailed account of the storage needs for the Program per school. Please include number of storage cabinets per school and storage cabinet dimensions.

Haynes:

Loring:

Nixon:

Noyes:

Curtis Middle School:

FORM G – References

Proposers must provide a list of three references for similar services made in the last three (3) years. Two (2) of the references must be parents whose child(ren) participated in their program. Any omission will be considered grounds to invalidate the proposer's bid.

Parent Reference 1:

Name: _____

Contact Info: _____

Relationship: _____

Parent Reference 2:

Name: _____

Contact Info: _____

Relationship: _____

Other Reference:

Name: _____

Contact Info: _____

Relationship: _____

Certificate of Non-Collusion

MANDATORY

The undersigned certifies, under the penalties of perjury, that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Dated: _____

Company or Corporation : _____

Authorized Official's Signature: _____

ATTESTATION STATEMENT: State Taxes Paid

MANDATORY

Pursuant to M.G.L. Ch. 62C, § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

State tax paid to using Federal ID or SS#

¹

State Tax paid To: _____ Using Federal ID or SS#: _____

Dated: _____

Company or Corporation : _____

Authorized Official's Signature: _____

¹ The Bidder's Social Security Number and Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether the bidder has met tax filing or tax payment obligations. This request is made under the authority of M.G.L. c. 62C, § 49A.

Certificate of Authority

At a duly authorized meeting of the Board of Directors

of _____ (name of corporation) held on* _____ at

which all the Directors were present or waived notice, it was voted that

(name) _____ (office) _____ of this corporation, be it he or

she, hereby is authorized to execute bid documents, contracts and bonds in the name and on

behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any bid

document or contract or obligation in this corporation's name on its behalf under seal of the

corporation, shall be valid and bidding upon this corporation.

ATTEST: _____

(clerk or secretary)

Place of Business: _____

I certify that I am the clerk/secretary of the _____ (name of

Corporation) and that (name) _____ is the duly elected

(office) _____ and that the above vote has not been amended or rescinded and

remains in full force and effect as of the date set forth below.

ATTEST: _____

(clerk or secretary)

Date:** _____

* This date must be on or before the date of the Contract

** This date must be on or before the date of the Contract

Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards of all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix:	* First Name: Middle Name:
* Last Name:	Suffix:
* Title:	
* SIGNATURE:	* DATE:

Disclosure of Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES		Approved by OMB 0348-0046
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)		
1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial filing ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known: 4c		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:		7. Federal Program Name/Description: CFA Number, if applicable: _____
8. Federal Action Number, if known:		9. Award Amount, if known: \$ _____
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>		b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the for above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

SFAs are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 2 CFR 200.212 by doing any one of the following:

- Checking the Excluded Parties List found at the System for Award Management www.SAM.gov;
- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own;
- Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant;
- Sub-grantee and contractors must obtain a DUNS Number. All Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-866- 705-5711 or visit their website at <https://eupdate.dnb.com/requestoptions.asp>. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance...

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension. 2 CFR 200.212 Suspension and Debarment. The regulations were published as Part III of the December 26, 2013, Federal Register (pages 78590-78691). Copies of the regulations may be obtained by contacting by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name: _____

PR/Award Number or Project Name: _____

Name and Title(s) of Authorized Representative(s): _____

Signature(s): _____ Date: _____

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and /or debarment.

Corporate/Partnership Form

NOTE: If the bidder is a corporation, indicate state of incorporation; if a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address. Use the following spaces:

If a Corporation:

Incorporated in what state: _____

President: _____

Treasurer: _____

Secretary: _____

If a foreign corporation (incorporated or organized under laws other than laws of the Commonwealth of Massachusetts), is the corporation registered with the Secretary of State of Massachusetts?

Yes ___ No ___.

If the bidder is selected for the work referred to above, it is required under M.G.L. c.30 §39L to furnish to the awarding Town a certificate of the Secretary of State stating that the corporation has complied with M.G.L. c.181 §§3, 5 and the date of such compliance.

If a Partnership: (Name all Partners)

Name of Partner: _____

Residence: _____

Name of Partner: _____

Residence: _____

If an Individual:

Name: _____

Residence: _____

If an Individual doing business under a firm name:

Name of Firm: _____

Name of Individual: _____

Business Address: _____

Residence: _____

Other form of business organization: _____



Sudbury Public Schools

40 Fairbank Road
Sudbury, MA 01776

REQUEST FOR PROPOSALS

FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM

Addendum I:	Questions Received with Responses
RFP#:	21-002
Bid Due Date:	December 17, 2021 – 12:00 PM
Bids Opened At:	Sudbury Public Schools Central Office 40 Fairbank Road Sudbury, MA 01776

The following pages include all questions received no later than 4:00 p.m. on December 6th, 2021 and are being distributed via email to ALL Proposers. Original questions/inquires are listed as received with responses from Sudbury Public Schools listed in **RED**.

All Questions / Inquiries received with responses:

1. Can you describe the limitations for schools' parking?

To date, Sudbury Public Schools has not encountered parking limitations in operating a program.

2. Where does the current provider store equipment on campus?

Storage space is designated at each location by the Building Principal.

3. We are unable to read the Certification Regarding Lobbying. Are you able to provide a clearer copy, or point us to where this can be found online?

Additional Disclosure of Lobbying Activities (Form LLL) with instructions attached.

4. Could you provide the following enrollment information?

- a. Before and after school enrollments for 2019

This information is the property of the current vendor.

- b. Current before and after school enrollments

This information is the property of the current vendor.

5. CORI requirements (page 9):

- a. The RFP states that the CORI form required is included in the forms section but we do not see it in the document. Can we find it elsewhere?

CORI Form attached.

- b. Because we are EEC licensed and require CORI and fingerprinting, will employees still need to complete this process with SPS? This would mean our employees have to complete the background check twice (once each per organization), thereby doubling the expense.

In addition to vendor's own CORI, a separate CORI must be conducted and approved by Sudbury Public Schools with no additional cost to vendor. In addition, the vendor shall provide a copy of the Letter of Suitability from the Massachusetts Department of Early Education and Care for all vendor employees that will work in Sudbury Public School buildings.

6. References: The RFP asks for a minimum of three references. Can we submit more, and are you looking for contact information, or should we submit reference letters?

A qualified proposal shall include three (3) references. Additional references will be accepted and included for consideration in the evaluation process.

7. Transition plan (3.f.): Can you provide further clarification on this? Is this required for a new provider only?

Any proposal from a provider not currently operating an after school program for students in Sudbury Public Schools should provide a plan that describes the transition to a fully operational program as a new provider.

8. Subcontractors: Does this include special programming we may use over the course of the year as entertainment for our students? No vendors that we bring in are ever left unsupervised; our staff are always on site and remain responsible for student supervision at all times.

Yes, the list would include all third-party presenters, instructors or instruction, entertainers, and/or any persons or entities not directly employed by the vendor.

9. Transportation: It states that transportation can be negotiated separately if it benefits the students who need after school care. If we believe this would help us in serving more families, how much detail is needed in this response, and can you share any insight around what sort of contract arrangements might be necessary in future program years (e.g. monetary contributions or otherwise).

Should vendor's program require transportation (School Holidays/Vacation Weeks, Field Trips, etc.), include description of such transportation requirements. Direct transportation from Sudbury Public Schools is outside of the terms of the contract, however, Sudbury Public Schools is not opposed to reviewing separate mutually beneficial (agreed upon by both parties) under separate contract.

10. Who is involved in evaluating proposals? Who makes the final decision on which company is awarded the contract?

The District will have an evaluation team to qualify and evaluate all proposals received. Final contract award will be made by the Sudbury School Committee.

11. The RFP states that the price proposals will be ranked from highest to lowest, but also states that price is not the only factor in consideration for awarding the bid. Can you provide any detail around how the different elements will be weighted?

Sudbury Public Schools will select the most responsive and responsible Proposer submitting the most advantageous proposal, taking into consideration all quality requirements and comparative criteria set forth in this RFP, including the Proposer's experience, staff capacity, references, and plan of services as well as the proposal price.

12. Can the District provide current and/or pre-COVID enrollments by school in the District's existing before/after school programs. This information would help us provide the most advantageous financial offer to the District and best pricing for families.

This information is the property of the current vendor.

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: a. contract ___ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application ___ b. initial award c. post-award	3. Report Type: a. initial filing ___ b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: ___ Prime ___ Subawardee Tier ____, if Known: Congressional District, if known:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services 200
Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS



This form is not to be faxed. Please return form to organization.

**Criminal Offender Record Information (CORI)
Acknowledgement Form**

To be used by organizations using consumer reporting agencies to conduct CORI checks for employment and/or volunteer purposes.

☐ Applicant

☐ Employee

☐ Volunteer

At school/department:

☐ Curtis

☐ Haynes

☐ Loring

☐ Nixon

☐ Noyes

☐ Central Office

☐ Other

*If Other, please specify: _____

Sudbury Public School District (SPSD) is registered under the provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees and/or volunteers. SPSP has authorized SPSP Business Office submit CORI checks to the Massachusetts Department of Criminal Justice Information Services (DCJIS) on its behalf.

As a prospective or current employee, subcontractor, and/or volunteer, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to SPSP to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing SPSP with written notice of my intent to withdraw consent to a CORI check. I also understand that this form is a CORI acknowledgement form and I am entitled to additional consumer reporting disclosure forms under the Fair Credit Reporting Act. If I have not received those disclosures, I should contact SPSP Business Office to request this information.

FOR EMPLOYMENT AND/OR VOLUNTEER PURPOSES ONLY:

I also understand that the SPSP Business Office, on behalf of SPSP may conduct subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS



SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: _____ -- _____ ☐ No Social Security Number

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date



Beverly Public Schools

23-011

**REQUEST FOR PROPOSALS
FOR
AFTER SCHOOL CHILD CARE**

PROPOSALS DUE:

MAY 31, 2023 @ 11:00 A.M.

at the office of the Purchasing Department Room 24

Beverly City Hall

191 Cabot Street, Beverly, Massachusetts 01915

I. General Information and Proposal Submission Requirements

The Beverly Public Schools are seeking proposals from qualified person(s) or firm(s) to provide after school childcare for the FY2024 school year at five elementary schools and the middle school. Proposers must apply to provide a program at all five elementary schools and one middle school. The awarding Authority, City of Beverly on behalf of the Beverly Public Schools (and hereinafter referred to as the Beverly Public Schools) reserves the right to award the contract to one vendor or to none at all if that is deemed to be in the best interest of the City of Beverly. The Beverly Public Schools reserves the right to cancel this RFP or reject in whole all or any bids if the rejection serves in the best interest of the Beverly Public Schools.

All RFP's must be addressed and delivered to the Purchasing Department, Room 24, Beverly City Hall, 191 Cabot Street, Beverly, MA 01915.

RFPs must be delivered by the time and date designated.

Four (4) copies of the RFP should be submitted. The RFP requires the submission of two separate sealed envelopes: one containing all information related to pricing and one containing all non-price information. RFPs also must be sealed and marked as follows: **"RFP for Beverly Public School After School Child Care."** The envelope containing price information should be marked **"Price Proposal"** while the envelope containing non-price information should be marked **"Non-Price Proposal."**

All RFPs must include a non-collusion form, tax compliance certificate, pricing sheet, and reference form as provided in this RFP.

Minority Business Enterprises have full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, sex, religion or national origin in consideration for an award. All requirements of the City of Beverly Equal Opportunity Policy are in effect for this contract. The policy is available for review at the office of the Purchasing Agent

RFP Signature

A RFP must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

Time for Acceptance

The contract will be awarded within 30 days after the RFP evaluation is complete. The

time for award may be extended for up to 45 additional days by mutual agreement between the Beverly Public Schools and the apparent most advantageous proposer that is responsive and responsible.

Changes and Addenda

If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed or faxed to all proposers on record as having received a copy of the RFP.

Questions about the RFP

Questions concerning this RFP must be submitted **in writing** to: Ms. Betty Patterson Assistant Purchasing Agent City of Beverly, 191 Cabot Street, Beverly, MA 01915. bpatterson@beverlyma.gov. Questions will be answered **up to 5 days before the RFP due date**. Questions may be delivered, mailed, emailed or faxed (978) 921-8301. Written responses will be mailed, emailed or faxed to all bidders on record as having received a copy of the RFP.

Modification or Withdrawal of RFPs, Mistakes, and Minor Informalities

A proposer may correct, modify, or withdraw an RFP by written notice received by the Purchasing Office prior to the time and date that the RFP is due. RFP modifications must be submitted in a sealed envelope clearly labeled "Modification No.____" to the address listed in part one of this section. Each modification must be numbered in sequence and must reference the original RFP.

After the RFP due date, a proposer may not change any provision of the RFP in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived, or the proposer will be allowed to correct them. If a mistake and the intended RFP are clearly evident on the face of the RFP document, the mistake will be corrected to reflect the intended correct bid, and the proposer will be notified in writing; the proposer may not withdraw the RFP. A proposer may withdraw an RFP if a mistake is clearly evident on the face of the RFP document, but the intended correct bid is not similarly evident.

Pre-Proposal Conference

If there is sufficient interest, the Beverly Public Schools will hold a pre-proposal conference. Please contact Betty Patterson if you wish to request this conference.

Right to Cancel/Reject Proposals

The Beverly Public Schools may cancel this RFP, or reject in whole or in part any and all proposals, if the Beverly Public Schools determines that cancellation or rejection serves the best interests of the Beverly Public Schools.

Prices to Remain Firm

All prices submitted in response to this RFP must remain firm for 75 days following the RFP due date.

Unforeseen Office Closure

If, at the time the RFPs are due, Beverly City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the time for RFPs submission will be postponed until 11:00 a.m. on the next normal business day that Beverly City Hall is open. RFPs will be accepted until that date and time.

II. Purchase Description/Scope of Services

General Description

The Beverly Public Schools are seeking proposals from qualified person(s) or firm(s) to provide after school childcare for the FY2024 school year at five elementary schools and one middle school. Proposers must apply to provide a program at all schools.

Description of Property

The Beverly Public Schools will provide a secured space in the following locations as well as outside areas (weather permitting) for this program. The Beverly Public Schools also encourage the provider to communicate with school administration in using other spaces including but not limited to: gymnasium, classroom quiet areas, and playground equipment. The space available, the anticipated number of students to be served, the requested program hours and other pertinent information are set out below. The proposer can also expect 1 hour of gymnasium time at each building each day, unless previously notified of unavailability by building principal, The Beverly Public Schools will provide a current building inspection certificate and integrated pest management plan annually.

Ayers Ryal Side Elementary School

40 Woodland Avenue

Beverly, Massachusetts 01915

Primary Space Available: Cafeteria, Library, Gym and 1 classroom Size:

Approximately 3,200 square feet

Anticipated Program Enrollment: 90 students in grades 1-4

Current enrollment: 394 students in grades kindergarten through 4

Current percentage of students qualifying for free and reduced lunch:
26%

Program Hours: 2:00 to 6:00 p.m.

Centerville Elementary School

17 Hull Street

Beverly, Massachusetts 01915

Primary Space Available: Cafeteria Gym and Music Room

Size: Approximately 2,300 square feet

Anticipated Program Enrollment: 65 students in grades Kindergarten

through 4

Current enrollment: 325 students in grades kindergarten through 4

Current percentage of students qualifying for free or reduced lunch: 41%

Program Hours: 2:00 to 6:00 p.m.

Cove Elementary School

20 Eisenhower Avenue

Beverly, Massachusetts 01915

Primary Space Available: Cafeteria, Gym, Library and Art Room

Size: Approximately 3,200 square feet

Anticipated Program Enrollment: 75 students in grades 1-4

Current enrollment of Cove School: 431 students in grades kindergarten through 4

Current percentage of students qualifying for free and reduced lunch: 39%

Program Hours: 2:00 to 6:00 p.m.

Hannah Elementary School

R149 Brimbal Avenue

Beverly, Massachusetts 01915

Primary Space available: Cafeteria, Gym, Library and Art Room Size:

Approximately 3,200 square feet

Anticipated Program Enrollment: 90 students in grades 1 through 4

Current enrollment of Hannah School: 334 students in grades kindergarten through 4

Current percentage of students qualifying for free or reduced lunch: 32%

Program Hours: 2:00 to 6:00 p.m.

North Beverly Elementary School

48 Putnam Street

Beverly, Massachusetts 01915

Primary Space Available: Cafeteria, Gym, Library and Art Room

Size: Approximately 2,300 square feet

Anticipated Program Enrollment: 65 students in grades 1 through 4

Current enrollment of North Beverly School: 349 students in grades kindergarten through 4

Current percentage of students qualifying for free and reduced lunch: 34%

Program Hours: 2:00 to 6:00 p.m.

Beverly Middle School

502 Cabot Street

Beverly, Massachusetts 01915

Primary Space Available: Cafeteria, Gym and Library

Size: 1,800 total square feet

Anticipated Program Enrollment: 52 students in grades 5 through 8

Current enrollment of Beverly Middle School: 1371 students in grades 5 through 8

Current percentage of students qualifying for free and reduced lunch: 38%
Program Hours: 3:00 to 6:00 p.m.

In order to further the public purpose of affordable after school programming, a percentage of students similar to the percentage of those qualifying for free or reduced lunch shall be served at reduced rates.

Contract Term Length and Renewal Options

The contract shall be for a one-year term from **July 1, 2023 until June 30, 2024 with an option to renew under the same terms and conditions for four additional one-year terms from July 1, 2024 to June 30, 2028**. This option is exercisable at the sole discretion of the Beverly Public Schools. The Beverly Public Schools will provide the successful bidder with notice of its intention one hundred twenty (120) days prior to the expiration of the contract.

Basis of Compensation

The successful proposer must pay the Beverly Public Schools at least the below stated minimum fees:

Site Fee: The successful proposer must pay the Beverly Public Schools a fee based on the monthly student average enrollment, per location. A proposer may submit a proposal whereby it proposes to pay more than these stated minimum fees. The Beverly Public Schools shall receive an increase of no less than 3% to the site fees each consecutive year of the contract. Proposers must include the prices they agree to pay on the pricing sheet contained herein:

⇒	Under thirty (30) students	\$109.00 per day
⇒	Thirty-one (31) to thirty-nine (39) students	\$133.00 per day
⇒	More than forty (40) Students	\$160.00 per day

Overtime Fee: The successful proposer must pay the Beverly Public Schools an overtime fee to cover the costs to open and secure the district's buildings on school district holidays. The overtime rate is set at \$60.00 per hour.

Timing of Payments

The successful proposer will pay the Beverly Public Schools the appropriate sum per month, payable monthly on the 15th of each month following the month in which the service was provided.

An accounting of each month's payment shall be submitted with each payment. Such accounting shall include attendance records for each site (documenting the monthly student average) as well as any supporting documents relating to the above overtime

and custodial fee provisions.

Description of Services

The successful proposer shall provide a daily program that involves child/staff planned and spontaneous activities in the areas of athletics, homework help, arts & crafts, etc. The program must contain an educational component with curriculum linked to the Massachusetts State curriculum frameworks. Activities must involve mixed age groups based on age and interest.

The provider shall develop a written program description for approval by the Assistant Superintendent at least sixty (60) days prior to the beginning of the school year. At a minimum, this description shall include the educational objectives, the traditional daily schedule for the program, and the enrichment opportunities that shall be made available for participants.

After approval by the school district, no substantial changes to program or activities will be made without the written approval of the Beverly Public Schools prior to implementation of such changes.

The successful proposer must supply materials for all activities and food supplies for snacks. The Beverly Public Schools Director of Food Services must approve snack menus for nutrition content in advance. Materials may be stored on site in a locked storage cabinet supplied by the successful proposer.

The successful proposer must maintain a mobile telephone unit or install a separate and accessible telephone line and telephone at each location at its own expense.

The successful proposer must have access to a pool, with a licensed and trained lifeguard on duty at all times during water activities. Students not wishing to participate in water activities will be able to do other physical activities, and be offered other athletic or educational programs. The pool will have to be licensed with the Department of Public Health. There must be no less than 14 visits to this site during the school's calendar year.

The successful proposer must clean and maintain the area used using available custodial supplies, (i.e., washing tables, cleaning up spills, placing refuse in waste barrels).

The successful proposer must also have an alternate site located within city limits that is licensed, in case of emergency school closures.

The successful proposer must provide a DESE licensed educator to coordinate the curriculum needs of the children.

The successful proposer must be responsible for misuse of space or damage to the

building(s) as a result of its program.

Each program should be designed to serve the community of that particular school.

Students at participating schools should be given first consideration for enrollment in the program.

The successful proposer must have an optional early pickup at a reduced rate.

The successful proposer must provide all transportation at its own expense. All transportation services for program participants to field trips or other activities at another location must be contracted through the Beverly Public Schools Transportation Department at rates to be negotiated through the Director of Transportation Services. If there are no Beverly School Department Buses or personnel available, the proposer must follow the instruction of the Director of Transportation.

A daily attendance roster must be provided to the school principal.

The successful proposer must be aware of and comply with all existing school rules as set forth in student handbooks and maintain them in their program (sample student handbook is available at request).

The Beverly Public Schools shall work with the successful proposer to establish minimum qualifications for all program staff, including the director, site coordinators and other employees. All employees of the successful proposer must be CORI checked. The Beverly School Department reserves the right to randomly check and CORI any employees of the provider during the duration of the contract. The Beverly Public Schools also reserve the right to recommend termination of any employee working in the schools during this program. This recommendation will not be arbitrary or capricious.

The Beverly Public Schools shall conduct a comprehensive review of the After School Child Care services program in May of each year. This review will include parent and other school community surveys, program visitations, and a review of program offerings. The successful Proposer will provide copies of their self-evaluation to the Superintendent in May of each year. The proposer must use SAYO-S/SAYO-T tools for evaluation, as well as SACERS and APTO. The Beverly Public Schools reserve the right to alter the tools used for evaluation at any time during this contract.

Hours of Operation

During the school year, programs will begin immediately after school and run until 6:00 p.m.

Programming must be provided on early dismissal days; snow days; in-service days; holidays as outlined in the BPS yearly calendar (except Memorial Day, Christmas, Thanksgiving and New Year's Day); and all vacations during the school year. Beverly Public Schools will provide two locations with maximum capacity for these days. Whenever possible, Beverly Public Schools will provide the successful proposer with two weeks' notice if spaces are unavailable.

III. Quality Requirements

Minimum Requirements

Proposers must have at least three years of experience providing after school care to students of similar age in a similar sized program.

The proposer must include at least 2 (two) references from school districts where the proposer has successfully provided a similar service. The Beverly Public Schools may be used as one of these references.

Proposers must include copies of any current license(s) needed to provide this service that are required by local and/or state authorities.

Proposer must submit a Plan of Service detailing:

- a) How it will ensure that it's after school program contains an educational component with curriculum linked to the Massachusetts State curriculum frameworks
- b) A sliding fee scale based on family income that will be used for families wanting to participate in the after school childcare program.
- c) How the proposed use of the premises will advance the public purpose of affordable day care for Beverly Public School students
- d) Compliance with all Department of Early Education and Care, including licensing, staff qualifications and staff/student ratio.
- e) A list of all permits (i.e., building, zoning, plumbing, electrical, health, etc.) needed to provide this service on the stated premises and include an acknowledgment that they will be obtained by the commencement of the program.
- f) Detailed and written plans to handle discipline, illness, or injury of a child or staff.
- g) Detailed and written safety rules (i.e., adult check in and check out, procedures to ensure pickup of children by authorized adults only, etc.).

Comparative Evaluation Criteria

If the proposer meets all of the above quality requirements, then the comparative evaluation criteria listed below shall be used to rank non price proposals. Also below are the standards a proposer must meet in order to receive the described ranking.

1. Success in Providing a Similar Program

Proposers must demonstrate success in providing a similar program.

Preference will be given to the proposer whose supporting documentation

and references clearly demonstrate that they have successfully run a similar program in at least two school districts.

Highly Advantageous: The proposer has successfully run a similar licensed program of similar size (of at least 200 full time equivalent students; averaged per day) for at least five years.

Advantageous: The proposer has successfully run a similar licensed program of a similar size (of at least 200 full time equivalent students; averaged per day) for not less than three years.

Not Advantageous: The proposer has run a program that is not similar, and not in a similar size for less than 2 years.

2. Meeting the Academic and Social-Emotional Needs of Each Particular School

Preference will be given to the proposer(s) most closely meeting the academic and social-emotional needs of each particular school and student. Meeting the needs of a particular school must include and provide planned activities with an educational and social skills component. Information to consider should include but not be limited to academic needs as demonstrated by individual school report cards that can be found at the www.beverlyschools.org.

Highly Advantageous: Proposers plan of service clearly demonstrates that it considered academic information relating to strengths and weaknesses of a particular school population and has listed a wide variety of detailed, fun, educational activities which take into account a variety of learning styles. The proposal must include daily lesson plans that reflect educational activities that are linked to the Massachusetts Curriculum Frameworks. Consideration has been given to building positive peer relationships among the students and staff. Proposers communicate with the individual school on curriculum needs, and/or attend curriculum meetings for individual schools.

Advantageous: Proposers plan of service demonstrates that it considered academic information relating the strengths and weakness of the particular school population and has listed a variety of fun and educational activities which take into account a variety of learning styles

Not Advantageous: Proposers plan of service list some educational activities, but are not specific or detailed.

3. Meeting the Economic Needs of Each Particular School

Preference will be given to the proposer providing the lowest fees to the maximum number of families in need of affordable day care. Proposers should consider at a minimum the free and reduced lunch percentages for each school provided above.

A) Percentage of Families Receiving Discounts

Highly Advantageous: Proposer not only offers reduced fee and complete scholarship for those that respectively qualify for reduced and free lunch but also offers some price breaks to more than 50% of families applying for the program.

Advantageous: Proposer not only offers reduced fee and complete scholarship for those that respectively qualify for reduced and free lunch but also offers some price breaks to up to 50% of families applying for the program.

Not Advantageous: Proposer fails to offer reduced fee and complete scholarship to those who respectively qualify for reduced and free lunch.

B) Percentage of Discount of Fee for Program

Highly Advantageous: Proposer offers a high price discount to families applying for the program.

Advantageous: Proposer offers a reasonable price discount to families applying for the program.

Not Advantageous: Proposer offers a small price discount to families applying for the program.

4. Quality of the Plan of Service

Highly Advantageous: The Plan of Service not only shows detailed and complete knowledge of and compliance with both EEC regulations and required permits but also sets forth a detailed, comprehensive, and complete plan for handling issues relating to safety rules, and discipline, illness, or injury of a child or staff.

Advantageous: The Plan of Service shows knowledge of and compliance with both EEC regulations and required permits and sets forth a good but not detailed plan for handling issues relating to safety rules, and discipline, illness, or injury of a child or staff.

Not Advantageous: The Plan of Service shows knowledge of and compliance with both EEC regulations and required permits and fails to set forth a detailed plan for handling issues relating to safety rules, and discipline, illness, or injury of a child or staff.

Unacceptable: The Plan of Service shows an incomplete knowledge of failure to comply with both EEC regulations and required permits and fails to set forth a detailed plan for handling issues relating to safety rules, and discipline, illness, or injury of a child or staff.

REFERENCE FORM

Bidder: _____

RFP Title: _____

Proposer must provide references for:

The proposer must include at least 2 (two) references from school districts where the proposer has successfully provided a similar service. The Beverly Public Schools may be used as one of these references.

Reference: _____

Address: _____

Email: _____ Phone: _____

Description and date(s) of supplies or services provided: _____

Reference: _____

Address: _____

Email: _____ Phone: _____

Description and date(s) of supplies or services provided: _____

Reference: _____

Address: _____

Email: _____ Phone: _____

Description and date(s) of supplies or services provided: _____

Attach additional sheets if necessary

V. Rule for Award

The Beverly Public Schools will award the contract to the responsible and responsive proposer offering the most advantageous proposal taking into consideration all the evaluation criteria set forth in this RFP.

VI. Proposal Pricing Sheet

The successful proposer must pay the Beverly Public Schools a fee based on the monthly student average enrollment, per location. A proposer may submit a proposal whereby it proposes to pay more than these stated minimum fees.

Price for under thirty (30) students	\$_____per day (Min. of \$109.00)
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Price for thirty-one (31) to thirty-nine (39) students	\$_____per day (Min. of \$133. 00)
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Price for over forty (40) students	\$_____per day (Min. of \$160.00)
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VII. Non-Collusion Form and Tax Compliance Form

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Date

Name of business (PLEASE PRINT)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting bid or proposal

Date

Name of business (PLEASE PRINT)

VIII. Additional Contract Terms and Conditions

If the Contract is to be awarded, the City will give the Successful Proposer a Notice of Award, within thirty days, excluding Saturdays, Sunday, and legal holidays, after the actual date of the opening of the Proposals. All proposals shall remain open for thirty days, excluding Saturdays, Sundays and legal holidays, after the actual date of the opening of the Proposals but the City may, at the City's sole discretion, release any proposal and return the Proposal Security prior to that date.

The City reserves the right to reject any and all Proposals, to waive any and all informalities if it is in the City's best interest to do so, and the right to disregard all nonconforming, nonresponsive or conditional Proposals.

The proposer will be required to comply with the terms and conditions set forth in the Beverly Public Schools "Application for Use of School Building" (see attachment) and the City of Beverly License Agreement (see sample attached).

It is agreed that if this proposal is accepted and the proposer fails to comply with the terms of his/her proposal or shall fail to contract as required within the time limit specified, the City of Beverly may, at its option, determine that the proposer has abandoned his/her proposal, and thereupon this proposal and acceptance thereof shall become null and void.

The proposer will be required to provide insurance coverage according to the "Insurance Requirements for the City of Beverly" (see attachment).

Beverly Public Schools

School District Calendar for 2023-2024

August 2023

Monday, August 28, 2023	Teachers & Paras PD
Tuesday, August 29, 2023	Teachers & Paras PD
Wednesday, August 30, 2023	Gr.1-9 Students Start Date, Virtual Day for Gr. 10-12
Thursday, August 31, 2023	All Students Grades 1-12

September 2023

Friday, September 1, 2023	* No School Labor Day Weekend
Monday, September 4, 2023	* Labor Day - No School
Tuesday, September 5, 2023	Grades 1-12 Classes Resume
Wednesday, September 6, 2023	Kindergarten & Preschool Start Date
Wednesday, September 20, 2023	Elementary & Middle School Early Release
Monday, September 25, 2023	*Yom Kippur - No School
Tuesday, September 26, 2023	*Primary Day - No School

October 2023

Monday, October 9, 2023
 Wednesday, October 18, 2023

*Columbus Day/Indigenous Peoples' Day - No School
 Elementary & Middle School Early Release

November 2023

Tuesday, November 7, 2023
 Friday, November 10, 2023
 Wednesday, November 22, 2023
 Thursday, November 23, 2023
 Friday, November 24, 2023
 Monday, November 27, 2023

*No School Staff PD - (Election Day)
 *Veterans Day Observed
 Early Release
 *Thanksgiving - No School
 *Thanksgiving Vacation - No School
 Classes Resume

December 2023

Thursday, December 7, 2023
 Conference Days
 Friday, December 8, 2023
 Friday 12-22-2023 - Monday, 1-1-2024

Elementary & Middle School Early Release - K-8
 *No School-K-8 Conference Days - High School - PD Day
 *December Vacation 12-22-23 - 1-01-24

January 2024

Monday, January 1, 2024
 Tuesday, January 2, 2024
 Monday, January 15, 2024
 Wednesday, January 17, 2024

*New Year's Day - No School
 Classes Resume
 *Martin Luther King Jr., Day
 Elementary & Middle School Early Release

February 2024

Monday, February 19, 2024
 Tuesday, 2-20-24 - Friday 2-23-24
 Monday, February 26, 2024

*President's Day
 *February Vacation
 Classes Resume

March 2024

Wednesday, March 13, 2024
 Friday, March 29, 2024

Elementary & Middle School Early Release
 *Good Friday - No School

April 2024

Monday, April 15, 2024
 Tuesday, 4-16-24 - Friday, 4-19-24
 Monday, April 22, 2024

*Patriots' Day
 *April Vacation
 Classes Resume

May 2024

Friday, May 24, 2024
 Monday, May 27, 2024

Elementary & Middle School Early Release
 *Memorial Day - No School

June 2024

Sunday, June 2, 2024
 Tuesday, June 18, 2024
 Wednesday, June 26, 2024
 Juneteenth holiday 6/19/24)

Graduation Day
 Early Release Last Day
 Early Release (Last Day including 5 snow days and

* No School Day. Students = 180 days, Teachers = 184 days, Para's = 183 days. Total of 4 PD Days

INSURANCE REQUIREMENTS

GENERAL REQUIREMENTS

- A. Include these insurance requirements as part of the GENERAL CONDITIONS of the Contract
- B. Examine the GENERAL CONDITIONS for additional requirements, which affect this Section whether or not specifically mentioned in this Section.
- C. Provide all insurance coverage specified. Coverage shall apply to all work under the Contract.

INSURANCE REQUIREMENTS

- A. The General Contractor shall purchase and maintain such insurance as will protect him from claims under worker's compensation acts and from claims for damages because of bodily injury, including death, and property damage which might arise from and during operations under this Contract, whether such operations be by himself or by a Subcontractor or anyone directly or indirectly employed by either of them.
- B. Contractor shall not commence work under this Contract until he has obtained all insurance required herein nor until such insurance has been approved by the Owner. Contractor shall not allow any Subcontractor to commence work until the insurance required of the Subcontractor has been obtained and approved.
- C. Subcontracts: Contractor shall either (1) require each Subcontractor to procure and to maintain during the life of his Subcontract, Subcontractor has General Liability and Property Damage Insurance of same type and in such manner as specified herein, or (2) Insure activities of his Subcontractors on his own policy.
- D. All insurance required by this Document shall be provided by a Best "A+ VIII" rated company, or companies, authorized to do business in the Commonwealth of Massachusetts and satisfactory to the owner and shall be written for not less than any limits of liability specified herein, or required by law, whichever is greater.

- E. Certificates: Certificates of Insurance acceptable to the Owner shall be submitted in triplicate to the Owner simultaneously with the execution of the Contract. Certificates shall indicate that broad form Contractual Liability coverage is in force, as well as deletions of the XCU exclusions. Certificates shall contain a provision that the insurance company will notify the Owner by registered mail at least (60) calendar days in advance of any cancellation, non-renewal, change or expiration of the policies. Certificates shall include description of coverage, effective dates and expiration dates of policies and shall clearly indicate all exclusions (other than standard policy form exclusions contained in the basic policy) which will be added to the policies provided.
- F. Deductibles: In the event of paid claims, Contractor shall bear costs of any amount's deductible.
- G. The Owner shall be named as additional insured under all policies.

COVERAGE AND LIMITS

A. Workers' Compensation Insurance:

The Contractor shall maintain and cause all subcontractors and lower tier contractors to maintain Workers Compensation and Employers Liability Insurance in accordance with the law and regulations of the Commonwealth of Massachusetts. The limits of liability provided shall be as follows:

Coverage A:	Statutory
Coverage B:	\$500,000/\$500,000/\$500,000

B. Contractor's Liability Insurance

The Contractor shall purchase and maintain Commercial General Liability Insurance and cause all subcontractors and lower tier contractors to maintain the same throughout the term of the Work. Commercial General Liability Insurance must with all applicable broad form endorsements. Such insurance shall be on the 1986 standard insurance Service Office occurrence coverage form (or any later amendments or revisions thereto). Limits of liability to be provided shall be as follows:

Bodily Injury and Property Damages	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Medical Payments	\$ 10,000

Coverage shall specifically include blanket contractual liability covering Contractor's indemnity obligations as contained in this Document. The City of Beverly must be added as an additional Insured as their interest may appear.

Additionally, contractor must provide complete coverage for sexual or physical abuse or molestation, abusive conduct of the named insured, its employees and volunteers. Such coverage must show a special endorsement with a minimum limit of liability of \$1,000,000 per occurrence and \$2,000,000 aggregate.

C. Business Automobile Liability:

The Contractor shall maintain and cause all subcontractors and lower tier contractors to maintain business automobile liability insurance covering all owned, non-owned, leased, rented and hired automobiles (symbol 1). The limits of liability shall be as follows:

Bodily Injury and Property Damage: \$1,000,000 per occurrence

Automobile physical damage coverage shall be at the option of the Contractor, all subcontractors and lower tier contractors. The Owner shall not be liable for physical loss or damage to any owned, non-owned, leased, rented or hired automobile.

The City of Beverly must be added as an additional insured as their interest may appear.

D. Umbrella or Excess Liability

Umbrella or Excess Liability shall be provided in excess of the primary limits of liability required above. Coverage shall be at least as broad as provided in the primary coverage required. The limits of liability to be provided shall be as follows:

\$5,000,000 per occurrence Bodily Injury and Property Damage
\$5,000,000 per occurrence Personal Injury and Advertising Injury
\$5,000,000 General Aggregate
\$5,000,000 Products and Completed Operations Aggregate

D. Owner's Insurance (if applicable)

The City will provide Builder's Risk Insurance for the existing buildings and the additions to any buildings as part of the City

of Beverly Master Insurance Program. Such coverage will include all building additions and materials used for the work while at the construction site or on route to the construction site. The amount of Builder's Risk Coverage will equal the total cost of the construction project.

INDEMNIFICATION

The Contractor shall take responsibility for the work and take all precautions for preventing injuries to persons and property in or about the work and shall bear all losses resulting to it on account of amount or character of the work. The Contractor shall pay or cause payment to be made for all labor performed or furnished and for all materials used or employed in carrying out the Contract. The Contractor shall assume the defense of, and indemnify and save harmless, the Designer, the Owner, and their officers and agents from all claims relating to labor performed or furnished and materials used or employed for the work: to inventions, patents and patent rights used in and in doing the work unless injuries to any person or corporation received or sustained by or from the Contractor and its employees, and subcontractors and employees, in doing the work, or in consequence of any improper materials, implements or labor used or employed therein, and to any act, omission or neglect of the Contractor and its employees therein.

PERFORMANCE AND PAYMENT BONDS

If required, the Contractor shall provide the Owner with a performance bond and a labor and materials or payment bond executed by a surety company licensed by the Commonwealth of Massachusetts.

**REQUEST FOR PROPOSALS (RFP)002
0002-2021**

District of

Maynard School

Department

Before School and After School Structured Program for Elementary Students

The Maynard School Committee invites sealed bid proposals for the provision of **Before School and After School Structured Program for Elementary Students** for the **three year period beginning July 1, 2021 through June 30, 2024**. Request for Proposal packages will be available from the Office of the **Business Manager, 3-R Tiger Drive, Maynard MA 01754**, beginning at **9:00 AM on xxxx xx, 2021**.

Proposals are returnable to the Office of the **Business Manager, 3-R Tiger Drive, Maynard MA 01754** no later than **xxxx xx, 2021 10:00 AM**, at which time and place they will be opened in the presence of one or more witnesses. LATE PROPOSALS will not be accepted. The District reserves the right to reject any and all proposals as determined to be in the interests of the District and to waive minor informalities.

Bids will be awarded by the Maynard School Committee.

Brian Haas
Superintendent of Schools
Maynard Public Schools

Maynard Public Schools
Procurement in Brief

Primary Procurement Contact	Wayne White School Business Manager wwhite@maynard.k12.ma.us Phone: 978-897-8251 Fax: 978-897-4610	
Event	Date	Details
Title	Before School and After School Structured Program	
Contract Number	0002-2021	
RFP Available	Xxxx, xx, 2021 9:00 AM	Maynard Public Schools, C/O Wayne White, Business Manager, 3-R Tiger Drive, Maynard MA 01754, or wwhite@maynard.k12.ma.us
Proposal Presentation	No Presentation Required	
Deadline for Written Questions	xxxx xx, 2021 12:00 PM Maynard Public Schools will not respond to questions submitted after the above date.	Oral communications are not binding on the School Department. Responses to questions submitted in writing will be forwarded to all persons on record as having received the RFP.
Addenda	If any changes are made to this RFP, an addendum will be issued. Addenda will be emailed to all bidders on record as of the close date	

When and Where are Bids Due?	Xxxx xx, 2021 10:00 AM LATE PROPOSALS will not be accepted.	Office of the Business Manager, 3-R Tiger Drive, Maynard MA 01754 by the due date and time. If, on the bid due date, the above office is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the next normal business day (M-F, excluding holidays.) Bids will be accepted at the same location until that date and time.
Number of Required Copies		One original + 3 copies of all forms
Bid Opening	Xxxx xx, 2021 10:00 AM	Sealed proposals are NOT publicly opened. Proposals will be opened in the presence of one or more witnesses. A list of bidders will be made available after the submission deadline.
Bid Surety (Bond) Requirements	None Required	
Contract Award	Award will be made within 30 business days after the bid opening.	
Contract Length	Three Years	
Upon Award of Contract		
Payment Bond	None Required	
Performance Bond	None Required	
Insurance	Refer to Contract Terms	

**MAYNARD PUBLIC SCHOOLS
3 R Tiger Drive
Maynard, MA 01754**

June 2021

**Before School and After School Program
REQUEST FOR PROPOSALS (RFP)
0002-2021**

1. INFORMATION & INSTRUCTIONS TO BIDDERS

A. Questions:

Bidders must read these specifications carefully. Questions about the specifications shall be submitted in writing via email to the address specified below, no later than **xxxx xx, 2021 12:00 PM**. Maynard Public Schools will not respond to questions submitted after that date.

**Wayne White
School Business Manager
wwhite@maynard.k12.ma.us
Phone 978-897-2222**

Bidders also take note that ORAL COMMUNICATIONS ARE NOT BINDING ON THE SCHOOL DEPARTMENT. The School Department will respond to all questions submitted in writing and will forward responses to all persons on record as having received the RFP.

B. Bid Addenda

If any changes are made to this RFP, an addendum will be issued. Addenda will be emailed to all bidders on record as having received the RFP.

C. When and Where are Bids Due?

Bids will be received by the Business Manager 3-R Tiger Drive, Mayard MA 01754, until **xxxx xx, 2021 10:00 AM** at which time and place they will be opened in the presence of one or more witnesses. This is not a public bid opening.

D. Unexpected Closure or Delays

If, at the time of the scheduled bid submission deadline, the designated location for delivery of the bid is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, the bid opening will be postponed to the next normal business day (M-F, excluding holidays.) Bids will be accepted at the same location until that date and time.

E. Late Submissions

Bids received after the date and time specified shall not be considered. The District of Maynard assumes no responsibility for late submissions due to mail, courier or delivery delays.

F. Submission Requirements

1. Proposals consist of a non-price (technical) proposal and a price proposal, which must be submitted separately from one another. The non-price proposal must be submitted separately from the price proposal, in a sealed envelope marked "Non-Price Proposal." Price proposals must be submitted in a separate, sealed envelope marked "Price Proposal."

INCLUSION OF ANY PRICE INFORMATION IN THE NON-PRICE PROPOSAL, OR ANY COPY THEREOF, SHALL BE THE CAUSE FOR REJECTION OF THE ENTIRE PROPOSALS, WITHOUT EXCEPTION.

2. Bids are to be prepared and submitted on the bid forms provided herein. Bids submitted on other forms, which are incomplete, or which are not signed, may be rejected.
3. A bid must be signed as follows: 1) if a bidder is an individual, by him/her personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
4. A complete proposal will include the following items, in the designated quantities, completed in full and appropriately signed:

Non-Price Proposal – One Original + 4 Copies

Bid Form I Checklist of Bid Forms

Bid Form II Bidder Information & Statement of Qualifications

Bid Form III General Program Information

Bid Form IV Certificate of Compliance with Massachusetts Tax Laws & Non- Collusion

Bid Form V Certificate of Corporate Vote

Price Proposal – One Original + 1 Copies

Bid Form VI Price Proposal

G. Premature Bid Opening

The District of Maynard will not be responsible for the premature opening of any bid not properly identified. The School Department may reject bids, which are incomplete, not properly endorsed or signed, or which otherwise are contrary to these instructions.

I. Bid Modifications or Withdrawals

Bidders may correct, modify or withdraw a bid prior to the submission deadline. Requests to do so must be received by the Business Manager prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____." Each modification must be numbered in sequence, and must reference the original bid.

After the submission deadline, bidders may not change the price or any other provision of the bid in a manner that is prejudicial to the interests of the governmental body or fair competition. The Maynard Public Schools will waive minor informalities or allow the bidder to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the Maynard Public Schools will correct the mistake to reflect the intended correct bid, and will notify the bidder in writing. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident.

J. Rejection of Bids

The School Committee of Maynard (Committee) reserves the right to reject in whole or in part any and all bids, if the Committee determines that cancellation or rejection serves the best interests of the District.

K. Bonds

A bond is not required.

L. Uniform Procurement Act (MGL Ch30B)

Bids shall be prepared, considered, and the Contract awarded in accordance with Massachusetts General Law (M.G.L.) Chapter 30B, the Uniform Procurement Act.

M. Prices Firm for 60 Days

All bid prices submitted in response to this RFP must remain firm for sixty (60) days following the bid opening, until a contract is executed, or the RFP is cancelled, whichever occurs first.

N. Taxes

Purchases made by the Maynard Public Schools are exempt from the payment of all federal excise tax and the payment of Commonwealth of Massachusetts sales tax. As such, sales tax must not be included in the bid price. If requested, the School Department will provide the awarded bidder with a copy of the certificate of exemption.

O. Public Records

Under Massachusetts General Laws, the Maynard Public Schools cannot assure the confidentiality of any materials or information that may be submitted in response to this Bid. Vendors who choose to submit confidential information, do so at their own risk. All materials submitted by the vendor in response to this Bid will be open for inspection by any person and in accordance with Massachusetts General Laws, Chapter 66 (Public Records Law.) Any statements reserving any confidentiality or privacy rights in the submitted responses or otherwise inconsistent with these statutes will be void and disregarded.

P. Conflict of Interest

By executing a contract with the District of Maynard, the Bidder acknowledges that the District of Maynard is a municipality for the purposes of Massachusetts General Laws, Chapter 268A(the Massachusetts Conflict of Interest statute), and agrees, as circumstances require, to take actions and to forbear from taking actions so as to be in compliance at all times with the obligations of the contractor based on said statute.

Q. Other Notices

Bid evaluation and contract award will be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.

The Bidder shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (Massachusetts General Laws, Chapter 151B).

The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful Bidder may receive or award as a result of this contract.

Any services provided by the Bidder shall be rendered through a professional services contract; the Bidder will not be considered an employee of the District and will not receive any benefits of an employee.

The Bidder shall comply with Massachusetts General Laws, Chapter 66A if the Bidder becomes a "holder" of "personal data". The Bidder shall also protect the physical security and restrict any access to personal or other District data in the Bidder's possession, or used by the Bidder in the performance of the Contract, which shall include, but is not limited to the District's public records, documents, files, software, equipment or systems.

2. BASIS FOR USE OF COMPETITIVE SEALED PROPOSALS (RFP)

The School Procurement Officer has determined that selecting the most advantageous proposal for the **Before School and After School Program** will require comparative judgments of factors in addition to price, including: experience and program content/quality, and the effectiveness/quality of program administration and support.

3. CONTRACT AWARD & BIDDER QUALIFICATIONS

A. Rule for Award/ Contract Issuance:

One Contract agreement for the provision of Before School and After School Program specified herein will be awarded to the responsive and responsible bidder providing the most advantageous proposal based on the evaluation criteria and price. The award will be subject to satisfactory reference checks, conducted by the School Department.

The Maynard School Committee will award a Contract under this RFP within thirty (30) businessdays after the opening of the RFPs, conditioned on submission by the successful bidder of evidence that it has sufficient ability, experience and capital to execute and complete the work in accordance with the contract. If requested, the Proposer may be requested to demonstrate financial stability satisfactory to the District.

The successful bidder shall enter into a Contract Agreement within 10 working days after being notified they are the AWARDEE.

Should there be a reason why the Contract cannot be awarded within the time frame referenced herein, the time for award may be extended by mutual agreement between the Maynard Public Schools (MPS) and the successful bidder.

The School Department reserves the right to reject any and all proposals as determined to be in the best interest of the School Department, and to waive minor informalities.

B. Bidder Qualifications:

1) To be considered qualified under this bid:

a) Bidders must provide all services specified herein, and comply with all bid submission requirements.

b) Bidders must provide evidence of satisfactory ability and experience to execute the requirements, specifications, and conditions of this Bid. The requested bid information is listed on Bid Form I. If requested, a bidder may be required to submit additionalevidence to demonstrate satisfactory ability and experience to the Maynard Public Schools.

2) The School Committee reserves the right to investigate the financial responsibility of any and all bidders to determine what assurance the owner may have of subsequent service. It further reserves the right to withhold contract award when the bidder is unable to furnish satisfactory evidence of adequate ability, experience and/or capital to execute the completion of a project in accordance with the prescribed requirements, specifications and conditions of the Bid Documents. Maynard Public Schools reserves the right to solely determine what constitutes satisfactory evidence of adequate ability, experience and/or capital to execute the bid requirements under this section.

C. **Estimated Quantities:**

Unless otherwise stated, the quantities identified herein are ESTIMATES ONLY, given for informational purposes and as a basis for comparison of bids. Actual quantities may be more or less than the estimates provided herein.

4. **BACKGROUND & SCOPE OF SERVICES:**

A. **Overview**

Maynard Public Schools is a public-school system located in Maynard, Massachusetts. Total enrollment for the 2020-2021 school year is 1179, including 771 Pre-k thru 7th grade students. Pre-k thru 7th grade students attend two schools, one of which operate from 8:00-2:25 (Fowler School), and one of which operates from 8:30-2:50 (Green Meadow). The current elementary enrollment figures by school are: Green Meadow (410), Fowler School (361)

Currently, neither school operates a before or after school program. In prior years, both schools offered a before and after school program. The Green Meadow program operated from 7:00- 8:30 AM and 2:50-6:00 PM. The Fowler School Program operated from 7:00-8:00 AM and 2:25-6:00 PM

Enrollment varies at each location, based on parent demand, and students may enroll for fewer than five days per week. Previously, at Green Meadow, enrollment averaged 128 students per day. At Fowler School, previous enrollment averages were 35 students per day.

B. **Scope of Service & RFP Requirements**

Proposals must meet the following **minimum criteria** for awarding the contract:

- 1) Awardee is restricted to providing before and after school structured programs to students enrolled in the Maynard Public Schools, Grades Pre-K-7.

Criteria	Minimum
Licensing	Program Currently Licensed; Licensing can be obtained after the Contract is awarded. However, the contract will not be signed until after the licensing is obtained.
Staff education	Office for Children certification requirements
Staff experience	Nine months average for ALL staff
Organization experience	Three years preferred
Staff-to-child ratio	1:13
Cost per child (weekly fee)	Fee commensurate with service provided
Sliding Fee Scale (based on income) & Acceptance of MA Child Care Vouchers	Allows accessibility for all
Regular Hours of Operation:	Minimum hours of operation:
Green Meadow	7:00-8:30 (onsite) 2:50-6:00 pm (onsite)
Fowler School	7:00-8:00/ 2:25-6:00 pm
Early Release Days	From close of school through normal closing time
School Vacation Weeks	Open minimum of 4 days/week during the February and April vacation weeks. Bidders may consolidate vacation week programming at one or more sites due to low enrollment at individual schools.
Financial Solvency	Program revenues sufficient to cover program expenses.
The Awardee will purchase and maintain a general liability insurance policy in the amount of one million dollars (\$1,000,000) per person and two million dollars (\$2,000,000) per occurrence, annually, during the Contract period. The Awardee shall file its Certificate of Insurance with the Business Manager annually.	
Awardee agrees to indemnify the School Committee and the District of Maynard and hold them harmless from any and all costs of defending any action arising from this bid or this Contract.	

- 2) Before and after school program sites must be offered at Green Meadow School and Fowler School based on parent demand.
- 3) The winning bidder will be required to execute and abide by all terms as detailed in the Contract agreement.
- 4) Awardee will provide a detailed plan of how they will operate their program. This will include but is not be limited to: Overall concept of running the program; Parent Communication; Staffing; Educational Programming; Safety/Security; Advertising; Pay Structure and collection methods.

- 5) Awardee will bear all administrative costs associated with running the program at the site (i.e. copying, office supplies, etc.).
- 6) Awardee will be required to provide enrollment reports for each location as of the following dates: October 1, on or about January 1 (within 5 working days) and March 1.
- 7) Contract payments will be made monthly and due No Later Than (NLT) 21 calendar days after the last day of the month.
- 8) Proposals must meet the following additional MINIMUM program criteria:

a) GENERAL PROGRAM INFORMATION:

The RFP requires the following general program information to be included in your RFP response. Please attach the information to this form, and confirm below. This general information should be applicable to all individual program sites.

Documentation Attached?	Yes	No
A cover letter describing your organization, articulating your program's prior experience at providing programs of similar scope and type and explaining your philosophy of before or after school structured programs for elementary school students.		
A copy of your license to operate a school-age childcare program from the appropriate state licensing agency.		
A description of how educational, social, parental, and community involvement will be maintained.		
A plan for financing your program, which demonstrates sufficient revenue to cover program expenses. Include a letter of endorsement from any projected funding sources, and a copy of your most recent audited financial statement.		
A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.		
A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive; procedures for the safe release of children, first aid and emergency procedures.		
A description of your procedures for student enrollment and registration. The program will begin on or about September, 2021.		
Provide the number of enrolled children necessary to allow for the opening of another site location.		
The tuition/fee schedule for the Contract term.		
A sample quarterly enrollment report for each location.		
A description of your sliding fee schedule.		

A description of training your staff has received in social/emotional learning programs.		
Any additional information, which describes your program, that is applicable to this RFP		

b) SITE-SPECIFIC PROGRAM INFORMATION:

The RFP requires the following site-specific information to be included in your RFP response. Please attach the information to this form, and confirm below. Make sure to identify the individual sites.

Documentation Attached?	Yes	No
A description of the program structure and content.		
Hours of operation.		
A description of staff, including program supervision management and support, as well as staff qualification requirements.		
Proposed staff-to-child ratios. Also include the maximum number of children that can be accommodated by your program at each school.		
A description of how your program would transport students, if needed.		

- 9) If school start/end times change, before/after school program times will be adjusted accordingly. Additionally, the AWARDDEE agrees to work cooperatively with Maynard Public Schools to design and implement any additional fee-based services, such as breakfast and/or afternoon snack program that may be required to implement a change in start/end times.
- 10) The following areas will be available for use at each of the schools:
- Green Meadow: Use of the following spaces from 7:00 am-8:30 am, and from 2:50 pm - 6:00pm, Monday through Friday, except as noted:**
- a) Gymnasium and bathrooms across from gymnasium
 - b) Cafeteria and bathrooms on cafeteria level
 - c) Library
 - d) Staff Development Room
 - e) Parking in staff parking lot or Crowe Parking Lot
 - f) Playground outside of school.
 - g) Storage of materials near the cafeteria
- Fowler School: Use of the following spaces from 7:00 am-8:00 am, and from 2:25 pm - 6:00 pm, Monday through Friday, except as noted:**
- h) Gymnasium and bathrooms outside of gymnasium
 - i) Cafeteria and bathrooms just outside the cafeteria
 - j) Media Center
 - k) Two classrooms near the gymnasium
 - l) Parking lot
 - m) Playground outside of school
- 11) The Contract term shall commence on July 1, 2021 and continue through June 30, 2024. The initial contract term will be for a 12-month period beginning on July 1, 2021. This contract can be renewed annually (with the agreement of both parties) for an additional 12-month period until June 30, 2024
- 12) Maynard Public Schools reserves the right to perform a site visit at an existing program operated by a potential AWARDDEE. Maynard Public Schools reserves the right to perform site visits at any location during the term of this Contract.
- 13) Maynard Public Schools reserves the right to audit enrollments at any time during the term of the Contract, and further requires that the winning bidder provide proof of enrollments upon request.

- 14) No transportation will be provided by Maynard Public Schools, without the prior approval of the School Committee. All transportation costs will be borne by the winning bidder
- 15) Maynard School Principals shall have final approval of all of the contractor's staff working in their buildings.
- 16) The AWARDEE will conduct a CORI check on all employees to be used in District buildings and will work in the program. In addition, all program staff shall submit to a state-mandated fingerprint-based state and national criminal record check. These will be done at the AWARDEE'S expense. Proof of these checks will be provided to the District's Business Office prior contract execution. All new employees interacting with District students will also undergo the same checks. Their records must be shared with the Business Office before they are allowed to begin working in the district.

Bidders are required to provide one copy of the following general information in their non-price proposals for review:

- a) A cover letter describing your organization, articulating your program's prior experience at providing programming of similar type and scope, and explaining your philosophy of before or after school structured programs for elementary school students.
- b) A copy of your license to operate a school-age childcare program from the appropriate state licensing agency.
- c) A description of how educational, social, parental, and community involvement will be maintained.
- d) A plan for financing your program which demonstrates sufficient revenue to cover program expenses. Include a letter of endorsement from any projected funding sources, and a copy of your most recent audited financial statement.
- e) A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.
- f) A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive; procedures for the safe release of children, first aid and emergency procedures.
- g) A description of your procedures for student enrollment and registration. The program will begin on or about August 30, 2021.
- h) Bidders are asked to provide the number of enrolled students necessary to be viable and/or to allow for the opening of another site location.
- i) The tuition/fee schedule for the Contract term.
- j) A sample quarterly enrollment report for each location.
- k) A description of your sliding fee schedule.
- l) A description of training your staff has received in social/emotional learning, trauma sensitive care, and diversity, equity and inclusion strategies or programs.

Bidders are required to provide the following information as part of their non-price proposals. DO NOT include any premium information as part of the following:

- A description of the program structure and content.
- Hours of operation.
- A description of staff, including program supervision management and support, as well as staff qualification requirements. Note: Individual school principals shall have final approval of staff working within their buildings.
- Proposed staff-to-child ratios. Also include the maximum number of children that can be accommodated by your program at each school.
- A description of how your program would transport students, if needed

5. Selection Process

Non-price proposals, which meet the minimum criteria outlined in Section 4. B., will be further reviewed by the Before School and After School Program RFP Evaluation Committee. The Committee will consist of the Superintendent or his designee(s), Assistant Superintendent and/or designee(s) and the Business Manager. The Committee will evaluate the non-price proposals without knowledge of price, against the comparative program criteria described in Section 5.A.2. The Committee will submit a summary of the non-price proposal evaluation to the School Procurement Officer.

Price proposals will be opened by the School Procurement Officer after the non-price proposal evaluation is completed.

The School Procurement Officer, in consultation with the RFP Evaluation Committee, will determine the most advantageous proposal, taking into consideration both the evaluation of technical proposals and the price proposals. The School Procurement Officer will make an award recommendation to the School Committee.

The School Committee reserves the right to accept or reject any or all proposals whenever the interest of the District shall require and award the contract to the responsible organization submitting the highest bid. The bid will be awarded formally following a vote of the School Committee.

The School Committee reserves the right to investigate the financial responsibility of any and all bidders to determine what assurance the owner may have of subsequent service. It further reserves the right to withhold the awarding of any contract under its jurisdiction when the bidder is unable to furnish satisfactory evidence of adequate ability, experience and/or capital to execute the completion of a project in accordance with the prescribed requirements, specifications and conditions of the RFP Documents.

A. COMPARATIVE EVALUATION CRITERIA

a) Proposals shall meet the minimum requirements described below.

MINIMUM CRITERIA:

Please indicate whether the proposal meets the following minimum criteria:

Criteria	Yes	No
The program serves only students enrolled in Maynard Public Schools in Grades PK-5.		
Space will be used only for before school or after school student programs.		
Before and after school programs will be offered at Green Meadow and Fowler Schools		
The proposer will bear all administrative costs associated with running the program.		
If selected, the proposer will execute and abide by all terms detailed in the Contract agreement included with the RFP, or a Contract in substantially the same form.		
Semi-annual enrollment reports will be provided for each location.		
If school start/end times change, before/after school program times will be adjusted accordingly. Additionally, the proposer agrees to work cooperatively with Maynard Public Schools to design and implement any additional fee-based services, such as a breakfast program, that may be required to implement the change in start/end times.		
No transportation will be provided by Maynard Public Schools, without the prior approval of the School Committee. All transportation costs will be borne by the winning bidder. If transportation is provided by the Maynard Public Schools, the voted per student fee will be in effect, prorated if travel is one-way.		
Licensing – Program Currently Licensed or will be licensed before the contract is signed.		
Staff education – Office For Children certification requirements met		
Staff experience – Nine months average required for ALL staff met		
Organization experience – Three years minimum		
Staff-to-child ratio – 1 : 13 minimum		
Cost per child (weekly fee) – Fee commensurate with service provided		
Sliding Fee Scale (based on income) & Acceptance of MA Child Care Vouchers – Allows accessibility for all		
Regular Hours of Operation & Program Location:		
Green Meadow School 7:00 am -8:30 am /2:50 pm-6:00 pm		

Fowler School 7:00 am- 8:00 am/2:25 pm-6:00 pm		
Early Release Days - From end of school through normal closing time		
School Vacation Weeks – Open minimum of 4 days/week during the February and April vacation weeks. Bidders may consolidate vacation week programming at one or more sites due to low enrollment at individual schools.		
Financial Solvency – Program revenues sufficient to cover program expenses.		
The Awardee will purchase and maintain a general liability insurance policy in the amount of one million dollars (\$1,000,000) per person and two million dollars (\$2,000,000) per occurrence, annually, during the Contract period. The Awardee shall file its Certificate of Insurance with the Director of Financial Operations, annually.		
Awardee agrees to indemnify the School Committee and the District of Maynard and hold them harmless from any and all costs of defending any action arising from this bid or this Contract.		

- 2) The proposals will be further evaluated on the comparative criteria listed below. For each criterion, proposals will be assigned a rating of Highly Advantageous, Advantageous or Not Advantageous. After rating each proposal based on the following criterion, an overall rating will be assigned. Criteria that will be used for comparative purposes are listed below.

Overall Proposal	
Highly Advantageous (5)	The proposal is complete, demonstrates a clear understanding of the scope of services to be performed and how the services would be provided in accordance with the School Department's needs.
Advantageous (3)	The proposal is complete.
Not Advantageous (0)	The proposal is incomplete and/or lacks clear understanding of the scope of services to be performed, or how the services would be provided in accordance with the School Department's needs.

Experience	
Highly Advantageous (5)	The proposer has 10 or more years experience providing after school structured programs for children that are of similar scope and type to that specified in the Request for Proposal. Staff have five or more years experience on average providing structured childcare services.
Advantageous (3)	The proposer has between 4-9 years experience providing after school structured programs for children that are of similar scope and/or type to that specified in the Request for Proposal. Staff have between 2-5 years experience on average providing structured childcare services.
Not Advantageous (0)	The proposer has 3 years experience providing after school structured programs for children that are of similar scope and/or type to that specified in the Request for Proposal. Staff have between 9 months - 1 years experience on average providing structured childcare services.

Program Content and Quality	
Highly Advantageous (5)	The program is extremely well supervised and supported, is uniformly developmentally appropriate for the age group and consistently addresses individual differences and interests. Staff have been trained in social/emotional learning, trauma sensitive care, and diversity, equity and inclusion learning techniques and children receive consistent practice in social/emotional skills in an after school environment. The program promotes social, parental and community involvement and provides a healthy and secure environment for children.
Advantageous (3)	The program is adequately supervised and supported and meets the following characteristics: the program is generally developmentally appropriate for the age group and/or addresses individual differences and interests; staff are generally knowledgeable about social/emotional learning, trauma sensitive care, and diversity, equity and inclusion techniques/programs; the program generally prioritizes social, parental and community involvement; and/or the program generally provides a healthy and secure environment for children.
Not Advantageous (0)	The program is not well supervised or supported and fails to meet one or more of the following characteristics: the program is generally developmentally appropriate for the age group and/or addresses individual differences and interests; staff are not generally knowledgeable about social/emotional learning, trauma sensitive care, and diversity, equity and inclusion techniques/programs; the program generally promotes social, parental and community involvement; and/or the program generally provides a healthy and secure environment for children

Effectiveness and Quality of Program Administration and Support	
Highly Advantageous (5)	The administrative program provides excellent oversight and supervision of the educational program, consistently evaluates the quality and effectiveness of the educational program on an ongoing basis, provides safe, timely and reliable transportation for students (if needed), offers a generous amount of scholarships for students and consistently enrolls/registers students on an efficient and accurate basis.
Advantageous (3)	The administrative program provides adequate oversight and supervision of the educational program, and meets the following characteristics: periodically evaluates the quality and effectiveness on an ongoing basis; provides adequate transportation for students (if needed); makes a limited amount of financial assistance available to students; and enrolls/registers students with a minimal amount of errors.
Not Advantageous (0)	The administrative program does a poor or ineffective job of overseeing/supervising the educational program, and fails to meet one or more of the following characteristics: periodically evaluates the quality and effectiveness on an ongoing basis; provides adequate transportation for students (if needed); makes a limited amount of financial assistance available to students; and enrolls/registers students with a minimal amount of errors.

Preference will be given to a bidder whose staff is trained in social/emotional learning, trauma sensitive care, diversity, equity and inclusion strategies and programs so that children receive consistent practice of social/emotional skills both during the school day and before and after school.

Bid Form I
Maynard Public Schools
CHECKLIST

Company Name:

☐	Bid Form II, Bidder Information & Statement of Qualifications, completed, signed and submitted in the Non-Price Proposal envelope. Include required General Program Information as an attachment to this form.
☐	Bid Form III, Price Proposal, completed, signed and submitted in the Price Proposal envelope.
☐	Bid Form IV, Certificate of Compliance with Massachusetts Tax Laws & Non-Collusion, completed, signed and submitted in the Non-Price Proposal envelope.
☐	Bid Form V, Certificate of Corporate Vote, completed, signed and submitted in the Non-Price Proposal envelope.
☐	Bidder acknowledged all addenda, if any: Addendum #1, Dated
	Addendum #2, Dated
☐	Addendum #3, Dated
	Addendum #4, Dated
	Addendum #5, Dated
	Addendum #5, Dated

Bid Form II
NON-PRICE PROPOSAL FORM
Before School and After School Program

This form should be completed and signed by the individual who is authorized to negotiate for and contractually bind the Proposer.

BIDDER IDENTIFYING INFORMATION:

Company Name:

Main Office Address:

Official Mailing Address:

Contact Person:

Telephone Number:

Fax Number:

E-Mail Address:

The named organizational entity submitting this Proposal is (check one):

Proprietorship

Partnership

Corporation

OPERATIONS MANAGER IDENTIFYING INFORMATION:

Project Manager Name:

Main Office Address:

Official Mailing Address:

Contact Person:

Telephone Number:

Fax Number:

E-Mail Address:

REFERENCES:

Please attach three current, signed and dated references, which attest to quality of your program and your ability to meet the scope of services in Section IV. Maynard Public Schools reserves the right to contact any and all references provided.

OTHER INFORMATION:

Please describe any other relevant information, for the purpose of assessing your qualifications:

Attach additional sheets as needed to describe other relevant information.

SIGNATURE/ ACKNOWLEDGEMENT:

This section must be signed by an individual with the authority to commit the bidding entity to a binding agreement. If the Bidder is an individual, this section must be signed by the Bidder, personally. If a partnership, the Proposal must be signed by the name of the partnership, followed by the signature of each partner. If a corporation, the Proposal must be signed by an authorized officer, whose signature shall be attested by the Secretary of the Corporation and the Corporate Seal affixed.

The undersigned assures that this proposal, as presented in its entirety, is made in good faith, without fraud, collusion, or connection of any kind with any other bidder for the same work. Additionally, the undersigned assures that he/she has informed himself/herself fully of the information presented in Sections I-VII to this RFP, and he/she has made his own examinations and estimates and from them makes this Proposal.

The undersigned also understands that the School Committee reserves the right to waive any informalities in, to reject any and all bids, or any part thereof, and/or accept any bid or part thereof, or to select a bidder whose bid is not the lowest, which it considers to be in the best interests of the Maynard Public Schools and the District of Maynard.

With the above understanding, the undersigned proposes to furnish the consultant services described in this proposal, and to comply in all respects with said specifications. In addition, the undersigned agrees, that, if awarded this contract, he/she will execute a Contract agreement within sixty business days, after presentation by the awarding authority, in accordance with the terms of this RFP.

Signature of Bidder *: _____

Name of Bidder: _____

Title of Bidder: _____

Date:

* If a partnership, additional partners should sign below:

Signature: _____ Signature: _____

Name: _____ Name: _____

Date: _____ Date: _____

Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Date:	_____	Date:	_____

If a corporation, please attach:
a completed Certificate of Corporate Vote, with Corporate Sealaffixed, and
a completed Certificate of Foreign Corporation (if applicable.)

Bid Form III
PROVISION OF BEFORE AND AFTER SCHOOL
STRUCTURED PROGRAMS FOR ELEMENTARY STUDENTS

The undersigned proposes to furnish before/after school structured program services for elementary students in accordance with the Scope of Services of this RFP. This form must be signed by the individual authorized to negotiate for and commit the Proposer to a binding agreement. The proposed rental rate per student hour indicated on this form must meet or exceed the school committee's minimum rental rate per student hour, shall be construed to cover all costs incurred by the Contractor in the performance of this contract. All prices are to be indicated in ink (or typewritten), and written in both longhand and numerals. If there appears to be discrepancy between these figures, the price indicated in longhand shall prevail.

Company Name: _____

PRICE PROPOSAL:

SCHOOL	Proposed Rate Per Student Hour (A)	Estimated # of Students (B)	Estimated Student HoursPer Month * (C)	x 10 Months	Total Bid Price By Site (A x B x C X10)	
Green Meadow				x 10 Months		
Fowler School				x 10 Months		
		Total Estimate Annual Revenue				
			Multiplied by Three Years		x 3 Years	
	BID AWARD AMOUNT – Total Three-Year Estimated Revenue					
	Amount to be Shared with Maynard Public Schools (Annually)					

* The actual number of student hours per month may increase or decrease from the estimated amount. The actual rental payment will be based on the actual number of student hours, multiplied by the Proposed Rental Rate Per Student Hour specified above. The Proposed Rental Rate Per Student Hour will remain fixed for the entire Contract period.

Signature of Bidder *: _____

Name of Bidder: _____

Title of Bidder: _____

Date: _____

* If a partnership, additional partners should sign below:

Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____

Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____

**Bid Form IV
Maynard Public Schools**

CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS & NON-COLLUSION

I. Certificate of Compliance with Massachusetts Tax Laws:

Pursuant to Mass. Gen. L. Ch. 62C, Sec. 49A, the undersigned, acting on behalf of the Bidder, certifies under the pains and penalties of perjury that, to the best of my knowledge and belief, the Bidder has filed all state tax returns and paid all state taxes required under the laws of the Commonwealth of Massachusetts.

Social Security Number or
Federal Identification Number

Signature of Individual
or Corporate Name

BY:
Corporate Officer (if applicable)

II. Certificate of Non-Collusion:

Massachusetts General Law, Chapter 701 of the Acts of 1983 requires that bidders certify as follows:

The undersigned certifies under the pains and penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Individual Submitting Bid _____

Print name of Person Signing Bid _____

Name of Business or Entity _____

Date Signed _____

Bid Form V
Maynard Public Schools
CERTIFICATE OF CORPORATE VOTE

At a duly authorized meeting of the Board of Directors of _____
(Name of Corporation)

held on _____ (1), at which all the Directors were present or waived notice, it was voted
(Date)

that _____ of this corporation, be it he or she, hereby is (Name of Officer Authorized to Sign for
Corporation)

authorized to execute bid documents, contracts and bonds in the name _____
(Corporate Office)
and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any bid
document or contract or obligation in this corporation's name on its behalf under seal of the
corporation, shall be valid and binding upon this corporation.

ATTEST:

(Clerk or Secretary)

Place of Business:

I hereby certify that I am the clerk/secretary of the _____ and that
(Name of Corporation)

_____ is the duly elected
(Name of Officer Authorized to Sign for Corporation)

of said corporation, and that the above vote has not (Corporate Office)

been amended or rescinded and remains in full force and effect as of the date set forth below.

ATTEST: _____
(Clerk or Secretary Date)

Date: _____ (2)

Affix Corporate
Seal Here

- (1) This date must be on or before the date of the Contract
(2) This date must be on or before the date of the Contract

APPENDIX A

PERMISSION TO USE SPACE AT THE GREEN MEADOW ELEMENTARY AND FOWLER MIDDLE SCHOOLS BETWEEN THE Maynard Public Schools AND _____

The District of Maynard, acting through its School Committee, (hereinafter referred to as the DISTRICT), enters into this Contract with , (hereinafter referred to as AWARDEE).

The DISTRICT shall grant use of its school buildings and facilities, which is in Maynard, Massachusetts, for the purpose of running a before/after school structured program for elementary school students, according to the terms specified below.

I. SERVICES PROVIDED BY THE MAYNARD PUBLIC SCHOOLS

- A. The Maynard School Committee agrees to provide spaces in the Green Meadow Elementary and Fowler Middle Schools (with limitations mentioned in this document) to the AWARDEE, subject to any and all of the restrictions contained in this document: Time of facility use is described in paragraph 4.B.10
- B. Utility, maintenance and custodial services provided by the Maynard Public Schools
 - 1) Heat, light and other utility services, but no telephone service.
 - 2) Regular maintenance and custodial services.
- B. AWARDEE agrees to respectful use of the buildings; Maynard Public School's expectation is that there will be no vandalism to property and AWARDEE will provide cleanup of extraordinary messes.
- C. The AWARDEE shall only use these Licensed facilities for the purpose of providing before and after-school structured programs for elementary school students.

II. AWARDEE agrees that:

- A. AWARDEE will not interfere with the Maynard School Department's use of the premises.
- B. The AWARDEE shall supervise children who are attending its program on the Premises at all times, and AWARDEE shall ensure that all such children are orderly when moving between areas granted to AWARDEE.
- C. AWARDEE will ensure that children will not be allowed to wander throughout the building and food will be allowed only in assigned areas.
- D. AWARDEE shall comply with all applicable federal, state and local laws, regulations and ordinances, including without limitation, applicable licensing requirements.

- E. AWARDEE shall not assign this Contract or sublet the whole or any part of the permitted premises.
- F. AWARDEE shall meet or exceed all criteria listed in the Request for Proposal during the entire Contract term (see below).

III. CONTRACT TERM

- A. The Contract term shall commence on July 1, 2021, and continue through June 30, 2024, renewed on an annual basis.
- B. It is the intent of the Maynard School Committee to allow AWARDEE to remain in the School Building until the termination of this Contract, unless any of the following conditions arise:
 - 1) the Building, or a portion thereof, is taken by eminent domain;
 - 2) the Building, or a portion thereof, is damaged or destroyed by an act of God;
 - 3) mandated changes in law or regulation make it impossible to continue the Contract agreement;
 - 4) the Building, or portion thereof, is determined by a majority of the Maynard School Committee to be necessary to meet its educational responsibilities as defined in Mass. Gen. L. ch. 71; or

IV. QUIET ENJOYMENT

- A. The DISTRICT hereby warrants and covenants that the AWARDEE shall have peaceful and quiet use and possession of the Premises without hindrance or interruption on the part of the DISTRICT, or by any other person(s) for whose actions the DISTRICT is legally responsible, or by any person claiming by, through or under DISTRICT, except as herein provided.
- B. The DISTRICT reserves the right for itself and its agents to enter the Premises and the Building or any parts thereof at any time to make inspections, alterations, or additions in or to the Premises or the Building in connection with the planned renovation of the Premises and Building.
- C. The DISTRICT shall give AWARDEE notice of such inspections, alterations and additions as soon as the DISTRICT has such information and in no event shall AWARDEE be given less than twenty-four (24) hours notice.

Notwithstanding the above, the DISTRICT may enter the Premises at any hour and without twenty-four (24) hour notice in the case of emergency affecting the Premises or Building.

- D. The exercise of these reserved rights by the DISTRICT shall not be deemed an eviction or disturbance of the AWARDEE'S use and possession of the premises, nor a ground for abatement of any rent due hereunder, and it shall never render the District liable in any manner to the AWARDEE or any other person.

V. PAYMENTS

- A. The payments for the period July 1, 2021 to June 30, 2024 shall be paid monthly, due No Later Than (NLT) 21 days after the end of the month. The District of Maynard shall not render invoices for the Contract payments. The Contract payments shall be calculated as follows:

Total student enrollments are to be reported by Awardee per bid specifications. A student hour is defined as each full or partial hour a student is enrolled in the program.

- B. Failure to make any payment within ten days after it is due shall be considered a violation of this Contract.

VI. INSURANCE

- A. AWARDEE agrees to purchase and maintain a general liability insurance policy in the amount of one million dollars (\$1,000,000) per person and two million dollars (\$2,000,000) per occurrence, annually during the Contract period.
- B. AWARDEE agrees to indemnify the School Committee and the DISTRICT of Maynard and hold them harmless from any and all costs of defending any action arising from this Contract.
- C. At the time of execution of this Contract, the AWARDEE shall file its Certificate of Insurance with the School Business Manager and said certificate shall become Exhibit B of this Contract.

VII. ASSUMPTION OF LOSS AND LIABILITY

- A. AWARDEE agrees that it shall pay for all labor performed or furnished, all materials used or employed in the performance of work by AWARDEE under this Contract, and all rent or hire of equipment employed by AWARDEE in its work.
- B. During the term of the Contract, the AWARDEE'S relationship to the DISTRICT shall be that of an independent organization. AWARDEE shall have no capacity to involve or bind the DISTRICT in any contract nor to incur any liability on the part of the DISTRICT.
- C. AWARDEE shall be responsible for any and all damages caused by clients, staff and/or visitors of the Licensed premises and contents, including acts of vandalism.

VIII. ALTERATIONS AND RENOVATIONS

Any renovation or alteration to the building by AWARDDEE must be submitted to the School Business Manager and approved in advance in writing. The cost of any renovation or alteration will be at the expense of AWARDDEE. Upon termination of this Contract, the building must be restored to its original condition by AWARDDEE.

IX. REMEDIES OF THE SCHOOL COMMITTEE

AWARDEE agrees that if the DISTRICT at any time determines that the AWARDDEE has violated any of the provisions of this Contract, the DISTRICT shall terminate the Contract upon thirty (30) days notice to the AWARDDEE of such violation. The decision of the DISTRICT shall be final.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this and three (3) duplicates, on this day of , .

APPROVED BY: MAYNARD PUBLIC SCHOOLS,

Lydia Clancey

Chair, School Committee

Signature

Brian Haas

Superintendent

Signature

[Name], Member _____ [Name], Member _____

[Name], Member _____

AWARDEE

Individual or Corporate Name _____

BY:

This is to certify that this procurement was made on behalf of the District of Maynard in accordance with the requirements of Mass. Gen. L. ch. 30B.
Procurement Officer:

Wayne White, Business Manager

Date: _____

Request for Proposal

**The Town of Weymouth
And
The Weymouth Public School District**

**“OPERATION AND MANAGEMENT OF BEFORE SCHOOL AND AFTER SCHOOL STRUCTURED PROGRAM
FOR PRIMARY STUDENTS”**

This RFP invites ‘firm specifications and price proposals’ for consideration by the Weymouth School District for the “Operation and Management of the Before School and After School Structure Program for Primary Students”. Sealed proposals must be prepared in strict accordance with the instructions and requirements contained in this RFP and must be submitted to the Superintendent’s Office on or before 10:00 a.m. on July 1, 2021. A mandatory “pre-bid conference” (mandatory walk thru) is scheduled for 10:00 a.m. on June 10, 2021 in the Office of the Superintendent of Schools, 111 Middle Street, Weymouth, MA 02189. RFP will become available on June 3, 2021. All questions after mandatory “site walk thru” need to be in by June 17, 2021 submitted in written form or email to: Brian Smith, Assistant Superintendent of Finance & Operations, Weymouth School District at brian.smith@weymouthschools.org. All answers will be in the form of an addenda and sent by June 24, 2021.

The Town of Weymouth and the Weymouth School District reserve the right to waive any informality or irregularities in or to reject any and all proposals, and to make an award in any manner consistent with the law and deemed to be in Weymouth’s best interest.

**WEYMOUTH PUBLIC SCHOOLS
REQUEST
FOR
PROPOSALS**

**“Operation and Management of
Before School and After School Programming
For
Primary Students”**

August 1, 2021- June 30, 2024

Proposal Due Date: July 1, 2021 on or before 10:00 AM

**WEYMOUTH PUBLIC SCHOOLS
REQUEST
FOR
PROPOSALS**

**“Operation and Management of
Before School and After School Programming
For Primary Students”**

August 1, 2021 - June 30, 2024

This request for proposal (RFP) invites **firm specifications and price proposals** for consideration by the Weymouth School District for the Operation and Management of Before and After School Programming for Primary Students. **Sealed proposals must be prepared in strict accordance with the instructions and requirements contained in this RFP and must be submitted to the Office of the Superintendent on or before 10:00 a.m. on July 1, 2021.** A mandatory “pre-bid conference” is scheduled for 10:00 a.m. on **June 10, 2021** in the Office of the Superintendent of Schools, 111 Middle Street, Weymouth, MA 02189.

If it becomes necessary to revise any part of the RFP or otherwise provide additional information, an addendum will be issued to all addresses that requested the RFP.

Any request for further information should be directed in written form or email by June 17, 2021:

Brian Smith, Assistant Superintendent of Finance and Operations

brian.smith@weymouthschools.org

All questions will be answered in writing and provided to all vendors by June 24, 2021.

All communication should be directed to the district contact listed above. Bidders or proposers contacting ANY CITY EMPLOYEE regarding an RFP outside of the Purchasing Department once the RFP has been released may be disqualified from the bidding process.

Two (2) copies of the proposals must be submitted in two (2) separate envelopes clearly marked “NON-PRICE” and “PRICE” and placed in a larger sealed envelope entitled “Before School and After School Program for Primary Students Proposal.” The completed proposals must be submitted to the Superintendent’s Office on or before 10:00 a.m. on July 1, 2021.

The **Weymouth** School District reserves the right to waive any informality or irregularities in or to reject any and all proposals, and to make an award in any manner consistent with the law and deemed to be in its best interest.

The **Weymouth** School District is an Equal Opportunity-Affirmative Action Employer.

Time Line

- RFP release – June 3, 2021
- Pre-bid Conference & Mandatory Site Walk Thru – June 10, 2021 @ 10:00am
 - Questions due – June 17, 2021 by 3:00pm
 - Response to questions – June 24, 2021
- Proposal due date – July 1, 2021 on or before 10:00am
 - Anticipated Award Date – July 22, 2021

1. Purpose

The purpose of this request is to provide for the operation and management of the before and after school program. The Before and After School Management Company/Vendor (BAMC) will assume responsibility for the efficient management of the program including but not limited to the following:

- Before and after school program sites must be offered at Academy Avenue Primary School, Frederick C. Murphy Primary School, Lawrence. W. Pingree School, Ralph Talbot Primary School, Thomas V. Nash Primary School, Thomas W. Hamilton Primary School, Wessagusset Primary School, and William Seach Primary School based on enrollment.

The organization responding to this request will be hereinafter referred to as the 'BAMC' and the Town of Weymouth/Public Schools will be referred to as the 'System'.

2. BAMC Responsibility

The BAMC must examine all facility areas where services are to be provided. Verification of such visits is required. The Proof of Visitation form enclosed must be completed and included with the proposal.

3. Prices and Number of School Days

School	WPS Minimum Rate Per Child/Per Day (minimum of 200 children)	Proposed Rate Per Child per Day (A)	x 180 Days (B)	Total Bid Price by Site – Minimum of 200 Children districtwide (AxB)
Academy	\$2.25			
Murphy	\$2.25			
Pingree	\$2.25			
Ralph Talbot	\$2.25			
Nash	\$2.25			
Hamilton	\$2.25			
Wessagusset	\$2.25			
Seach	\$2.25			
	Total Estimate Annual Payments			
	Multiplied by Three (3) Years			
Bid Award Amount-Total Three-Year Estimated Payment				

4. Calendar

Approved 2021-2022 School Calendar:

2021-2022 Weymouth Public Schools Calendar

School Committee
Approved 5/27/21



Month	Su	Mo	Tu	We	Th	Fr	Sa	Notes
Sep 19 days				1	2	3	4	1 – First Day of School for All Staff; 2 – First Day of School Gr. 1-12 – Student half day; 8 – Weymouth Market 3:30 – 5:00; 7 – JECC Parent Orientation 6:30; 3 – First full day of School Gr. 1-12; 6 – Labor Day – No School; 6-7 – Rosh Hashanah; 13 – First Full Day Pre-K-K; 15-16 Yom Kippur**
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	21 – No School – Full Day Staff Development (Preliminary Election) Open Houses: 8 – Academy; 9 – Hamilton; 13 – Adams; 14 – Murphy; 20 – Nash; 22 – Pingree; 23 – Seach; 27 – Talbot; 28 – Wessagusset; 29 – WHS (All open houses 6:00 – 8:00 p.m. for Families and Guardians)
	26	27	28	29	30			
Oct 20 days							1	2
	3	4	5	6	7	8	9	5 – Weymouth Market 3:30-5:30 pm
	10	11	12	13	14	15	16	11 – Columbus Day; 12 – Student Half Day – Staff Development
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
Nov 18 days		1	2	3	4	5	6	2 – No School – Election Day/Full Day Staff Development; 3 – Weymouth Market 3:30-5:00 pm; 5 – End Gr 6-12 Term I (43 days); 11 – Veterans Day Observed – No School
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	Conferences: 4 – AAMS – 5-8pm; 5 – AAMS – 11:45 – 2:45; 16 – Primary – 5:00 – 8:00; 16 – JECC 11:45 am-2:40pm (no PM classes); 17 – Primary 12:25 – 3:25; 17 – JECC 5-8pm; 18 – WHS – 5-8pm; 19 – WHS 12:15pm-2:15pm 24 – Half Day; 25-26 – Thanksgiving Break – No School 28-30 – Hanukkah
	28	29	30					
Dec 17 days				1	2	3	4	1 – Weymouth Market 3:30-5:00 pm; 1-6 – Hanukkah
	5	6	7	8	9	10	11	10 – End Term 1 Gr. 1-5 (64 days)
	12	13	14	15	16	17	18	14 – Student Half Day – Staff Development
	19	20	21	22	23	24	25	24-31 – Winter Break; 25 – Christmas
	26	27	28	29	30	31		
Jan 20 days							1	1 – New Year's Day
	2	3	4	5	6	7	8	5 – Weymouth Market 3:30-5:00 pm;
	9	10	11	12	13	14	15	11 – Student Half Day – Staff Development
	16	17	18	19	20	21	22	17 – Martin Luther King Day – No School; 18-21 – Gr. 8-12 Mid-Year Exams; 21 – End Gr. 6-12 Term II (44 days); 28 – End K Term I (92 days)
	23	24	25	26	27	28	29	
Feb 15 days	30	31						
			1	2	3	4	5	2 – Weymouth Market 3:30-5:00 p.m.; 2-5 – Gr. 8-12 Mid-Year Exams;
	6	7	8	9	10	11	12	8 – Student Half Day – Staff Development
	13	14	15	16	17	18	19	21 – Presidents' Day; 22-25 – Winter Break
	20	21	22	23	24	25	26	February Conferences: 10 – AMS 5-8; 11 – AMS 11:45am-2:45pm; 17 – WHS – 5-8; 18 – WHS 12:15pm-2:15pm
Mar 23 days	27	28						
			1	2	3	4	5	1, 2, 3 – Kindergarten Registration; 2 – Weymouth Market 3:30-5:00 pm
	6	7	8	9	10	11	12	8 – Student Half Day – Staff Development
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	25 – End Gr 1-5 Term II (63 Days)
Apr 15 days	27	28	29	30	31			
						1	2	1 – End Gr 6-12 Term III (44 Days)
	3	4	5	6	7	8	9	5 – Weymouth Market 3:30-5:00 pm;
	10	11	12	13	14	15	16	12 – Student Half Day – Staff Development; 15 – Good Friday – No School 18 – Patriots Day – No School 19-22 – Spring Break
	17	18	19	20	21	22	23	Conferences: 13 – Primary 5-8; 14 – Primary 12:25-3:25pm; 26 – JECC 11:45 am-2:40pm (no PM classes); 27 – JECC 5-8
May 20 days	24	25	26	27	28	29	30	
		1	2	3	4	5	6	7
	8	9	10	11	12	13	14	4 – Weymouth Market 3:30-5:00 pm; 10 – No School – Full Day Staff Development; 12-13 – Eid al-Fitr
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	16 – Evening High School Graduation
Jun 18 days	29	30	31					30 – Memorial Day – No School
				1	2	3	4	1 – Weymouth Market 3:30-5:00 pm; 4 – WHS Graduation
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	14 – Student Half Day – Staff Development
	19	20	21	22	23	24	25	20 – Juneteenth 21-24 – Gr. 9-11 Finals; 27 – Tentative Last Day of School (Student Half Day) (Note: School year includes 5 snow days) 27 – End Gr 1-5 Term III (58 Days); 27 – End Gr 6-12 Term IV (53 Days); 27 – End K Term II (93 Days)

All Jewish observances begin at sundown of the first day.

Passover April 15 - 22

Ramadan observance begins at sundown on the 2nd of April and ends the evening of the 1st of May

Conferences: 1st date is evening conferences; 2nd date is afternoon (half day for students in those grades only)

Johnson Early Childhood Center does have half day of school on Half Day Staff Development Days; No PM Session on Half Days

5. Pre-Bid Conference and Tour

A **mandatory pre-bid conference and site visit** will take place on **June 10, 2021 at 10:00 a.m.**, at the Office of the Superintendent of Schools, 111 Middle Street, Weymouth, MA 02189.

6. Submission of Proposal

- A. Proposals shall be submitted on the forms provided by the System.
- B. Clarification or interpretation must be made in writing to the Assistant Superintendent of Finance & Operations at least 1 week prior to submission of a proposal. **Questions are due by 3:00pm, June 17, 2021.** All responses will be shared with all bidders. Communication may only be made through the district contact. If a vendor contacts someone other than the district contact, they may become disqualified.
- C. **Sealed "PRICE" and "NON-PRICE" proposals shall be submitted separately.** Each BAMC shall submit **two (2) copies of their "NON-PRICE"** and **one (1) copy of their "PRICE" proposal.** Each proposal shall be **"clearly" identified.**

7. Rejection of Proposals

The System will consider non-responsive any proposal not prepared and submitted in accordance with the provisions hereof and may reject any or all proposals or waive any informalities as it may deem best for the interest of the System. Any proposal received after the time and date specified will not be considered.

8. Acceptance of Proposal and Awards

It is the intent of the System to accept the proposal that will best promote the public interest and is most advantageous to the System. The minimum and comparative criteria attached hereto will be used in evaluating all proposals.

The BAMC must submit with their proposals information regarding said criteria.

9. Special and General Conditions

- A. Proposals will be received as stated on the cover sheet, for the privilege and right to manage the before and after school program at specified schools and facilities. In providing management services for System's before and after school operation, BAMC shall comply with the applicable provisions of the Department of Early Education and Care.
- B. The System shall be responsible for repairs to all equipment, permanent fixtures such as faucets, lights, sewers, air conditioning, heating and all other electrical work related or not directly related to before and after school program.
- C. The BAMC shall be responsible for the upkeep of the space outside of the routine cleaning provided to the designated areas by the System for the before and after school program.
- D. Upon termination of the contract, the BAMC will surrender to the System all equipment and furnishings located in the designated areas.

- E. The System shall have unlimited access to all areas used by the BAMC for purposes of inspections and audits.
- F. The BAMC shall adhere to all applicable Department of Early Education and Care laws, and all related regulations prescribed by local, state or federal governments and the BAMC will comply with the rules and regulations as established by the System and with State and/or County laws, etc., covering and controlling before and after school care at the facilities.
- H. The BAMC shall have the sole responsibility to compensate its employees, including all applicable taxes and insurances and shall be solely responsible for any losses incurred by the System, resulting from dishonest, fraudulent or negligent acts on the part of its employees or agents.
- I. The BAMC shall be solely responsible for the purchase and payment of all supplies, beverages, and foods provided in the before and after school program.
- J. The BAMC will provide the System with Monthly Enrollment Statements.
- K. The BAMC shall provide the System with a detailed policy of how the BMAC will notify Parents and Staff of before and after school programming.
- L. Each party shall indemnify, defend, and hold harmless the other from any and all losses, damages, or expenses, including reasonable attorneys' fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage, or other injury or damage if caused by any negligent act or omission or breach of such party (except to the extent caused by the negligent act or omission or breach of the other party, its employees, or agents).

10. Scope and Purpose

Proposals must meet the following minimum criteria for awarding the contract:

- Bidder is restricted to providing before and after school structured programs to students enrolled in the Weymouth Public Schools, Grades K-5.
- Before and after school program sites must be offered at Academy Avenue Primary School, Frederick C. Murphy Primary School, Lawrence. W. Pingree School, Ralph Talbot Primary School, Thomas V. Nash Primary School, Thomas W. Hamilton Primary School, Wessagusset Primary School, and William Seach Primary School based on enrollment.
- The winning bidder will be required to execute and abide by all terms as detailed in the contractual agreement included with the RFP.
- Bidder must agree to the annual minimum rate per child based on 180 days established by The System; Bidder will be required to provide monthly enrollment reports.

- Bidder will bear all administrative costs associated with running the program at the site (i.e. copying, office supplies, and snacks).

Proposals must meet the following additional minimum criteria for awarding the contract:

Criteria	Minimum
Licensing	Program must obtain and hold EEC licensing
Staff education	Mandatory EEC trainings
Staff experience	Follow EEC regulations (7:09; educator Qualifications and Professional Development) regarding educator qualifications
Organization Experience	Three years
Staff to Child Ratio	1:13 per EEC
Cost per child	Fee commensurate with services provided
Sliding Fee Scale (based on income) & Acceptance of MA Child Care Vouchers	Allows accessibility for all
Regular Hours of Operation:	Minimum hours of operations
Academy	7:00am-9:05am/3:15pm-6:00pm Early Release days: 11:50am-6:00pm
Murphy	7:00am-9:05am/3:15pm-6:00pm Early Release days: 11:50am-6:00pm
Pingree	7:00am-9:05am/3:15pm-6:00pm Early Release days: 11:50am-6:00pm
Ralph Talbot	7:00am-9:05am/3:15pm-6:00pm Early Release days: 11:50am-6:00pm
Nash	7:00am-9:05am/3:15pm-6:00pm Early Release days: 11:50am-6:00pm
Hamilton	7:00am-9:05am/3:15pm-6:00pm Early Release days: 11:50am-6:00pm
Wessagusset	7:00am-9:05am/3:15pm-6:00pm Early Release days: 11:50am-6:00pm
Seach	7:00am-9:05am/3:15pm-6:00pm Early Release days: 11:50am-6:00pm
School Vacation	Open 1 site February and April Vacation weeks
Financial Solvency	Program revenues sufficient to cover program expenses.
The Bidder will purchase and maintain an insurance policy; General Comprehensive Liability in the amount of \$1,000,000 for each occurrence and \$3,000,000 in the aggregate; annually, during the contractual agreement period. The Bidder shall file its Certificate of Insurance with the Finance Manager/MCPPO annually.	
Bidder agrees to indemnify the Weymouth School District and the Town of Weymouth and hold them harmless from any and all costs of defending any action arising from this bid or this Contractual Agreement.	

- If school start/end times change, before/after school program times will be adjusted accordingly. Additionally, the proposer agrees to work cooperatively with The System to design and implement any additional change in start/end times, or additional change in site locations.

11. Use of Facilities

- The attached Contractual agreement details specific conditions of the Contract. The following areas will be available for use from 7:00am-9:05am and 3:00pm-6:00pm, Monday-Friday, unless otherwise noted for use at each of the schools, and are detailed below:

Academy Avenue Primary School	
Cafeteria and bathrooms on the cafeteria level	Gymnasium and bathrooms on the 2nd floor-3:00pm-6:00pm
Storage of materials in cafeteria cabinets	Parking Lot
Ball Field for outdoor play	

Frederick C. Murphy Primary School	
Cafeteria/Gymnasium and bathrooms on the main level	Storage on the stage
Field behind the school	Parking Lot

Lawrence Pingree Primary School	
Cafeteria/Gymnasium and bathrooms on the main level	Storage on the stage
Field behind the school, pending any permitted usage	Parking Lot

Ralph Talbot Primary School	
Cafeteria and bathrooms on the main level	Gymnasium -3:00pm-6:00pm
Storage in the Cafeteria closet	Parking Lot
Field for outdoor play	

Thomas V Nash Primary School	
Cafeteria/Gymnasium and closet	Storage on the stage
Parking Lot	Field for outdoor play

Thomas Hamilton Primary School	
Cafeteria and bathrooms closet	Gymnasium and bathrooms closet, floor-3:00pm-6:00pm
Storage in the small office near door #2	Parking Lot
Fields for outdoor play	

Wessagussett Primary School	
Cafeteria and bathrooms closest	Gymnasium and bathrooms closest- 3:00pm-6:00pm
Storage on the stage	Parking Lot
Fields out back for outdoor play	

William Seach Primary School	
Cafeteria and bathrooms on the main level	Gymnasium and bathrooms and bathrooms closest
Storage in closet outside the cafeteria	Parking Lot
Fields for outdoor play	

12. Employees

The BAMC shall be responsible for their employees, and the System will be responsible for their employees, in cooperation with the BAMC.

- A.** The BAMC shall comply with all wage and hours of employment requirements of Federal and State Laws for any employees it may hire.
- B.** All employees of the BAMC shall be paid in accordance with the Fair Labor Standard Act as amended and any other applicable statutes.
- C.** The BAMC shall provide Workman's Compensation for its employees.
- D.** The BAMC shall instruct its employees to abide by the policies, rules and regulations, with respect to use of System premises as established by System from time to time and which are furnished in writing to the BAMC.
- E.** The BAMC shall maintain its own fringe benefits for its employees, subject to review by the System.
- F.** The BAMC shall provide the System with a list of its personnel policies.
- G.** The System may request in writing the removal of an employee of the BAMC who violates health requirements or conducts himself/herself in a manner that is detrimental to the physical, mental, or moral wellbeing of students and/or Staff of the System. Such removal shall not be in violation of any applicable local, state, or federal laws, rules, or regulations.
- H.** Staffing patterns shall be determined by the BAMC after consultation and approval of the System. The bidder will have administrators/managers available to conduct program visitation to assess quality, and provide resources.

- I. The BAMC shall provide the System with a schedule of employees, positions, assigned locations and scheduled hours, two full calendar weeks prior to the commencement of operation and upon assignment of new personnel or the re-assignment of existing staff.
- J. The System shall provide sanitary toilet facilities for the employees of the BAMC.
- K. All personnel assigned to each school shall be instructed by the System on the use of all emergency valves, switches and fire and safety devices in the designated areas.
- L. The Assistant Superintendent of Finance and Operations (or designee) for the System is the primary contact with the BAMC for personnel changes and/or issues related to the Before and After School Program.

13. Closing

The System shall notify the BAMC of any prolonged interruption in utilities of which it has knowledge.

14. Licenses

The BAMC must obtain and hold Department of Early Education and Care licensing.

15. Financial Accounting, Books, and Records

- A. The BAMC shall maintain financial records (supported by invoices, receipts, or other evidence) as the System may request for auditing purposes.
- B. Books and records of the BAMC pertaining to the before and after school programming shall be available to the System for a period of six (6) years from the end of the fiscal year to which they pertain, for inspection and audit by either State or Federal representatives and/or auditors.

16. Length of Contract/Termination

The contract shall be for three (3) years. The contract will commence August 1, 2021 and terminate on June 30, 2024.

- A. Neither the BAMC nor the System shall be responsible for any losses if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, pandemic, epidemic, or any acts not within the control of either the BAMC or the System, and which, by the exercise of due diligence, it is unable to prevent.

17. Financial Arrangements

- A. All proposals shall be valid and may not be withdrawn for sixty (60) days after submission.

18. Proposal Format

The BAMC is instructed to submit its 'NON-PRICE' proposal in a binder with sections as follows:

- A.** Letter of transmittal
 - a. Point of Contact
 - b. Ability to meet requirement of RFP
 - c. Acknowledgement of addendum
- B.** Executive Summary
- C.** Plan of Operations
- D.** Company Experience
- E.** Before and After School program
- F.** Client References
- G.** Management and support team
 - a. Organization chart
 - b. Support visitation schedule
- H.** Employee development
- I.** Quality and safety
- J.** Sustainability
- K.** Customer Satisfaction
- L.** Operating systems
- M.** General conditions:
 - a. Certificate of insurance
 - b. Proof of visitation schedule
 - c. Non-collusion affidavit
 - d. Tax-Compliance certification
 - e. Certificate of Authorization
 - f. Terms and Conditions

19. Minimum Evaluation Criteria

Bidder Requirements

- A cover letter describing your organization, articulating your program's prior experience at providing programming of similar type and scope, and explaining your philosophy of before or after school structured programs for primary school students.
- A copy of your license to operate a school-age childcare program from the Department of Early Education and Care.
- A description of how educational, social, parental, and community involvement will be maintained.
- A plan for financing your program which, demonstrates sufficient revenue to cover program expenses.
- A detailed plan to evaluate the program's quality and effectiveness.
- A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive.
- A description of your procedures for student enrollment and registration.
- Detailed information regarding the minimum number of enrolled children necessary to allow for the opening of a site.
- The tuition/fee schedule for the Contractual Agreement term.
- A sample monthly enrollment report.
- A description of sliding fee schedule or any other rate reduction opportunities.
- A description of a training plan for staff to include social/emotional learning, trauma, first aid, and CPR.
- Must attach three current, signed and dated references, which attest to the quality of the program and ability to meet the scope of services. The System reserves the right to contact any and all references provided.

Bidders are required to provide the following information as part of their non-price proposals. DO NOT include any premium information as part of the following:

- A description of the program structure and content to include; homework/academic support, enrichment and recreational activities.
- Hours of operation.
- A description of staffing model including all staff; program supervision, management and support, as well as staff qualification requirements.
- Proposed staff-to-child ratios must meet EEC requirements. Also include the maximum number of children that can be accommodated by your program at each school.
- A description of how the program will communicate with each school's office staff to inform who is expected in attendance daily.
- Must describe how the program will ensure that the needs of all students are met.

20. Selection Process

Non-price proposals, which meet the minimum criteria will be further reviewed by the Before School and After School Structured Program for Primary Students RFP Evaluation Committee. The Committee will consist of the Assistant Superintendent of Finance and Operations, Finance Manager/MCPPO, a building Principal, and a program director. The Committee will evaluate the non-price proposals without knowledge of price, against the comparative program criteria described. The Committee will submit a summary of the non-price proposal evaluation to the Chief Procurement Officer.

Price proposals will be opened by the Finance Manager, MCPPO/RFP Evaluation Committee, after the non-price proposal evaluation is completed.

The Finance Manager/MCPPO, in consultation with the RFP Evaluation Committee, will determine the most advantageous proposal, taking into consideration both the evaluation of technical proposals and the price proposals. The CPO, Director of Asset Management will make an award recommendation to the Superintendent of Schools.

The System reserves the right to accept or reject any or all proposals whenever the interest of the Town shall require and award the contract to the responsible organization submitting the highest bid.

The System reserves the right to investigate the financial responsibility of any and all bidders to determine what assurance the owner may have of subsequent service. It further reserves the right to withhold the awarding of any contract under its jurisdiction when the bidder is unable to furnish satisfactory evidence of adequate ability, experience and/or capital to execute the completion of a project in accordance with the prescribed requirements, specifications and conditions of the RFP Documents.

21. Comparative Evaluation Criteria

Proposals that meet the minimum requirements described in the Scope of Services, will be further evaluated on the comparative criteria listed below. For each criterion, proposals will be assigned a rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable. After rating each proposal based on the following criterion, an overall rating will be assigned. Criteria that will be used for comparative purposes are listed below.

Overall Proposal	
Highly Advantageous	The proposal is complete, demonstrates a clear understanding of the scope of services to be performed and how the services would be provided in accordance with the System's needs.
Advantageous	The proposal is complete.
Not Advantageous	The proposal is incomplete and/or lacks clear understanding of the scope of services to be performed, or how the services would be provided in accordance with the System's needs.
Unacceptable	The proposal is late

Experience	
Highly Advantageous	The proposer has 10 or more years of experience providing before and after school structured programs for children that are of similar scope and type specified in the Request of Proposal. Staff have five or more years' experience on average providing structured childcare services.
Advantageous	The proposer has between 4-9 years of experience providing before and after school structured programs for children that are of similar scope and type specified in the Request of Proposal. Staff have between 2-5 years' experience on average providing structured childcare services.
Not Advantageous	The proposer has 3 years' experience providing before and after school structured programs for children that are of similar scope and/or type specified in the Request for Proposal. Staff have between 9 month-1 year experience on average providing structured childcare services.
Unacceptable	The proposer has less than 3 years' experience providing before and after school structured programs for children that are of similar scope and type specified in the Request of Proposal. Staff have less than 9 months of experience on average providing structured childcare services.

Programs Content and Quality	
Highly Advantageous	The program is extremely well supervised and supported, with a LICSW and is uniformly developmentally appropriate for the age group and consistently addresses individual difference and interests. Staff have been trained in social/emotional learning techniques and children receive consistent practice in social/emotional skills in before and after school programming. The program provides a healthy and secure environment for children.
Advantageous	The program is adequately supervised and supported and meets the following characteristics: the program is generally developmentally appropriate for the age group and/or addresses individual differences and interests; staff are generally knowledgeable about social/emotional learning techniques/programs; the program generally provides a healthy and secure environment for children.
Not Advantageous	The program is not well supervised or supported and fails to meet one or more of the following characteristics: the program is generally developmentally appropriate for the age group and/or addresses individual differences and interests; staff are generally knowledgeable about social/emotional learning techniques/programs; the program generally provides a healthy and secure environment for children
Unacceptable	The program is not supervised or supported and fails to meet one or more of the following characteristics: the program is developmentally inappropriate for the age group and/or addresses individual differences and interests; staff are unknowledgeable about social/emotional learning techniques/programs; the program does not provide a healthy and secure environment for children.

Effectiveness and Quality of Program Administration and Support	
Highly Advantageous	The administrative program provides excellent oversight and supervision of the educational program, consistently evaluates the quality and effectiveness of the educational program on an ongoing basis, provides safe, timely and reliable transportation for students (if needed), offers a generous amount of scholarships for students and consistently enrolls/registers students on an efficient and accurate basis. Preference will be given to a bidder whose staff is trained in social/emotional learning programs so that children receive consistent practice of social/emotional skills in before and after school programming.
Advantageous	The administrative program provides adequate oversight and supervision of the educational program, and meets the following characteristics: periodically evaluates the quality and effectiveness on an ongoing basis; provides adequate transportation for students (if needed); makes a limited amount of financial assistance available to students; and enrolls/registers students with a minimal amount of errors.
Not Advantageous	The administrative program does a poor or ineffective job of overseeing/supervising the educational program, and fails to meet one or more of the following characteristics: periodically evaluates the quality and effectiveness on an ongoing basis; provides adequate transportation for students (if needed); makes a limited amount of financial assistance available to students; and enrolls/registers students with a minimal amount of errors.
Unacceptable	The administrative program fails of overseeing/supervising the educational program, and fails to meet one or more of the following characteristics: periodically evaluates the quality and effectiveness on an ongoing basis; provides adequate transportation for students (if needed); makes a limited amount of financial assistance available to students; and enrolls/registers students with a minimal amount of errors.

Exhibit A

PROOF OF VISITATION

Before and After School Management Company Responsibility

The Before and After School Management Company (BAMC) must visit all schools listed for the purpose of examining the areas and space where services are to be provided and held.

Note: This PROOF OF VISITATION sheet must be included with the proposal.

SCHOOL

SIGNATURE OF SCHOOL OFFICIAL

Academy Ave Primary

Murphy Primary

Nash Primary

Pingree Primary

Seach Primary

Wessagusset Primary

Talbot Primary

Hamilton Primary

Exhibit B

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

PLEASE PRINT OR TYPE

AUTHORIZED
AGENT: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COMPANY: _____

ADDRESS: _____

SSN/FIN: _____

Exhibit C

STATE TAX CERTIFICATION FORM

All providers of goods and services to any agency of the Commonwealth of Massachusetts or of any subdivision shall be required to attest that he/she is in compliance with all the laws of the Commonwealth of Massachusetts. The form of attestation shall also provide space for the provider to furnish his/her Social Security Number or Federal Identification Number. It should be noted that submission of a Social Security Number or a Federal Identification Number is purely voluntary.

Your Social Security Number or your Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L. c. 62C 5. 49A.

Approval of a contract or other agreement will not be granted unless the Bidder signs this certification clause.

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

SIGNATURE: _____

NAME: _____

TITLE: _____ DATE: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE: _____

SSN or FIN: _____ PHONE: _____

Exhibit D

REFERENCE FORM

PLEASE PROVIDE REFERENCES OF SIMILAR CUSTOMERS/SCHOOL DISTRICTS IN MASSACHUSETTS TO
WHOM YOU ARE PROVIDING THIS SIMILAR SERVICE.

YOU MUST HAVE A MINIMUM OF THREE (3).

#1. NAME: _____
TITLE: _____ PHONE: _____
SCHOOL DISTRICT: _____
ADDRESS: _____
CITY/STATE: _____
Years served _____

#2. NAME: _____
TITLE: _____ PHONE: _____
SCHOOL DISTRICT: _____
ADDRESS: _____
CITY/STATE: _____
Years Served _____

#3. NAME: _____
TITLE: _____ PHONE: _____
SCHOOL DISTRICT: _____
ADDRESS: _____
CITY/STATE: _____
Years Served _____

Exhibit E

PROVISION OF BEFORE AND AFTER SCHOOL STRUCTURED PROGRAMS FOR PRIMARY STUDENTS

The undersigned proposes to furnish before/after school structured program services for primary students in accordance with the Scope of Services of this RFP. This form must be signed by the individual authorized to negotiate for and commit the Proposer to a binding agreement. The proposed daily rate per student indicated on this form must meet or exceed the System's minimum daily rate, shall be construed to cover all costs incurred by the Contractor in the performance of this contract. All prices are to be indicated in ink.

Company Name: _____

PRICE PROPOSAL:

School	WPS Minimum Rate Per Child/Per Day (minimum Of 200 children)	Proposed Rate Per Child per Day (A)	x 180 Days (B)	Total Bid Price by Site – Minimum of 200 Children districtwide (AxB)
Academy	\$2.25			
Murphy	\$2.25			
Pingree	\$2.25			
Ralph Talbot	\$2.25			
Nash	\$2.25			
Hamilton	\$2.25			
Wessagusset	\$2.25			
Seach	\$2.25			
Total Estimate Annual Payments				
Multiplied by Three (3) Years				
Bid Award Amount-Total Three-Year Estimated Payment				

Signature of Bidder: _____

Name of Bidder: _____

Title of Bidder: _____

Date: _____

* If a partnership, additional partners should sign below:

Signature: _____ Signature: _____

Name: _____ Name: _____

Date: _____ Date: _____

Exhibit F

CERTIFICATE OF AUTHORIZATION

(NOTE: A certified vote of the corporation may be substituted for this form.)

The Vendor, _____ is: (CHECK ONE)
(Name of Company/Consultant/Corporation/LLC)

_____ A. a corporation formed and existing under the laws of the State of _____, and pursuant to the corporate By-laws: _____

(Insert Name and Title of Authorized Representative), is authorized to execute contracts in the name of said corporation. Such execution or any contract or obligation in this corporation's name on its behalf by the such duly authorized individual shall be valid and binding upon the corporation.

_____ B. a limited liability company or a partnership formed and existing under the Laws of the State of _____, and pursuant to the limited liability company agreement or partnership agreement, _____

(Insert Name and Title of Authorized Representative), is authorized to execute contracts in the name of said company or partnership. Such execution or any contract or obligation in this company or partnership's name on its behalf by the such duly authorized individual shall be valid and binding upon the company or partnership.

_____ C. is a sole proprietorship owned and operated exclusively by the undersigned? _____

(Insert Name and Title of Authorized Representative). Execution of any contract or obligation in this sole proprietorship's name by such duly authorized individual shall be valid and binding.

Signature:
(Must be signed by Corporate Officer, Partner or Sole Proprietor)

Printed Name & Position

Title

Date

Exhibit G
TERMS AND CONDITIONS

- 1) **Description of Supplies and Services to be Provided.** The Vendor will provide to the Town the following supplies and services: _____
- 2) **The Contract Sum.** The Town agrees to pay the Vendor in an amount not to exceed the awarded bid amount for the purchased supplies and services.
- 3) **Duration of this Contract.** The term of this contract shall be from the date above through _____.
- 4) **Time for Performance of Services.** Time is of the essence for the provision of all services made under this contract. The Vendor shall commence work under the contract immediately and shall provide all purchased services to the Town before _____.
- 5) **Enumeration of Contract Documents.** The following list of documents form the entire agreement between the Town and Vendor and are fully a part of the contract as if attached to this document or repeated herein:
 - a. Amendments, modifications, or other mutually agreed upon change orders;
 - b. This Contract;
 - c. The Towns "Request for Quotes," or other such bid solicitations;
 - d. The Vendor's response to the Town's Quote request;
 - e. All required certifications, permits, or licenses;
 - f. Certificates of insurance;
 - g. Certificate of corporate vote, or other authorization to act; and
 - h. Certificate of corporate status or proof of legal organizational status.

If a conflict arises between any of the documents listed above, the order of precedence shall be that language contained in the document higher in the list shall prevail over any conflicting document lower in the list of documents.

- 6) **Designated Representatives.** The Town designates John A. MacLeod – Chief Procurement Officer/Director of Asset Management and Alyssa Bosse', Finance Manager, MCPPO and the Vendor designates _____, as their authorized representatives to provide approvals, directives, and permissions including changes, and to receive notices or other communications under this contract at the addresses stated above.
- 7) **Manner in which the Vendor Shall Be Paid by the Town.** The Vendor shall submit an invoice to the designated billing office of the Town with any reasonable supporting documentation or information requested by the Town, such as, for example, but without limitation, the value of the supplies provided and services performed. Upon satisfactory review of said invoice and documentation, the Town shall promptly remit payment to the Vendor.

8) *Required Insurance.* The Vendor shall maintain the following required insurance coverage.

- a. General Comprehensive Liability in the amount of \$1,000,000 for each occurrence and \$3,000,000 in the aggregate;
- b. Automobile Liability (applicable for any vendor/consultant who has an automobile operating exposure) in the amount of \$1,000,000 for bodily injury and property damage per accident;
- c. Workers' Compensation and Employer's Liability in the amount as may be required by Massachusetts General Laws Chapter 152; and
- d. Umbrella Liability of \$2,000,000 for each occurrence and \$2,000,000 in the aggregate.

The Vendor shall name the Town as an additional insured under all insurance coverages required by this contract, with the exception of workers' compensation insurance. The Vendor shall further provide the Town with a copy of the current additional insured endorsement page reflecting that the Vendor added the Town as an additional insured for each insurance policy to which the Vendor added the Town.

The Town and Vendor acknowledge that the types of insurance and coverage limits listed herein are the minimum necessary for the Town to award this contract to the Vendor. The Town does not intend the required types of insurance coverage in any way limits the Vendor's liability for any damages arising from the Vendor's performance of services under this contract.

The Vendor shall maintain the listed insurance coverage throughout the duration of this contract. If, at any time while this contract is in effect, any of the listed insurance coverages should lapse, the Vendor shall immediately notify the Town. Within thirty (30) days of any such lapse, the Vendor shall provide the Town with new certificates of insurance coverage.

9) *Degree of Care Owed by the Vendor.* The Vendor represents that it will perform its services for the Town using the degree of care and skill ordinarily exercised consistent with the standards applicable to persons performing similar services under similar conditions and circumstances in the same or nearby locality.

10) *Non-assignability of this Agreement.* The Vendor shall not delegate, assign, or transfer its duties or interests in this contract without the prior, express written consent of the Town. If the Town approves assignment, this contract shall be binding upon the Vendor's assigns, transferees, and successors in interest.

11) *Contract Modification or Amendment.* The Town and Vendor may modify or amend this contract from time to time, but only in writing by a prior, specific authority duly executed by both the Town and Vendor, as of the date of the amendment.

12) *Non-Waiver.* Neither the Town nor Vendor shall construe the failure of the other to enforce at any time any contract provisions as a waiver of the right of other to enforce any contract provision.

13) *Prevailing Statutory Authority.* The laws of the Commonwealth of Massachusetts and the Code of Ordinances, Town of Weymouth, Massachusetts govern the validity, interpretation, construction, and performance of this contract. The Town

and Vendor agree that this contract shall be construed to include all terms required to be included by Massachusetts General Laws, or any other laws, as though such terms were set forth in full. Any dispute arising out of or relating to this contract, if brought, shall only be brought in Norfolk County, Massachusetts.

- 14) *Vendor's Obligation to Comply with Existing Laws.*** The Vendor warrants that it will comply with all applicable laws, regulations or ordinances affecting the successful completion of the contract, including but not strictly limited to laws, regulations, or ordinances related to public bidding, procurement, municipal finance, tax, labor law, reporting of employees and contractors, withholding and remitting child support payments, and prevailing wage laws.

The Vendor represents and warrants that it does not discriminate on the grounds of race, color, religious creed, national origin, ancestry, sex, gender identity, homelessness, age, inquiry as to a criminal record, handicap disability, mental illness, retaliation, sexual harassment, sexual orientation, genetics, and active military service. The Vendor shall comply with all applicable laws, ordinances, rules, regulations, and orders pertaining to the protection of work, property, person, and employees.

- 15) *Termination.*** Either the Town or Vendor may terminate this contract for any reason by providing at least ten (10) days advance, written notice to the signatories for the Town or the Vendor as the case may be. In case of a written termination by the Town, the Vendor shall cease performing all services or delivery of all supplies under this contract, with the exception of any work, in the opinion of the Town, necessary to bring the work in progress to a reasonable and safe condition. The Vendor shall then submit a final bill based only on work actually performed. There shall be no penalty for early termination.
- 16) *Indemnification.*** The Vendor agrees, to the greatest extent permitted by law, to defend, indemnify and hold harmless the Town, its agents, servants, employees, successors, heirs, executors, insurers, attorneys, administrators and all other representatives, of and from any and all claims, liabilities and actions for damages or other relief, whether sounding in contract, tort, or otherwise, on account of or in any way arising out of or relating to the supplies and services purchased under this contract, including but not limited to incidents involving the Town's negligence. The Vendor's duty to defend shall immediately accrue and be owing upon the utterance of such a claim by any person or entity regardless of merit and shall not be dependent upon a finding of negligence or any other finding of fact at trial. The duty to defend shall be absolute and will include and shall not be defeated or in any way undermined by the utterance of claims not covered by this contract. The Town may assume its own defense after proper notice to the Vendor. If the Town assumes its own defense, the Vendor shall pay the Town its reasonable attorney's fees, costs, and expenses. If the Town assumes its own defense, the Vendor shall continue to have the duty to indemnify and hold harmless the Town.
- 17) *Condition Precedent to Any Litigation.*** If a disagreement arises from or relates to this contract, the supplies provided, or the services performed and as a condition precedent to the commencement of any litigation between them, the Town and Vendor agree to attempt to resolve any disagreement through direct negotiations between senior representatives of each party. If direct negotiations do not resolve

the disagreement, the Town and Vendor agree to consider using mutually acceptable nonbinding alternative dispute resolution to resolve any disagreements without litigation.

- 18) **Effect of final payment.** The acceptance of final payment by the Vendor shall constitute a waiver of all claims against the Town by the Vendor arising under this contract.
- 19) **Materiality of Any Breach.** All words, clauses, terms, sentences, paragraphs, portions, parts, paragraphs, and sections of this contract are material. A breach by either the Town or Vendor shall not constitute an excuse by the other party to fail to fully perform all other words, clauses, terms, sentences, paragraphs, portions, parts, paragraphs, and sections of this contract.
- 20) **No Ambiguity.** All words, clauses, terms, sentences, paragraphs, portions, parts, paragraphs, and sections of this contract, and this contract as a whole, are unambiguous.
- 21) **No Presumption against Drafting Party.** The Town and Vendor agree that the rule of construction that any ambiguities are to be resolved against the drafting party will not be employed in any interpretation of this contract.
- 22) **Integration of this Contract.** This contract, including all attachments listed above, embodies the entire agreement between the Town and Vendor, and each acknowledges that the other made no inducements, promises, terms, conditions, or obligations other than those expressly contained within the written terms of this contract. The written contract supersedes all prior agreements, understandings, or past practice between the Town and Vendor.
- 23) **Severability.** If any court of competent jurisdiction holds any portion of this contract to be illegal, invalid, or unenforceable, the Town and Vendor agree that any such order shall not affect any other remaining term, clause, phrase, paragraph, section, or provision and all shall remain in full force and effect.
- 24) **No Third-Party Beneficiaries.** There are no third-party beneficiaries to this contract.
- 25) **The Vendor's Status as an Independent Contractor.** The Vendor will act as an independent contractor and not as an employee or agent of the Town in performing the services required by the contract.
- 26) **Non-Appropriation.** The Town's obligation to make payments during any Town fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds. The Town shall have the right to terminate the contract when whichever level of government—Federal, state, or local—fails to appropriate or otherwise make available funds to support continuation of performance of this contract in a subsequent fiscal year.
- 27) **The Vendor's Contract Documents Subject to Public Records Law.** The Vendor agrees that this contract, related purchase orders, related pricing documents, and invoices will be public documents, and may be available for public and private distribution in accordance with the Public Records Law, General Laws c. 66, *et seq.* The Vendor will provide the Town copies of any documents requested under this law at no charge to the Town or the requestor.
- 28) **The Vendor's Contract Documents Subject to Audit.** The Town shall have the right, at reasonable times, at a site designated by mutual agreement, to audit the books, documents, and records of the Vendor to the extent that the books, documents, and records relate to costs or pricing data for the contract. The Vendor agrees to maintain records that will support the prices charged and costs incurred

for the contract. The Vendor shall preserve books, documents, and records that relate to costs or pricing data for the contract for a period of three (3) years from date of final payment. The Vendor shall give full and free access to all records to the Town and its authorized representatives.

- 29) Certification as to Non-Collusion.** The Vendor certifies, pursuant to General Laws c. 30, § 39M and c. 30B, § 10, that under the penalties of perjury that this bid or proposal is in all respects bona fide, fair, and has been made and submitted in good faith and without collusion or fraud with any other person, meaning any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.
- 30) Certification as to Payment of State Taxes.** The Vendor certifies, pursuant to General Laws c. 62C, § 49A, that under the penalties of perjury that the Vendor complied, is complying, and will comply during the terms of this contract with all laws of the Commonwealth of Massachusetts relating to taxes.
- 31) Certification as to Conflict of Interest Laws.** The Vendor certifies that no official or employee of the Town has a financial interest in this contract or in the expected profit to arise from the contract, unless the Vendor and the Town employee or official both have notified in writing the Mayor, with a copy to the Town Solicitor, that the Vendor and the employee fully complied with the provisions of General Laws c. 43, § 27 (Interest in Public Contracts by Public Employees) and of provisions of General Laws c. 268A, § 20 (Conflict of Interest Law).
- 32) Execution of Counterparts.** The Town and Vendor may execute this contract, or any subsequent amendments, in any number of counterparts. The Town and Vendor agree each such counterpart will be considered and enforced as if an original and all counterparts together shall constitute the same.
- 33) Facsimile Signatures Are Valid.** The Town and Vendor agree that they may receive and consider as facsimile signatures electronic signatures of authorized individuals, which the Town and Vendor agree either may enforce as if valid, original written signatures. “Facsimile signature” means, for purposes of this contract, a reproduction of the manual signature of an authorized officer of either the Town or Vendor.
- 34) Warranty of Authority.** The person who signs this document on behalf of the Vendor acknowledges, warrants, and represents under the pains and penalties of perjury with his or her signature the following: he or she (a) is legally and mentally competent to execute this document; (b) is of legal age; (c) has the authority to bind with his or her signature, all plaintiffs in this action; (d) has carefully read all of the provisions of this contract with care and with the advice and counsel of any attorney of record and any other attorneys of his or her choice; and (e) knows and fully understands each and every word, clause, term, sentence, paragraph, portion, part, paragraph, and section of this contract, and this contract as a whole. In affixing his or her signature below, he or she has affixed his or her signature to this document intentionally, willingly, and free from any compulsion or duress and as his or her own free act and deed after having obtained the advice and counsel of any attorney of record and any other attorneys of his or her choice.

Authorized Signer

Title

Date

THIS PAGE MUST BE SIGNED BY AUTHORIZED SIGNATORY IF SUBMITTED BID IS TO BE CONSIDERED

CHECKLIST

Company Name: _____

	All required paperwork and information as stated in Bidder Requirements (#19, Page 13)
	Exhibit A-Proof of Visitation, completed
	Exhibit B-Certificate on Non-Collusion, completed and signed
	Exhibit C-Tax Certification Form, completed and signed
	Exhibit D-3 signed and dated references attesting to the quality of programming and ability to meet the scope.
	Exhibit E-Price Proposal, completed and signed
	Exhibit F-Certificate of Authorization, completed and signed
	Exhibit G-Terms and Conditions, signed

**TOWN OF WAYLAND
WAYLAND PUBLIC SCHOOLS
MASSACHUSETTS**



**REQUEST FOR PROPOSALS
BASE AFTER-SCHOOL K-5 ENRICHMENT PROGRAMS**

Town of Wayland. Wayland Public Schools
June 21, 2024

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Request for Proposals for BASE After-School K-5 Enrichment Programs

The Town of Wayland School Department invites sealed Proposals from vendors for the **BASE (BEST AFTER SCHOOL EXPERIENCE) AFTER-SCHOOL K-5 ENRICHMENT PROGRAMS**.

Programs should be a structured physical activity or enrichment activity (e.g., art, science, etc.) in multiple 45-minute segments each week with up to 12 children in each session through the 2024-2025 school year, which consists of 180 school days.

Proposals will be received until: **Monday, July 8, 2024 3:00 pm at the Town of Wayland Assistant Town Manager's office, 41 Cochituate Road, Wayland, MA 01778**. Proposals delivered after the appointed time and date will not be considered. Immediately following the deadline for Proposals, a list will be created of all Proposers' names received and will be posted to the Town's website: www.wayland.ma.us.

Contract Documents will be available via email request to jbugbee@wayland.ma.us for pickup at the Town of Wayland's Assistant Town Manager's office, 41 Cochituate Road, Wayland, MA 01778 beginning on June 24th, 2024.

All Proposals shall be submitted as follows: one (1) price proposal sealed, one (1) original non-price proposal, four (4) paper copies of non-price proposal.

There will be no charge for proposal and contract documents.

Award will be made to the most advantageous Proposal(s) for services.

The term of the contract shall extend for one year from the date of execution and renewable for a term of two additional one-year terms.

All Proposals are subject to the provisions of M.G.L. c.30B.

If, at the time of the scheduled Proposal opening, the Proposal opening location shall be shut down as the result of an emergency, Proposals will be due and opened at the same time and location on the 1st business day the building is able to re-open. Proposals will be accepted until that date and time.

It is the responsibility of prospective Proposers to check the Town of Wayland's website for new information, any addenda or modifications to any solicitation.

It is the responsibility of the prospective Proposers to keep current the email address or fax number of the Proposer's contact person and to monitor that email inbox or fax for communications from the Town of Wayland, including requests for clarification. If any changes are made to this RFP, an addendum will be issued. Addenda will be emailed or faxed to all Proposers on record as having picked up the RFP. The Town assumes no responsibility if a prospective Proposer's designated email address or fax number is not current, or if technical problems, including those with the prospective Proposer's computer, network or internet service provider (ISP) cause email communications sent to/from the prospective Proposals to be lost or rejected by any means including email or spam filtering.

The Town will reject any and all Proposals in accordance with the above referenced General Laws. In addition, the Town reserves the right to waive minor informalities in any or all Proposals, or to reject any or all Proposals (in whole or in part) if it is in the public interest to do so.

SECTION 1: SCOPE OF SERVICES

The Wayland Public Schools are looking for organizations to run BASE After-School Enrichment Programs for children in grades K-5 across all three elementary schools. There may be an option to run additional K-5 enrichment programming at a non-school location that is owned by the Town of Wayland.

The schedule of the program offered, if accepted, shall be set by mutual agreement between the School Department and the vendor.

These programs will run from 2:30-4:30pm on Mondays, Tuesdays, Thursdays and Fridays, and from (1:15-4:30pm on Wednesdays each week on each school day of the 2024-2025 school year. Vendors offering programming on Wednesdays may be expected to shift their service delivery to 12:00-1:30pm on 4 Super Early Release Wednesdays (October 9; November 13; December 4; and January 8)

Vendors submitting Proposals should have demonstrable background in delivering enrichment programs for children in grades K-5.

Vendors must submit literature and or curriculum/instructional content for each category they are proposing. Literature must contain a detailed description of the program and the benefits it will provide to the students.

Vendors must maintain a maximum staff-to-child ratio of 1:12.

Enrichment program must meet the minimum of two (2) 45-minute sessions at least three days per week for the 180 days of the 2024-2025 school year.

A minimum of three (3) references shall be provided with respect to the services offered.

The School Department shall provide an adequate space for these programs. The School Department is unable to provide storage for any vendor equipment or supplies. The School Department reserves the right to cancel enrichment programs due to lack of enrollment or interest. The School Department will advertise all programs, register all participants, and collect all fees.

MINIMUM EVALUATION CRITERIA:

Proposals will be evaluated on the interest of the Wayland Public Schools, including the extent to which the quality of the programming and the proposer's demonstrated capacity to serve all students and families is consistent with the vision and mission of the Wayland Public Schools' BASE After-School Program. Proposals that do not meet the following minimum requirements will be rejected.

The following evaluative criteria will be used in reviewing and evaluating Proposals using the ranking categories of "Highly Advantageous," "Advantageous," and "Not Advantageous.":

1. The proposed Provider's experience:
 - a. Highly Advantageous: The proposed Provider has five (5) years or more experience operating a comparable sized after-school enrichment programming with a comparable scope of services.
 - b. Advantageous: The proposed Provider has three (3) years or more experience operating a comparable sized after-school enrichment programming with a comparable scope of services.

c. Not Advantageous: The proposed Provider has less than three (3) years or more experience operating a comparable sized after-school enrichment programming with a comparable scope of services.

2. The proposed program plan:

a. High Advantageous: The Proposals contain a clear and comprehensive plan that addresses the program objectives outlined in the RFP and thoroughly articulates how the proposed program will be accessible for all children and families on pages 13 and 14 of the RFP.

b. Advantageous: The Proposals contain a clear plan that addresses most of the program objectives outlined in the RFP and articulates how the proposed program will be accessible for all children and families on pages 13 and 14 of the RFP.

c. Not Advantageous: The Proposals do not contain a clear plan that addresses most of the program objectives outlined in the RFP on pages 13 and 14 of the RFP.

3. The proposed staffing plan:

a. Highly Advantageous: The proposed staffing plan provides a clear and comprehensive plan that addresses Staffing, Supervision, Training on pages 13 and 14 of the RFP.

b. Advantageous: The proposed staffing plan provides a clear plan that addresses most of the Staffing, Supervision, Training on pages 13 and 14 of the RFP.

c. Not Advantageous: The proposed staffing plan does not contain a clear plan that addresses most of Staffing, Supervision, Training on pages 13 and 14 of the RFP.

PROGRAM CATEGORIES

1. Arts and Crafts
2. Computer Instruction/Coding (may not use District Computer Equipment)
3. Cooking/Cake Decorating
4. Creative Movement
5. Creative Science Creative Music
6. Creative Writing
7. Drawing
8. World Language, Geography, and Cultures (games, history, celebrations)
 - a. Mandarin
 - b. French
 - c. Spanish
 - d. Other (vendor must specify)
9. Handwriting/Cursive
10. Knitting/Sewing/Fiber Arts
11. Lego Lab
12. Cross Country Running
13. Sign Language
14. Origami
15. Yoga
16. Theater/Improv
17. Storytelling
18. Hands on science
19. Nature Exploration
20. Journalism
21. Service projects
22. Debate
23. Architecture
24. Project Based Learning
25. Strategy Games
26. Other (Vendor must specify)

PROVISION OF SERVICES:

Students will sign up for one (1) 45-minute session on a weekly basis. **The Proposal Form requires cost per individual per one (1) 45-minute session.**

The proposer's enrichment program must meet the minimum of two (2) 45-minute sessions at least 3 days per week for the duration of the 2024-2025 school year, which is 180 days. One session will be geared toward Grades K-2, and one session geared toward Grades 3-5.

The number of participants will vary day-to-day and week-to-week in each of the three (3) elementary schools.. Vendors price proposal should take into consideration a **minimum of six (6) and a maximum of twelve (12) children**. They must also indicate how many days per week they can provide programming and any schedule preferences or limitations.

The individual children participating in the program will change from week to week. Therefore, the vendor must plan activities that do not necessarily use skills or knowledge from previous sessions.

AWARD OF CONTRACT

Multiple contracts will be awarded to the responsive and responsible Proposers meeting the minimum criteria. Any Proposers which submit a price that is abnormally low or high, as determined by the Town, may be rejected as unrealistic. All Proposals shall remain firm for ninety (90) calendar days after the Proposal opening.

Proposers may be investigated by the Town of Wayland to determine if they are qualified to perform the contract. The investigation will seek to determine whether the Proposer is authorized to do business in the Town of Wayland, possesses comparable previous experience and whether the Proposers financial resources are adequate to assure the Town that the contract will be completed in accordance with the terms thereof.

In evaluating Proposals, the Town will consider the qualifications of only those Proposers whose Proposals comply with the minimum requirements. The evaluators reserve the right to interview the vendor prior to awarding the contract.

The Town reserves the right to reject any Proposal if the evidence submitted by, or the subsequent investigation of such Proposer fails to satisfy the Town that the Proposers is properly qualified to carry out the obligations of the contract.

COMPLAINTS

The District will monitor all complaints received from schools relative to services performed under this RFP including compliance with the RFP requirements, violation of School Committee Rules and Policies, actions jeopardizing the health and safety of students and staff, and the conduct of vendors and their employees. Upon written notification of a complaint, vendors will have five (5) working days to resolve the complaint to the satisfaction of the District. Vendors that do not resolve complaints to the District's satisfaction or that have excessive complaints may have their award revoked and not be permitted to provide services for the duration of the contract period.

STUDENT PARTICIPATION

Activities offered as part of this RFP are open to all children, regardless of handicap or disability. In the event that a special needs child would like to participate in activities provided under this RFP, the vendor assumes responsibility for providing accommodations as required by the Americans with Disabilities Act. If further information is needed regarding these regulations, please refer to the U.S Department of Justice's website www.ada.gov - ADA Home page - Information and Technical Assistance on the Americans with Disabilities Act.

CORI CHECK:

The Town of Wayland requires all Contractor staff, whether paid and volunteer, to be C.O.R.I. checked by the School District and fingerprinted at an approved fingerprinting facility, at no cost to the Town of Wayland. Wayland Public Schools may provide a list of approved fingerprinting resources and will accept Suitability Determinations from other Massachusetts school districts.

CPR AND FIRST AID:

The Town of Wayland would prefer that all Contractor staff be certified in First Aid Procedures or Cardio Pulmonary Resuscitation Procedures. The Wayland Fire Department offers these training sessions at a very reasonable rate.

SMOKE/VAPE AND DRUG FREE:

Awarded vendors will at all times enforce strict discipline and good order among their employees and will not employ anyone unskilled in the task assigned to them. The School District sites are smoke/vape and drug free. Vendors who perform contractual services on District premises must advise their employees for compliance purposes. The vendor will be responsible for the appearance of all personnel working for them and will ensure compliance with all School District Rules and Policies.

CONTRACT TERMS AND CONDITIONS:

The contract will begin September 2024 and run through June 2025. Programs will be operated in accordance with the policies and procedures of the School Department. The contract may be renewed for two, one-year options at the sole discretion of the School Department. Programs will be operated in accordance with the policies and procedures of the School Department.

MAINTENANCE:

The Contractor will accept all properties, facilities, and equipment “as is” in their presently existing condition. The contractor shall, at its own expense, maintain the grounds, gym and any other rooms used for the program in a neat and orderly fashion so users following the activity can use the space without interruption for cleaning. If not maintained in neat and orderly fashion, the School Department may add custodial services and grounds maintenance services to a charge against the vendor. The contractor will be solely responsible for damage other than normal wear and tear caused by participants of the camps/clinics to Town of Wayland facilities.

INSURANCE REQUIREMENTS:

The obtaining of the insurance certificate(s) shall be a condition precedent to the effectuation of the contract. The premiums for this insurance coverage shall be paid for by the Contractor. The insurance shall remain in force during the full term of the contractual agreement and/or until all work is completed and accepted by the Town.

The Town is to be named as an additional insured and is to be given notice prior to any changes or lapses of insurance coverage.

General Liability:

At least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit

Workers' Compensation Insurance: Per M.G.L. c. 152 as amended.

Property Coverage: for materials and supplies being transported by the contractor, as the Town’s Property Contract provides coverage for personal property within 1000 feet of the premises.

Umbrella Liability: of at least \$2,000,000/ occurrence, \$2,000,000/aggregate.

METHOD OF PAYMENT:

Payment shall be made upon successful completion of the prior months session after an approved invoice is received by the Wayland School Department.

All invoices must be submitted to:

Wayland School Community Programs
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

QUESTIONS AND INQUIRIES:

Inquiries concerning any or all parts of this Proposal must be made in writing to John Bugbee, Town of Wayland Assistant Town Manager (jbugbee@wayland.ma.us) by June 28, 2024 3:00 pm. All responses will be made in writing and all vendors on record as having received the RFP will receive a complete copy of questions and responses.

SUBMISSION REQUIREMENTS:

All Proposals shall be submitted as follows: one (1) price proposal sealed, one (1) original non-price proposal, four (4) paper copies of non-price proposal.

Price Proposal Envelopes should be sealed and marked:

"PRICE PROPOSAL – BASE AFTER-SCHOOL ENRICHMENT PROGRAMS"

Form that MUST be submitted in the Non-Price Proposal Package:

Non-Price Proposal Envelopes should be sealed and marked:

"NON-PRICE PROPOSALS –BASE AFTER-SCHOOL ENRICHMENT PROGRAMS"

Forms that MUST be submitted in the Non-Price Proposal Package:

- PROPOSALS FORM **EXHIBIT B**
- PROPOSED PROGRAM AND STAFFING PLANS FORM
- CERTIFICATE OF NON-COLLUSION AND TAX COMPLIANCE FORM
- DEBARMENT STATEMENT
- QUALIFICATION AND REFERENCES FORM

Sealed Proposals should be addressed to:

**Town of Wayland
Wayland Assistant Town Manager's Office
41 Cochituate Road
Wayland, MA 01778**

END OF SECTION

SECTION 2: REQUIRED FORMS

EXHIBIT B
NON-PRICE PROPOSAL FORM
Please fill out separate form for each different program

This form and accompanying materials must be completed and placed in a separate sealed envelope marked:

“NON-PRICE PROPOSAL FORM
REQUEST FOR PROPOSALS
BASE AFTER-SCHOOL ENRICHMENT PROGRAMS”

This Proposals includes addenda number(s): __, __, __, __ ,

THIS NON-PRICE PROPOSAL FORM MUST BE ACCOMPANIED BY A COMPLETED BASE AFTER-SCHOOL ENRICHMENT PROGRAM PLAN AND STAFFING SCHEDULE FORM. A BLANK FORM IS PROVIDED ON PAGES 13 AND 14 OF THIS RFP. COMPLETE AND SUBMIT ONE FORM PER CATEGORY AND TITLE.

The undersigned certifies under penalties of perjury that all information contained in the required Proposals forms is accurate and complete.]

Date _____

(Name)

BY: _____

(Printed Name and Title of Signatory)

(Business Address)

(City, State Zip)

_____/_____
(Telephone) (FAX)

(E-mail Address)

OTE: If the Proposer is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

**BASE After-School Enrichment Program
Proposed Program Plan and Staffing Plan Form**

*Submit one form for each Program Title.
Submit additional information for each Program Title, if space below is insufficient.*

Program Category: _____

Program Title: _____

Program Goals: _____

Grade Level(s) _____ Staff to Participant Ratio: _____

Scheduling Preferences/Limitations:

Program Objectives for Students:

What is the daily plan or schedule of activities used to meet the goals and objectives of the program?

How are those activities differentiated to meet the needs of individual students?

How do you ensure all students are engaged in the program?

How do you measure success?

Please explain your staffing plan and provide a breakdown of the staff composition (roles, qualifications, experience)?

Are you able to provide any form of financial assistance? If so, please explain:

Please include anything else you would like to add about your program/staffing plan:

PRICE PROPOSAL FORM

This form must be completed and placed in a separate sealed envelope from the non-price proposal and marked:

**“PRICE PROPOSAL FORM
REQUEST FOR PROPOSALS
BASE AFTER-SCHOOL ENRICHMENT PROGRAMS”**

This Proposals includes addenda number(s): ____, ____, ____, ____,

Program Category: _____

Program Title: _____

*Fee per participant for one (1) 45-minute session: \$ _____

Wayland Schools reserves the right to increase program fees to cover indirect programming costs, such as rental fees and administrative costs.

*The fee charged per participant by the vendor will remain in effect for all terms of this contract.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this Proposal or Proposals is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, joint venture, partnership, corporation, union, committee, club, or other organization, entity, business, group of individuals or legal entity.

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

*Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

Signature of authorized person

Name of business

*Social Security Number or Federal
Identification Number

**TOWN OF WAYLAND
QUALIFICATIONS AND REFERENCES FORM**

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet(s) for starred items. This information will be utilized by the Town for purposes of determining Proposer's responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____
2. WHEN ORGANIZED: _____
3. INCORPORATED? ____ NO ____ YES, IF YES DATE AND STATE OF INCORPORATION:

4. LIST ALL MUNICIPALITIES WHERE YOU CURRENTLY OFFER PROGRAMS:

6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
____ YES ____ NO
IF YES, WHERE AND WHY?

7. HAVE YOU EVER DEFAULTED ON A CONTRACT? ____ YES ____ NO
IF YES, PROVIDE DETAILS.

8. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS
COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROGRAM BEING PROPOSED.
A MINIMUM OF THREE (3) SHALL BE LISTED.
PROGRAM NAME:

LOCATION (SCHOOL/MUNICIPALITY):

CITY/STATE:

CONTACT PERSON: _____ TELEPHONE #:(____) _____

CONTACT PERSON'S RELATION TO PROGRAM?:

(i.e., Director, School director, etc.)

PROGRAM NAME:

LOCATION (SCHOOL/MUNICIPALITY):

CITY/STATE:

CONTACT PERSON: _____ TELEPHONE #:(____) _____

CONTACT PERSON'S RELATION TO PROGRAM?:

(i.e., Director, School director, etc.)

PROGRAM NAME:

LOCATION (SCHOOL/MUNICIPALITY):

CITY/STATE:

CONTACT PERSON: _____ TELEPHONE #:(____) _____

CONTACT PERSON'S RELATION TO PROGRAM?:

(i.e., Director, School director, etc.)

9. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Town in verification of the recitals comprising this statement of Proposer's qualifications and experience.

DATE: _____ COMPANY NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DEBARMENT STATEMENT

As a potential vendor on the above contract, the Town requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order.

Certification can be done by completing and signing this form.

III. Debarment:

Federal Executive Order (E.O.) 12549 “Debarment and Suspension“ requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

_____ (Name)

_____ (Company)

_____ (Address)

_____ (Address)

PHONE _____ FAX _____

EMAIL _____

_____ Signature

_____ Date

END OF SECTION

SECTION 3: CONTRACT

SAMPLE ONLY – DO NOT SUBMIT WITH YOUR PROPOSALS. If you are awarded a contract, this will be sent to you at that time.

CONTRACT FOR SERVICES

TOWN: The Town of Wayland, Wayland Public Schools

VENDOR:

PROJECT: BASE AFTER-SCHOOL ENRICHMENT PROGRAM

DATE:

FEE:

Proposed Price per participant per class paid to vendor*: \$ _____

The Town hereby accepts the Vendor's Proposals to perform services ("Services") in connection with the Project in accordance with and subject to: (i) the Terms and Conditions attached hereto as **Exhibit A**; (ii) Technical Proposals attached hereto as **Exhibit B**; and (iii) the fee for services (Price Proposals Form) attached hereto as **Exhibit C**. Collectively, these documents constitute this Agreement.

COMMENCEMENT OF WORK (check applicable box):

- ☐ This Agreement constitutes a notice to proceed with services.
- ☐ Services shall not be performed under this Agreement until the Town so advises the Vendor in writing.

INSURANCE: MINIMUM INSURANCE LIMITS

The Town is to be named as an additional insured and is to be given notice prior to any changes or lapses of insurance coverage.

General Liability:

At least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit

Automobile Liability:

At least \$1,000,000 Bodily Injury and Property Damage per accident.

Workers' Compensation Insurance: Per M.G.L. c. 152 as amended.

Property Coverage: for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.

Umbrella Liability: of at least \$2,000,000/ occurrence, \$2,000,000/aggregate.

CONTRACT TERM: _____

PERSONNEL AND SUBCONTRACTORS:

Vendor's Team:

List of Attached Exhibits (check applicable boxes):

Exhibit	A	B	C
Attached	☐	☐	☐
Not Attached	☐	☐	☐

TOWN:

VENDOR:

By:

By:

Title:

Title:

Date Signed:

Date Signed:

EXHIBIT A

TERMS AND CONDITIONS

1. PERFORMANCE OF SERVICES

All Services of the Vendor shall be performed by qualified personnel. The Vendor's Project team shall consist of those persons identified on page 2 of this Agreement. The employment by the Vendor of additional Staff for any of the Services shall be subject to the prior written approval of the Town. No member of the Project team shall be replaced without the consent of the Town. The Town shall have the right to require the Vendor to remove any personnel from the Project for reasonable cause. The Vendor shall perform its Services in accordance with the highest professional standards of skill, care, and diligence. Without limiting the foregoing, the Town shall have the right to require the Vendor to cease providing Services immediately upon written notice.

2. TIME

The Vendor shall perform its Services as expeditiously as is consistent with the standards of professional skill and care required hereby. The Vendor shall perform its Services in coordination with the operations of the Town at the Sites specified and with any party engaged by the Town in connection with the Project. It shall be the obligation of the Vendor to request any information necessary to be provided by the Town for the performance of the Vendor's Services. Time is of the essence of this Agreement.

3. REIMBURSABLE EXPENSES

If out-of-pocket expenses are not included in the Vendor's fee, the Town shall compensate the Vendor for reimbursable expenses actually incurred; provided, however, that reimbursable expenses shall only be eligible for reimbursement if they have been submitted in advance and approved in writing by the Town. The Vendor agrees to use reasonable efforts to minimize expenses which are reimbursable by the Town.

4. VENDOR'S COMPENSATION

a. Lump Sum. If Services are to be provided on a Lump Sum basis, the total amount of compensation due to the Vendor in consideration of the full performance of Services by the Vendor is the amount set forth on page one of this Agreement. The Town shall pay the Vendor as Services are performed by the Vendor based upon the portion of Services completed.

b. Subject to Appropriation. The obligations of the Town hereunder shall be subject to appropriation on a fiscal year basis. In the absence of appropriation, this agreement shall be terminated immediately without the liability of the Town for damages, lost profits, penalties, or other charges arising from early termination.

5. **PAYMENT**

The Vendor shall submit, not more often than monthly, statements for fees for Services rendered and reimbursable expenses (stated separately) incurred. The Vendor's statements shall include a description of the Services performed for the period in question with a progress report and shall be in such form and detail and with such supporting data as the Town may reasonably require showing the computational basis for all charges (including reimbursable expenses), including a statement explaining any substantial deviation from the Vendor's anticipated work schedule, staffing plan and costs. Payment shall not be paid for scheduled services that cannot be completed due to school cancellation, closure or early dismissal. Payment shall be due within thirty (30) days after the Town receives a proper statement. In no event shall the Town be liable for interest, penalties, expenses, or attorney's fees. No payment made hereunder shall constitute or be construed as final acceptance or approval of that part of the Services to which such payment relates or relieves the Vendor of any of its obligations hereunder with respect thereto.

6. **VENDOR'S ACCOUNTING RECORDS**

The Vendor shall keep records pertaining to Services performed (including complete and detailed time records) and reimbursable expenses incurred, employing sound bookkeeping practices and in accordance with generally accepted accounting principles. All records pertaining to Services performed on a timecard or unit price basis and reimbursable expenses shall be available to the Town or its authorized representatives for review and audit during normal business hours.

7. **REPORTS, DRAWINGS, ETC.**

All reports, drawings, plans and other data and material, including computer programs and other material in electronic media (collectively, "Materials") furnished to the Town shall become the Town's property and may be used by the Town (or such parties as the Town may designate) thereafter in such manner and for such purposes as the Town (or such parties as the Town may designate) may deem advisable, without further employment of or additional compensation to the Vendor. The Vendor shall not release or disclose to any third party any Materials produced for the Town without obtaining the Town's prior written consent. At no time shall the Vendor release or disclose to any third party any Materials furnished to the Vendor by the Town in connection with the performance of the Vendor's Services. Upon the expiration or termination of this Agreement for any reason, all Materials and other work product that have been accumulated, developed, or prepared by the Vendor (whether completed or in process) shall become property of the Town and the Vendor shall immediately deliver or otherwise make available such Materials to the Town.

8. **INSURANCE**

The Vendor shall obtain and maintain the following insurance in amounts not less than the Minimum Insurance Limits set forth on page one of this Agreement during all times that the Vendor is performing Services and for at least one year after termination of this Agreement in the case of Commercial General Liability, Worker's Compensation and Employer's Liability insurance, and for at least the applicable period of limitations on actions provided by law in the case of Professional Liability insurance:

- a. Commercial General Liability insurance covering claims for injury to persons and damage to property. Such insurance shall include contractual liability and shall cover the use of all equipment and motor vehicles on the Site or transporting persons, equipment, materials, or debris to and from the Site. Products and Completed Operations insurance shall be maintained for at least three years after completion of this Agreement.
- b. Professional Liability insurance for protection from claims arising out of the performance of professional services, including contractual coverage.
- c. Worker's Compensation Liability insurance in amounts not less than those required by law and Employer's Liability insurance.
- d. Automobile Liability insurance applicable for any contractor who has an automobile operating exposure for protection against bodily injury and property damage.
- e. Umbrella Liability insurance following the same form as the Contractor's underlying General Liability, Automobile Liability and Employer's Liability insurance, which shall be maintained for at least three years after completion of this Agreement.

Certificates of insurance evidencing the coverage required hereunder and copies of the policies, together with evidence that all premiums for such insurance have been paid, shall be filed with the Town prior to the commencement of the Services to be rendered by the Vendor hereunder. All such policies and certificates shall be written through companies and in forms acceptable to the Town's lender or lenders, if any. All policies shall contain a provision that coverage afforded by them will not be canceled or amended until at least thirty (30) days prior written notice has been given to the Town. In the event that any policy is canceled or amended, the Vendor shall immediately provide notice to the Town and take all steps necessary to reinstate such policy to conform to the requirements of this Agreement. The insurance provided under clause a, d, and e, above, shall name the Town and such other parties as the Town shall require as "Additional Insured" parties. Insufficient insurance shall not release the Vendor from any liability for breach of its obligations under this Agreement.

At the request of the Town, a Subcontractor employed by the Vendor shall obtain and maintain a professional liability insurance policy covering negligent errors, omissions and acts of such Subcontractor or of any person or business entity for whose performance the Subcontractor is legally liable arising out of the performance of the contract for Subcontractor services. The Subcontractor shall furnish a certificate or certificates of such insurance coverage to the Town prior to the employment of such Subcontractor by the

Vendor. A liability insurance policy maintained under this paragraph shall provide for coverage of such type and duration and in such amount as the Town shall require.

9. INDEMNIFICATION

To the maximum extent permitted by law, the Vendor agrees to indemnify, defend with counsel acceptable to the Town and save harmless the Town from all suits, actions, claims, demands, damages, losses, expenses and costs, including attorneys' fees, of every kind and description which the Town may incur or suffer resulting from, in connection with, or arising out of any act, error or omission of, or breach of contractual duties to the Town by, the Vendor, its agents, servants, employees or Subcontractors. The extent of the foregoing indemnification and hold harmless provisions shall not be limited by any provision of insurance required by this Agreement and shall survive the termination of this Agreement.

10. COMPLIANCE WITH LAW

It is the responsibility of the Vendor that the Project be conducted, and that all Services and other work performed by the Vendor hereunder be performed so as to comply with all applicable federal, state and municipal laws, regulations, codes, ordinances and orders, and any permit conditions as to which the Vendor has knowledge, as the same may be in effect as of the time of the performance of such work. In particular, without limitation, the Vendor agrees to comply with (a) all regulations pertaining to approvals for federal and state grants, and with all federal and state environmental laws and regulations and assist in making any submissions with respect thereto and (b) all applicable requirements of the Massachusetts public construction and procurement laws, which are incorporated by reference herein.

11. TERMINATION OF AGREEMENT

The Town may terminate this Agreement as follows:

- a. Without cause, on ten days' prior written notice; or
- b. Immediately, by written notice to the Vendor, if the Vendor violates any of the provisions of this Agreement or fails to perform or observe any of the terms, covenants or conditions of this Agreement, or abandons in whole or in part its Services, or becomes unable to perform its Services, hereunder. For purposes of this Paragraph 11, it is acknowledged that the Vendor's Services under this Agreement are personal services and may not be assumed by or assigned by a trustee in bankruptcy.

In the event of termination, the Vendor shall promptly deliver to the Town all Materials, including all documents, work papers, studies, calculations, computer programs, data, drawings, plans, specifications and other tangible work product or materials pertaining to the Services performed under this Agreement to the time of termination, and thereupon the Town shall pay to the Vendor any unpaid and undisputed balance owing for Services rendered prior to the date of termination. Any termination of this Agreement shall not

affect or impair the right of the Town to recover damages occasioned by any default of the Vendor or to set off such damages against amounts otherwise owed to the Vendor.

12. MISCELLANEOUS PROVISIONS

a. Successors and assigns. Subject to the provisions of Subparagraph (b) below, the Town and the Vendor each binds itself, its partners, successors, assigns, and legal representatives to the other party.

b. Assignment by Vendor. The Vendor shall not assign, sublet, or transfer any of its obligations, responsibilities, rights, or interests (including, without limitation, its right to receive any moneys due hereunder) under this Agreement without the written consent of the Town. Any assignment, subletting, or transfer by the Vendor in violation of this Paragraph 12(b) shall be void and without force or effect.

c. Entire Agreement. This Agreement represents the entire and integrated agreement between the Town and the Vendor with respect to the subject matter hereof and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Town and the Vendor.

d. Confidentiality. The Vendor shall not, without the Town's prior written consent, release or disclose any information relating to the Project to anyone except as necessary to perform its duties hereunder. The Vendor shall keep confidential all student and family information gained through the services provided relative to the Project.

e. Certifications. The Vendor shall, from time to time, make such certifications and statements to the Town and to such of the Town's architects, designers, vendors and lenders, and such other parties, as the Town shall reasonably request, in such form as the Town shall reasonably request, provided that the Vendor determines that such certifications are true and correct based upon the Services performed by the Vendor hereunder.

f. Additional Services. If the Town requests the Vendor to perform additional services beyond the scope of Services hereunder, the Vendor shall perform such additional services only upon obtaining written authorization from the Town including written agreement as to the method and amount of compensation for such additional services.

g. Disputes. All claims, disputes, and other matters in question between the Town and the Vendor arising out of or relating to this Agreement or the breach thereof shall be submitted for resolution to a court of competent jurisdiction in Middlesex County, Massachusetts, unless otherwise agreed by the parties. No such action shall be brought, however, until the completion of all Services under this Agreement or the earlier termination thereof as provided in Paragraph 11 above, the parties agreeing to negotiate in good faith any claims, disputes, or other matters in question during the term of this Agreement before resorting to litigation.

h. Limited Liability. No officer, director, member, employee, or other principal, agent or representative (whether disclosed or undisclosed) of the Town, nor any participant with the Town, shall be personally liable to the Vendor hereunder, for the Town's payment obligations or otherwise, the Vendor hereby agreeing to look solely to the assets of the Town for the satisfaction of any liability of the Town hereunder. In no event shall the Town ever be liable to the Vendor for indirect, incidental, or consequential damages.

i. Governing Law. This Agreement shall be governed by the law of the Commonwealth of Massachusetts.

j. No Waiver. The Town's review, approval, acceptance, or payment for Services under this Agreement shall not operate as a waiver of any rights under this Agreement and the Vendor shall be and remain liable to the Town for all damages incurred by the Town as the result of the vendor's failure to perform in conformance with the terms and conditions of this Agreement. The rights and remedies of the Town provided for under this Agreement are in addition to any other rights or remedies provided by law. The Town may assert a right to recover damages by any appropriate means, including but not limited to set-off, suit, withholding, recoupment, or counterclaim either during or after performance of this Agreement.

k. Interpretation. If any provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be deemed affected thereby. Paragraph headings are included herein for reference purposes only and in no way define, limit, or describe the scope or intent of any of the provisions of this Agreement.

13. EQUAL EMPLOYMENT OPPORTUNITY

a. In connection with the performance of work under this Agreement, the Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, creed, national origin, ancestry, age, sex, or handicap. The Vendor shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Massachusetts Commission Against Discrimination (the "Commission"), setting forth the provisions of the Fair Employment Practices Law of the Commonwealth.

b. In connection with the performance of work under this Agreement, the Vendor shall not discriminate in its relationships with Subcontractors or suppliers on the basis of race, color, religion, creed, national origin, ancestry, age, sex, or handicap.

c. The Vendor shall comply with all applicable laws and regulations pertaining to non-discrimination, equal opportunity, and affirmative action, including without limitation executive orders and rules and regulations of federal and state agencies of competent jurisdiction.

14. CERTIFICATIONS BY VENDOR

By execution of this Agreement, the Vendor certifies:

a. The Vendor has not given, offered, or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of this Agreement.

b. No Vendor to or subcontractor for the Vendor has given, offered, or agreed to give any gift, contribution or offer of employment to the Vendor or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the Vendor or subcontractor of a contract by the Vendor.

c. No person, corporation, or other entity, other than a bona fide full-time employee of the Vendor, has been retained or hired by the Vendor to solicit for or in any way assist the Vendor in obtaining this Agreement upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of this Agreement to the Vendor.

d. The Vendor shall comply with all applicable requirements of Section 39R of Chapter 30 of the Massachusetts General Laws.

15. TAXES

a. By execution of this Agreement the vendor, pursuant to Section 49A of Chapter 62C of the Massachusetts General Laws, certifies under the penalties of perjury that it has, to the best knowledge and belief of the person(s) who signed this Agreement on the vendor's behalf, filed all state tax returns and paid all state taxes required under law.

b. The Town is exempt from payment of certain Sales and Use taxes applicable in the Commonwealth of Massachusetts. At the Vendor's request, Tax Exemption Certificates will be furnished by the Town to the Vendor with respect to such tax-exempt articles as may be required under this Agreement. The Vendor shall not pay, and the Town shall not reimburse or pay the Vendor or any other party either directly or indirectly for any tax for which an exemption is provided under law.

16. CONFLICT OF INTEREST

The Vendor acknowledges that the Town is a municipality for the purposes of Chapter 268A of the Massachusetts General Laws (the Massachusetts conflict of interest statute), and the Vendor agrees, as circumstances require, to take actions and to forbear from taking actions so as to be in compliance at all times with obligations of the Vendor based on said statute.

Form **W-9**
Rev. October 2007
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (Disregarded entity, C corporation, P partnership) ☐ Exempt payee
☐ Other (see instructions) ☐

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer identification number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

OR

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien.

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

• An estate (other than a foreign estate), or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

• The U.S. owner of a disregarded entity and not the entity.

Cat. No. 10251X

Form **W-9** (Rev. 10-2007)

Commented [1]: <https://www.irs.gov/pub/irs-pdf/fw9.pdf> The IRS W-9 was updated in 2024, and is now a 6 page document

Page | 29

END OF SECTION

**Sudbury Public Schools
School Committee Meeting**

Date: February 7, 2022

Agenda Item: 4a

Review After School Care RFP and recommendations

Recommendation:

Motion to approve and award Sudbury Extended Day, Inc. the After School Care Program

**Background
Information:**

Attachments:

Memo_SC_Facilities Lease for Student Structured Program_220203.pdf

Action: XXX Report: Discussion: XXX



Sudbury Public Schools

40 Fairbank Road

Sudbury, Massachusetts 01776

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

Brad J. Crozier

Superintendent of Schools

brad_crozier@sudbury.k12.ma.us

Donald R. Sawyer

Director of Business & Finance

donald_sawyer@sudbury.k12.ma.us

To: School Committee Members
From: Donald R. Sawyer
Date: February 3, 2022
Re: **RFP for Facilities Lease for Student After School Structured Program**

Currently in the final year of a five (5) year lease expiring at the close of the 2021-2022 school year, RFP #21-002 – FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM has been processed and ready for the Sudbury School Committee to take applicable action.

This Request for Proposals (RFP) issued by the Sudbury Public Schools sought proposals to lease Sudbury Public School facilities and provide an after school structured program for students. The Program, which will be run by an independent administration, should provide a safe, supportive environment to meet the varying needs of the participating children. Each day there should be time for indoor and outdoor play, time for a nutritious snack, and a variety of arts and crafts in a relaxed, well-supervised situation.

Item	Date	Time	Location
Release of Bid	November 17, 2021	10:00 a.m.	Central Register
Newspaper Legal Ad	November 14, 2021 November 21, 2021		Metrowest Daily News
Questions Due Date	December 6, 2017	By 4:00 p.m.	Email to donald_sawyer@sudbury.k12.ma.us
Proposal Submission Due Date	December 17, 2021	12:00 p.m.	Sudbury Public Schools Central Office, 40 Fairbank Road, Sudbury, MA 01776
Term	The contract lease will be from 2022-23 school year through the last day of school year 2025 with two (2) additional one year optional lease extensions.		

Sudbury Public Schools received four (4) proposal submissions. One (1) proposal did not meet the minimum qualifications set forth by the RFP.

Three (3) proposals were deemed qualified proposals. The qualified proposals were received by the following proposers:

- Right At School
 - Champions
 - Sudbury Extended Day, Inc.
-

A general description guide for the request for proposal process leading to award is outlined below:

PROPOSAL SUBMISSIONS

Proposals consist of two parts for each location: a Price Proposal and a Non-Price Proposal. In accordance with Massachusetts General Laws (MGL) Chapter 308, respondents must submit separate Price and Non-Price proposals in separately sealed envelopes.

EVALUATION CRITERIA

Proposals will be evaluated on the basis of the criteria in the Non-Price Proposal included in this RFP. Proposer needs to meet all of the minimum requirements.

REQUIRED PROPOSAL SUBMISSIONS

Proposers shall provide one copy of the following general information in their Non-Price Proposals for review:

- a. A cover letter describing your organization and explaining your philosophy of a before school and after school day structured care program for elementary and middle school students.
- b. A listing of programs offered in your program to K-8 school-age children. You must list this information on the "After School Day Structured Care Programs Offered" attached under the forms required cover sheet.
- c. A sample of what the proposer's weekly After School Day Structured Care program would entail for Sudbury Public School students. List this information on the "Sample Weekly Program Schedule" form located after Cover Sheet in this RFP.
- d. A copy of your license to operate a school-age childcare program from the appropriate state licensing agency.
- e. A description of how educational, social, parental, and community involvement will be maintained.

- f. If necessary, provide a transition plan for implementing a after school day care program in five (5) school buildings.
- g. A plan for financing your program which demonstrates sufficient revenue to cover program expenses. Include a Letter of Endorsement from any projected funding sources, and a copy of your most recent audited financial statement. Current "audited financial statements" means the last year the audited financial statement was prepared. If the audited financial statement is more than two years old, respondents must provide their last audited financial statement available plus their most recent financial statements prepared by a CPA firm. Sudbury Public Schools will accept tax returns from any vendors who do not have audited financial statements.
- h. A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.
- i. A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive; procedures for the safe release of children , first aid, allergy preparedness and emergency procedures.
- j. A description of your plan relative to internet safety to ensure all online internet activity for students conforms to the standards outlined in the district's Technology Agreement (which is signed annually by all parents and students) and the Behavior Rubrics for Elementary and Middle School levels.
- k. A description of your procedures for student enrollment and registration. The Program will begin on first day of school.
- l. A description of your procedure for providing financial assistance to students, whose families face income limitations in affording program fees.
- m. Provide an annual tuition/fee schedule for the lease term. Vendor should list this information on the Proposal Tuition Rate Form included under the required forms section in the back of this RFP (completed Tuition Rate Form should reflect actual tuition to be charged).
- n. A sample quarterly enrollment report for each location.
- o. Parent late pick up fee policy.
- p. A description of training your staff has received in general and in social/emotional learning programs.

RULE OF AWARD

An award will be made as follows:

Sudbury Public Schools will select the most responsive and responsible Proposer submitting the most advantageous proposal, taking into consideration all quality requirements and comparative criteria set forth in this RFP, including the Proposer's experience, staff capacity, references, and plan of services as well as the proposal price.

RESERVED RIGHTS

Sudbury Public Schools reserves the right to:

- a. Cancel this RFP at any time, with or without notice to prospective Proposers. Reasonable efforts will be made to give timely notice.
- b. Accept or reject, in whole or in part, any and all proposals as permitted by law.
- c. Award contract as it deems best serves the interests of the Sudbury Public Schools.
- d. Waive or adjust non-statutory proposal requirements before or after proposal are opened in whatever ways it deems best serves the interests of Sudbury Public Schools, while also being non-prejudicial to the interests of fair competition.
- e. Sudbury Public Schools reserves the right to have the program utilize different spaces on occasion throughout the year.

LEASE CONTRACT

A signed lease contract will result from this RFP, and will remain in effect for the contracted work period or until the purpose of the contract is fully realized. The contract will be from two business days prior to the first day of school, 2022 through three business days after the last day of school, 2025. The contract term may be extended for two (2) additional one year terms if circumstances warrant such an extension. The Lease only covers the period of two business days before school begins through the last day of school with 3 days for staff cleanup and storage for the summer.

Non-Price Proposals

A team of evaluators reviewed and evaluated all non-price proposals from qualified proposers. Once complete, evaluators then ranked in order from highest to lowest. The following table shows the final ranking of proposers.

	Sudbury Extended Day, Inc	Champions	Right At School
Ranked 1st	X X X X X		
Ranked 2nd		X X X	X X
Ranked 3rd		X X	X X X

** The number of evaluator's individual rankings marked by "X" under each proposer.*

The following table includes some of the comments by evaluators in their individual proposal rankings:

Rank	Proposer	Comments
1st	<i>Sudbury Extended Day</i>	• + Serving Sudbury since 1984 • + Framework in SPS schools already established • + SPS/Sudbury families have existing relationships with SED Staff • + Overlap with SPS which helps with continuity of curriculum • + Excellent programs that offer variety • Community interest in seeing SED grow in the areas of Social/Emotional Learning, Diversity, Equity and Inclusion • Goal if SED awarded bid: Interest in seeing SED provide additional discounts for siblings, district families and military members • Has proven history in the community of providing quality before school/after school care • Familiar with the school culture/climate and is able to bridge the expectations of school and the extended day program to allow for consistency and continuity • Staff has longevity with the program, school and community and are known to school staff • Strong partnership with families and school staff • Strong connections with students • Strong partnership with district programs/families • Field trips to expand extracurricular experience • Uniqueness as a community program to meet community needs • Supports community initiatives and needs • Great staff retention rate; low turnover • Nonprofit, community members serve on the board as volunteers and have vested interest in the success of the program • Program exists at student's home school • Flexibility with early release activities that meets the needs of students and families • Established relationships with director/site coordinators • Experience understanding Sudbury families and community • Established program with continuity of staffing • Look to add diversity equity and inclusion • SEL curriculum • + Long term program sustainability
2nd	<i>Champions</i>	• SEL Curriculum - CASEL • Behavior Support to meet the needs of diverse student population • Focus on diversity, equity and inclusion • Limited programs in some school districts with multiple schools • Discount for military families • Positive - Strong SEL curriculum • Positive - Strong focus on diversity, equity and inclusion • Positive - In MA • Would need to implement program locally and staff • SEL component • Concerned about why Champions had partial contract with districts and not all schools

Rank	Proposer	Comments
		• Connectedness surveys with family • Must Build connections to community • Existing programs in Massachusetts • Concern on Diversity statement alignment
3rd	<i>Right At School</i>	• Not already in Massachusetts; would make it difficult to have an onsite visit; • SEL Curriculum - Harmony • Concern about ability to meet timeframe to be up and ready for the start of the new school year • Free for students who receive free and reduced lunch • Staff retention rate is greater than 60% • + No waitlist - families preference • - No waitlist - could create staffing shortages • - Not in MA - would need to start from scratch with all operations • Staffing Concerns – currently none • Program sustainability concern

Price Proposals

The RFP specifications required proposers to provide price proposals for annual rent for the three (3) year plus two (2) one year optional years.

Price Proposals received as follows:

	Sudbury Extended Day	Champions	Right At School
Year 1 : 2022-23 School Year	\$101,000.00	\$100,000.00	\$126,500.00
Year 2 : 2023-24 School Year	\$102,000.00	\$103,000.00	\$130,295.00
Year 3 : 2024-25 School Year	\$103,000.00	\$106,000.00	\$134,204.00
Year 4 : 2025-26 School Year	\$104,000.00	\$109,000.00	\$138,230.00
Year 5 : 2027-28 School Year	\$105,000.00	\$112,000.00	\$142,377.00

Lease Contract

The draft of the lease contract for a term of three (3) years plus two (2) one-year optional extensions has been attached. This lease contract is the current lease contract and was created by legal counsel.

Recommendation

Based on the results of the evaluation process for RFP #21-002 – FACILITIES LEASE FOR STUDENT AFTER SCHOOL STRUCTURED PROGRAM, Sudbury Extended Day, Inc. is recommended for execution of a lease contract that begins in the 2022-2023 school year through the end of the 2024-2025 school year with two (2) one-year optional extensions for the 2025-2026 and 2026-2027 school years.

**Sudbury Public Schools
School Committee Meeting**

Date: October 23, 2025

Agenda Item: 5d

**November Sudbury School Committee Listening Session:
Reconsider September 22, 2025 vote regarding participant
registration in light of new information about location
requirements at the Sudbury Police Station; possible
discussion on the session format (in person, remote, or
hybrid) and any needed change of location or date, and
School Committee member participation.**

Recommendation:

Background Information:

At the September 22, 2025 meeting, the School Committee voted to hold its November listening session with members Burnard and McCready on Sunday, November 9, 2025. The format approved included an in-person session at the Sudbury Police Station from 6:00–7:00 p.m., followed by a remote session from 7:10–8:10 p.m.

In preparation for this listening session, it has been learned that the Sudbury Police Station requires an exact count of attendees in advance. This agenda item was requested due to concerns that the listening session may not be able to take place at the police station if participant registration is not required.

Attachments:

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

**Sudbury Public Schools
School Committee Meeting**

Date: October 23, 2025

Agenda Item: 5e

FY27 Calendar Review (Second of Three Meetings): Review of supporting materials, including Constitutional and Legal Considerations for Religious Holiday Recognition, relevant SPS policies, faith leader presentations, Student Services memo, listening session feedback, mock rotational calendar, and financial considerations. The Committee will vote on a single mock Calendar at the November 3 meeting in advance of the November 13 Tri-District School Committee meeting. No official vote on what will be the FY27 school calendar will happen until the Tri-District School Committee meeting or meeting(s) thereafter.

Recommendation:

Background Information:

The Tri-District Calendar Review Subcommittee has been meeting since June to collect and review data. This agenda item is a continuation of this review. The Sudbury School Committee started to review the Subcommittee's work at the September 22, 2025 meeting.

Attachments:

1- SPS Calendar Review Timeline_Aproved09222025
2- SPS_Church_and_State_Considerations_Memo.docx
3-Policy IC-ICA - School Year School Calendar
4-Policy IMD - School Ceremonies and Observances
5-Policy JBB - Educational Equity
6-SPS Calendar_Financial_Considerations_Memo.docx
7-Mock Calendars Comparison Summary
8-Wellesley Public Schools_Rotational Calendar
9-2025-2026 Rotating Calendar DRAFT
10--2026-2027 Rotating Calendar DRAFT
11-2027-2028 Rotating Calendar DRAFT
12-Tri-District Subcommittee Listening Session Summary
13-SPS_Faith_Leader_Memo 10.19.25.docx
Statement on impacts on students with disabilities

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

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

9/22/2025	• Discuss Policy IMDA to give SPS Members of the Tri-District Calendar Review Subcommittee direction when making recommendations to policy • Approve Tri-District Calendar Review Subcommittee materials • Discuss and Solidify Sudbury School Committee Calendar Review Timeline
10/6/2025	• Introduce mock calendars • Memo on how the Tri-District Calendar Review Subcommittee arrived to the consideration of Diwali, Lunar New Year, Eid al-Fitr, and Eid al-Adha) • Review SPS absentee data
10/23/2025* *Meeting was originally scheduled for 10/20 and has been rescheduled for 10/23	• Summarization of Faith Leader Presentations, Memo included in packet • Student Services Feedback • Review listening session feedback
11/3/2025	• Review Staff and Community Survey data • Discussion around instructional time, academic outcomes, no school days, and half-days • Consensus on no school/half days for religious and cultural observances so mock calendar can be provided on our preference for the Tri-District School Committee agenda packet; if no consensus, conduct straw vote
11/13/2025	• Review mock calendars of Lincoln Public Schools and Lincoln-Regional High School regarding their district preference regarding no school days and half days in relation to religious and cultural observances • Discuss and work to see if there can be any alignment across the three districts • Potential vote on FY27 Calendars
11/24/2025	Agreed-upon date for Sudbury School Committee vote on FY27 Calendar, if additional time is needed following the Tri-District School Committee meeting.

Key Dates:

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

Sudbury Public Schools

Memo: Considerations Regarding Church and State in School Holiday

Recognition

To: Sudbury School Committee

From: Betsy Sues, School Committee Member

Date: October 23, 2025

Subject: Constitutional and Legal Considerations for Religious Holiday Recognition in School Calendars

Overview

As Sudbury Public Schools (SPS) evaluates potential adjustments to the school calendar in relation to religious and cultural observances, it is critical to consider the constitutional and legal framework that governs the relationship between religion and public education. The goal of this memo is to provide a clear understanding of the relevant guidance from the National School Boards Association (NSBA) and the Massachusetts Department of Elementary and Secondary Education (DESE), and to outline principles that ensure school calendar decisions remain consistent with the constitutional separation of church and state.

Summary of NSBA Guidance on School Holiday Recognition

The National School Boards Association (NSBA) has not issued binding policies for public schools concerning religious observances, but it provides resources to help school boards and administrators understand constitutional limitations and best practices. This guidance highlights how districts can remain neutral while being respectful of diverse faith traditions.

Constitutional and Legal Compliance

The NSBA emphasizes compliance with the Establishment Clause of the First Amendment, which requires governmental neutrality toward religion. Public schools must avoid any action that could be perceived as endorsing or favoring a particular faith. Decisions about school closures should therefore be grounded in state and federal law rather than religious tradition.

Practical and Administrative Considerations

According to NSBA guidance, operational factors such as attendance data should drive decisions about whether to close schools. If a substantial percentage of students and staff are likely to be absent for a particular observance, temporary closure may be justified based on practical, secular reasons. Otherwise, maintaining the instructional schedule promotes continuity and supports educational equity. This approach ensures

that decisions are based on objective data rather than religious designation, aligning with constitutional neutrality.

Individual Religious Accommodation

The NSBA encourages school districts to address religious diversity through individual accommodations rather than system-wide closures. Districts can support students' and staff members' rights by providing excused absences for religious observances without academic or professional penalty. This method allows for flexibility and inclusion without crossing constitutional boundaries. Policies should be transparent, equitable, and consistently applied across all religions to maintain neutrality and fairness.

Summary of MA DESE Guidance on School Holiday Recognition

The Massachusetts Department of Elementary and Secondary Education (DESE) provides complementary guidance to ensure that local school calendar decisions align with state law and constitutional principles. School committees retain discretion over the academic calendar but must operate within the framework of state and federal requirements.

Legal Framework and State Requirements

Under Massachusetts General Laws, Chapter 4 Section 7, all public offices—including public schools—must be closed on statewide legal holidays. Additionally, Chapter 151B, Section 4(1A), and Chapter 151C, Section 2B, require that students and employees be excused from school, without penalty, if they miss school for religious observances. These laws ensure individuals' rights to observe their faith while maintaining educational equity and access.

Administrative Guidance

DESE advises school districts to make calendar decisions that balance instructional time-on-learning requirements with operational consistency. While honoring individual rights to religious observance, districts must ensure that the overall academic calendar supports learning continuity and meets state education standards.

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

Sudbury Public Schools

Memo: Financial Considerations Related to Adjustments in No-School Days for Religious and Cultural Observances

To: Sudbury School Committee

From: Betsy Sues, School Committee Member

Date: October 23, 2025

Subject: Overview of Financial Implications Associated with Calendar Adjustments

Overview

As part of the ongoing evaluation of the Sudbury Public Schools (SPS) calendar and its alignment with religious and cultural observances, the Subcommittee has identified several financial considerations associated with potential increases or decreases in designated no-school days. The intent of this memo is to outline these factors in an objective manner to support informed decision-making.

1. Substitute Teacher Costs

If the number of no-school days for religious and cultural observances is reduced, SPS may experience an increase in staff absences due to teachers observing holidays independently. In such cases, the district would likely incur additional costs for substitute teachers to maintain classroom coverage on those days.

2. Transportation Expenses

When the SPS calendar differs from that of Lincoln-Sudbury Regional High School (LSRHS), the district must operate its own transportation routes. This lack of calendar alignment results in an estimated additional cost of approximately \$5,000 per day to run SPS buses independently.

3. Child Care Costs for Families

If additional no-school days are added to the calendar, families who do not observe those holidays—or who are unable to take time off work—may face increased child care needs. Local daily programs typically charge \$80–\$100 per day per child, though space may be limited. Families who rely on private babysitters or nannies generally pay \$20 or more per hour, depending on availability. These costs can be significant, particularly for households with multiple children or limited access to flexible care arrangements.

4. School-Provided Meals

On no-school days, the district does not provide breakfast or lunch to students. Families who rely on school meal programs would need to supply these meals at their own

expense on additional no-school days. This can represent an incremental financial burden for some families.

5. Lost Wages for Hourly Workers

Families with members employed in hourly or non-salaried positions may need to take unpaid leave to provide childcare on no-school days. This can result in a direct loss of daily wages, further compounding financial challenges for affected households.

6. Employment Flexibility and Job Impacts

Even among salaried employees, additional no-school days can create logistical challenges—particularly for single-parent and dual-working households. Parents may need to use paid time off or adjust work schedules to accommodate childcare needs. In some cases, job opportunities may be limited to positions offering flexible scheduling or sufficient paid leave benefits.

Mock Calendar Comparison

This memo provides a summary of the mock calendar models reviewed by the Tri-District Calendar Review Subcommittee. For each model, the table below includes projected start and end dates for the next three school years, with and without snow days, as well as a summary of key discussion points.

Calendar Model	Fiscal Year	Start Date	End Date (0 Snow Days)	End Date (5 Snow Days)	Key Positives (summary of discussion from Tri-District Calendar Review Subcommittee)	Key Concerns (summary of discussion from Tri-District Calendar Review Subcommittee)
Current Model	FY26	8/27/2025	06/15/2026	06/23/2026	The Jewish community is advocating to keep Rosh Hashanah and Yom Kippur on the calendar. Families, caregiver providers, and staff are familiar with the current calendar and can plan accordingly. No additional expense for substitutes.	It's less inclusive and equitable, forcing students and families to decide between their faith and attending school. Students of other faiths and religions are not represented and lessens their feeling of belonging. Sudbury is more diverse and the school calendar should reflect the diversity of the community.
	FY27	09/02/2026	06/21/2027	06/28/2027		
	FY28	09/01/2027	06/13/2028	06/21/2028		
Federal & State Holidays Model	FY26	08/29/2025	06/12/2026	06/22/2026	Supports families struggling to find and pay for childcare on non State and Federal holidays. With a strong accommodation policy, allows for all faiths and cultures to observe their holiday without missing key academic instruction. Maintains continuity of academic instruction. Allows the school year to end earlier in June.	Removes Rosh Hashana, Yom Kippur and Good Friday as "no school days." The Jewish community largely opposes removing the religious holidays. There may be an increased cost associated with paying substitutes if we have a high volume of staff out on specific holidays. It also may be difficult to find substitutes to fill in on holidays. Sudbury is more diverse and the school calendar should reflect the diversity of the community by allowing observances of religious and cultural days.
	FY27	09/02/2026	06/15/2027	06/23/2027		
	FY28	09/03/2027	06/14/2028	06/22/2028		
Additional Holidays Model (Diwali, Lunar New Year, Eid al-Fitr, Eid al-Adha)	FY26	08/27/2025	06/18/2026	06/26/2026	Allows our diverse community to celebrate their religious and cultural observances ensuring equity and inclusion. Allows students to focus on their celebration instead of potentially missing key academic instruction. Instills a feeling of belonging within the school and greater Sudbury community.	Childcare arrangement and cost, caregivers potentially having to take days off of work because their employer only recognizes certain holidays. Potential interruptions to learning. Concerns noted with extending the year: interference with summer camps/vacations, temperature (high heat and humidity)," shortening" summer vacation, and potential food and bus contract implications.
	FY27	09/02/2026	06/22/2027	06/29/2027		
	FY28	09/01/2027	06/16/2028	06/26/2028		
Rotational Model***This model has not been discussed at the Tri-District level and could be built in many different ways. This model reflects the current Wellesey model which rotates only 6 holidays, not 7. It's possible the Tri-District Subcommittee could decide on a different rotating model.	FY26	08/27/2025	06/16/2026	06/24/2026	Allows additional requested holidays observed on a rotating basis making it more equitable and inclusive than our current model.	Changing schedule year to year could be confusing for families/staff, makes solidifying childcare options more difficult. Not all holidays are guaranteed a "no school day" making the schedule and holiday observances inconsistent from year to year. The model has three static holidays and rotates 1 holiday but it is still variable based on academic continuity, school start dates, and how many static holidays and rotating holidays fall on a weekend.
	FY27	09/02/2026	06/21/2027	06/28/2027		
	FY28	09/01/2027	06/14/2028	06/22/2028		

Contractual Days Off:

(Applies to all models)

All State/Federal holidays and Christmas eve (contractual)

Students' Last Day of School - Assuming No Snow Days											
	Discussed at ACTF October 9					Discussed at ACTF October 24			ACTF Recommendation	New	New
						Rotating Model 1: All Holidays Rotate for Max of 3 Holidays	Rotating Model 2: 2 Static + 1 Rotating for Max of 3 Holidays			Rotating Model 3: 3 Static + 1 Rotating for Max of 4 Holidays	Rotating Model 4: 4 Static + 1 Rotating for Max of 4 Holidays
	Federal/State Holidays	6 Religious & Cultural Holidays	3 Prior Holidays (Rosh Hashanah, Yom Kippur, Good Friday)	3 Static Holidays (Rosh Hashanah/Yom Kippur, Eid Al- Fitr, Lunar New Year)	3 Rotating Holidays (Rosh Hashanah, Yom Kippur, Eid Al- Fitr, Lunar New Year, Diwali or Good Friday)	2 Static Holidays (Rosh Hashanah & Yom Kippur) + 1 Rotating (Eid Al- Fitr, Lunar New Year, Diwali or Good Friday)	4 Static Holidays (Rosh Hashanah, Yom Kippur, Eid Al-Fitr, Lunar New Year)	4 Static Holidays (Rosh Hashanah, Yom Kippur, Eid Al-Fitr/Eid al-Adha, Lunar New Year)		3 Static Holidays (Rosh Hashanah, Yom Kippur & Good Friday) + 1 Rotating (Diwali, Eid Al-Fitr or Lunar New Year)	4 Static Holidays (Rosh Hashanah, Yom Kippur, Eid Al- Fitr & Good Friday) + 1 Rotating (Lunar New Year or Diwali)
2024-2025		June 18									
2025-2026	June 10	June 17	June 15	June 12	June 15	June 15	June 15	June 15	June 15	June 16	June 16
2026-2027	June 15	June 21	June 17	June 17	June 21	June 21	June 21	June 17	June 17	June 21	June 21
2027-2028	June 12	June 15	June 13	June 14	June 15	June 15	June 15	June 13	June 14	June 15	June 15
2028-2029	June 11	June 18	June 13	June 14	June 14	June 14	June 14	June 14	June 14	June 14	June 15
2029-2030	June 11	June 17	June 13	June 13	June 13	June 13	June 14	June 14	June 14	June 14	June 14
2030-2031	June 10	June 16	June 12	June 13	June 13	June 13	June 13	June 13	June 13	June 13	June 16
2031-2032	June 9	June 16	June 11	June 14	June 14	June 14	June 14	June 14	June 14	June 14	June 15
2032-2033	June 13	June 21	June 15	June 16	June 16	June 16	June 16	June 16	June 16	June 16	June 17
2033-2034	June 12	June 15	June 14	June 14	June 15	June 15	June 15	June 14	June 14	June 15	June 15
2034-2035	June 11	June 15	June 13	June 14	June 14	June 14	June 14	June 14	June 14	June 14	June 15

Holidays that Fall on Weekends/Breaks/Mandated Holidays	
2024-2025	Yom Kippur (weekend)
2025-2026	Lunar New Year (during February break)
2026-2027	Rosh Hashanah, Diwali, Lunar New Year (all weekends)
2027-2028	Rosh Hashanah (weekend), Yom Kippur (Indigenous Peoples' Day), Eid Al-Fitr (weekend)
2028-2029	Yom Kippur (weekend)
2029-2030	Lunar New Year (weekend), Good Friday (during April break)
2030-2031	Rosh Hashanah, Diwali (both weekends)
2031-2032	Yom Kippur (weekend)
2032-2033	Rosh Hashanah (Labor Day)
2033-2034	Rosh Hashanah, Diwali, Lunar New Year (all weekends)
2034-2035	Yom Kippur (weekend), Diwali (Veterans' Day)

	Last day for teachers will be after Juneteenth
	Eid al-Fitr and Lunar New Year fall within week prior to February break

Last Student Day of School with No Snow Days	
2014-2015	June 12
2015-2016	June 17
2016-2017	June 15
2017-2018	June 13
2018-2019	June 13
2019-2020	June 15
2020-2021	June 17
2021-2022	June 16
2022-2023	June 15
2023-2024	June 12

Detail on Rotating Models

Rotating Model 1: All Holidays Rotate for Max of 3 Holidays (Column F on Overview Tab)					
Year	School Closed in Observance of Holiday	Holiday on Weekend/Break/Other Mandated Holiday	Holiday with School in Session	Non-Mandated School Holidays	Rotation Considerations
2025-2026	Jewish Holiday, Good Friday, Eid al-Fitr	Lunar New Year	Jewish Holiday, Diwali	3	Only one Jewish holiday as No School day each school year
2026-2027	Yom Kippur, Good Friday, Eid al-Fitr	Rosh Hashanah, Diwali, Lunar New Year	None	3	N/A
2027-2028	Diwali, Lunar New Year, Good Friday	Rosh Hashanah, Yom Kippur, Eid al-Fitr	None	3	N/A
2028-2029	Rosh Hashanah, Good Friday, Eid al-Fitr	Yom Kippur	Lunar New Year, Diwali	3	LNy & Eid occur week prior to Feb. break, school in session for continuity
2029-2030	Jewish Holiday, Diwali, Eid al-Fitr	Lunar New Year, Good Friday	Jewish Holiday	3	Only one Jewish holiday as No School day each school year
2030-2031	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah, Diwali	Lunar New Year	3	For School Committee Discussion
2031-2032	Rosh Hashanah, Good Friday, Eid al-Fitr	Yom Kippur	Lunar New Year, Diwali	3	For School Committee Discussion
2032-2033	Yom Kippur, Good Friday, Eid al-Fitr	Rosh Hashanah	Lunar New Year, Diwali	3	For School Committee Discussion
2033-2034	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah, Diwali, Lunar New Year	None	3	N/A
2034-2035	Rosh Hashanah, Lunar New Year, Eid al-Fitr	Yom Kippur, Diwali	Good Friday	3	For School Committee Discussion

Diwali Off: 6/10 Years One Jewish Holiday: 10/10 Years Two Jewish Holidays: 8/10 Years Eid al-Fitr Off: 10/10 Years Good Friday Off: 9/10 Years Lunar New Year Off: 6/10 Years	Eid al-Fitr and Lunar New Year fall within week prior to February break
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Rotating Model 2: 2 Static + 1 Rotating for Max of 3 Holidays (Column G on Overview Tab)					
Year	School Closed in Observance of Holiday	Holiday on Weekend/Break/Other Mandated Holiday	Holiday with School in Session	Non-Mandated School Holidays	Rotation Considerations
2025-2026	Rosh Hashanah, Yom Kippur, Eid al-Fitr	Lunar New Year	Good Friday, Diwali	3	RH and YK are on weekdays, so school is in session on Diwali for continuity
2026-2027	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah, Diwali, Lunar New Year	None	3	N/A
2027-2028	Diwali, Lunar New Year, Good Friday	Rosh Hashanah, Yom Kippur, Eid al-Fitr	None	3	N/A
2028-2029	Rosh Hashanah, Diwali, Good Friday	Yom Kippur	Eid al-Fitr, Lunar New Year	3	LNy & Eid occur week prior to Feb. break, school in session for continuity
2029-2030	Rosh Hashanah, Yom Kippur, Eid al-Fitr	Lunar New Year, Good Friday	Diwali	3	RH and YK are on weekdays, so school is in session on Diwali for continuity
2030-2031	Yom Kippur, Eid al-Fitr, Lunar New Year	Rosh Hashanah, Diwali	Good Friday	3	For School Committee Discussion
2031-2032	Rosh Hashanah, Eid al-Fitr, Lunar New Year	Yom Kippur	Good Friday, Diwali	3	For School Committee Discussion
2032-2033	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah	Lunar New Year, Diwali	3	For School Committee Discussion
2033-2034	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah, Diwali, Lunar New Year	None	3	N/A
2034-2035	Rosh Hashanah, Eid al-Fitr, Good Friday	Yom Kippur, Diwali	Lunar New Year	3	For School Committee Discussion

Diwali Off: 6/10 Years Rosh Hashanah Off: 10/10 Years Yom Kippur Off: 10/10 Years Eid al-Fitr Off: 9/10 Years Good Friday Off: 7/10 Years Lunar New Year Off: 7/10 Years	Eid al-Fitr and Lunar New Year fall within week prior to February break
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Rotating Model 3: 3 Static + 1 Rotating for Max of 4 Holidays (Column J on Overview Tab)					
Year	School Closed in Observance of Holiday	Holiday on Weekend/Break/Other Mandated Holiday	Holiday with School in Session	Non-Mandated School Holidays	Rotation Considerations
2025-2026	Rosh Hashanah, Yom Kippur, Eid al-Fitr, Good Friday	Lunar New Year	Diwali	4	RH and YK are on weekdays, so school is in session on Diwali for continuity
2026-2027	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah, Diwali, Lunar New Year	None	3	N/A
2027-2028	Diwali, Lunar New Year, Good Friday	Rosh Hashanah, Yom Kippur, Eid al-Fitr	None	3	N/A
2028-2029	Rosh Hashanah, Diwali, Good Friday	Yom Kippur	Lunar New Year, Eid al-Fitr	3	LNy & Eid occur week prior to Feb. break, school in session for continuity
2029-2030	Rosh Hashanah, Yom Kippur, Eid al-Fitr	Lunar New Year, Good Friday	Diwali	3	RH and YK are on weekdays, so school is in session on Diwali for continuity
2030-2031	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah, Diwali	Lunar New Year	3	School in Session on Diwali in prior year, so No School this year
2031-2032	Rosh Hashanah, Eid al-Fitr, Good Friday	Yom Kippur	Diwali, Lunar New Year	3	For School Committee Discussion
2032-2033	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah	Diwali, Lunar New Year	3	For School Committee Discussion
2033-2034	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah, Diwali, Lunar New Year	None	3	N/A
2034-2035	Rosh Hashanah, Good Friday, Lunar New Year	Yom Kippur, Diwali	Eid al-Fitr	3	Corrected on 12/5; extra rotating holiday included on previous version

Diwali Off: 6/10 Years Rosh Hashanah Off: 10/10 Years Yom Kippur Off: 10/10 Years Eid al-Fitr Off: 8/10 Years Good Friday Off: 10/10 Years Lunar New Year Off: 6/10 Years	Eid al-Fitr and Lunar New Year fall within week prior to February break
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Rotating Model 4: 4 Static + 1 Rotating for Max of 4 Holidays (Column K in Overview Tab)					
Year	School Closed in Observance of Holiday	Holiday on Weekend/Break/Other Mandated Holiday	Holiday with School in Session	Non-Mandated School Holidays	Rotation Considerations
2025-2026	Rosh Hashanah, Yom Kippur, Eid al-Fitr, Good Friday	Lunar New Year	Diwali	4	RH and YK are on weekdays, so school is in session on Diwali for continuity
2026-2027	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah, Diwali, Lunar New Year	None	3	N/A
2027-2028	Diwali, Lunar New Year, Good Friday	Rosh Hashanah, Yom Kippur, Eid al-Fitr	None	3	N/A
2028-2029	Rosh Hashanah, Diwali, Good Friday, Eid al-Fitr	Yom Kippur	Lunar New Year	4	LNy & Eid occur week prior to Feb. break, school in session for continuity
2029-2030	Rosh Hashanah, Yom Kippur, Eid al-Fitr	Lunar New Year, Good Friday	Diwali	3	RH & YK are on weekdays; so school in session on Diwali for continuity
2030-2031	Yom Kippur, Eid al-Fitr, Lunar New Year, Good Friday	Rosh Hashanah, Diwali	None	4	N/A
2031-2032	Rosh Hashanah, Eid al-Fitr, Lunar New Year, Good Friday	Yom Kippur	Diwali	4	For School Committee Discussion
2032-2033	Yom Kippur, Eid al-Fitr, Good Friday, Diwali	Rosh Hashanah	Lunar New Year	4	For School Committee Discussion
2033-2034	Yom Kippur, Eid al-Fitr, Good Friday	Rosh Hashanah, Diwali, Lunar New Year	None	3	N/A
2034-2035	Rosh Hashanah, Eid al-Fitr, Good Friday, Lunar New Year	Yom Kippur, Diwali	None	4	N/A

Diwali Off: 7/10 Years Rosh Hashanah Off: 10/10 Years Yom Kippur Off: 10/10 Years Eid al-Fitr Off: 10/10 Years Good Friday Off: 10/10 Years Lunar New Year Off: 8/10 Years	Eid al-Fitr and Lunar New Year fall within week prior to February break
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Calendar Model By Holiday

					Rotating Model 1: All Holidays Rotate for Max of 3 Holidays	Rotating Model 2: 2 Static + 1 Rotating for Max of 3 Holidays			Rotating Model 3: 3 Static + 1 Rotating for Max of 4 Holidays	Rotating Model 4: 4 Static + 1 Rotating for Max of 4 Holidays
	Federal/State Holidays	6 Religious & Cultural Holidays	3 Prior Holidays (Rosh Hashanah, Yom Kippur, Good Friday)	3 Static Holidays (Rosh Hashanah/Yom Kippur, Eid Al-Fitr, Lunar New Year)	3 Rotating Holidays (Rosh Hashanah, Yom Kippur, Eid Al-Fitr, Lunar New Year, Diwali or Good Friday)	2 Static Holidays (Rosh Hashanah & Yom Kippur) + 1 Rotating (Eid Al-Fitr, Lunar New Year, Diwali or Good Friday)	4 Static Holidays (Rosh Hashanah, Yom Kippur, Eid Al-Fitr, Lunar New Year)	4 Static Holidays (Rosh Hashanah, Yom Kippur, Eid Al-Fitr/Eid al-Adha, Lunar New Year)	3 Static Holidays (Rosh Hashanah, Yom Kippur & Good Friday) + 1 Rotating (Diwali, Eid Al- Fitr or Lunar New Year)	4 Static Holidays (Rosh Hashanah, Yom Kippur, Eid Al-Fitr & Good Friday) + 1 Rotating (Lunar New Year or Dwali)
Rosh Hashanah	School in Session	No School Day	No School Day	No School Day	Rotates (No School 10/10 years)	No School Day	No School Day	No School Day	No School Day	No School Day
Yom Kippur	School in Session	No School Day	No School Day	School in Session, unless Rosh Hashanah falls on weekend or mandated holiday	Rotates (No School 8/10 years)	No School Day	No School Day	No School Day	No School Day	No School Day
Diwali	School in Session	No School Day	School in Session	School in Session	Rotates (No School 6/10 years)	Rotates (No School 6/10 years)	School in Session	School in Session	Rotates (No School 6/10 years)	Rotates (No School 7/10 years)
Lunar New Year	School in Session	No School Day	School in Session	No School Day	Rotates (No School 6/10 years)	Rotates (No School 7/10 years)	No School Day	No School Day	Rotates (No School 6/10 years)	Rotates (No School 8/10 years)
Eid al-Fitr	School in Session	No School Day	School in Session	No School Day	Rotates (No School 10/10 years)	Rotates (No School 9/10 years)	No School Day	No School Day; if on weekend or mandated holiday, replaced with Eid al-Adha	Rotates (No School 9/10 years)	No School Day
Good Friday	School in Session	No School Day	No School Day	School in Session	Rotates (No School 9/10 years)	Rotates (No School 7/10 years)	School in Session	School in Session	No School Day	No School Day

ACTF Considerations by Model

				Rotating Model 1: All Holidays Rotate for Max of 3 Holidays	Rotating Model 2: 2 Static + 1 Rotating for Max of 3 Holidays			Rotating Model 3: 3 Static + 1 Rotating for Max of 4 Holidays	Rotating Model 4: 4 Static + 1 Rotating for Max of 4 Holidays
Federal/State Holidays	6 Religious & Cultural Holidays	3 Prior Holidays (Rosh Hashanah, Yom Kippur, Good Friday)	3 Static Holidays (Rosh Hashanah/Yom Kippur, Eid Al-Fitr, Lunar New Year)	3 Rotating Holidays (Rosh Hashanah, Yom Kippur, Eid Al-Fitr, Lunar New Year, Diwali or Good Friday)	2 Static Holidays (Rosh Hashanah & Yom Kippur) + 1 Rotating (Eid Al-Fitr, Lunar New Year, Diwali or Good Friday)	4 Static Holidays (Rosh Hashanah, Yom Kippur, Eid Al-Fitr, Lunar New Year)	4 Static Holidays (Rosh Hashanah, Yom Kippur, Eid Al-Fitr/Eid al-Adha, Lunar New Year)	3 Static Holidays (Rosh Hashanah, Yom Kippur & Good Friday) + 1 Rotating (Diyali, Eid Al-Fitr or Lunar New Year)	4 Static Holidays (Rosh Hashanah, Yom Kippur, Eid Al-Fitr & Good Friday) + 1 Rotating (Lunar New Year or Diwali)
Removed from Consideration Due To:	Removed from Consideration Due To:	Removed from Consideration Due To:	Removed from Consideration Due To:	Removed from Consideration Due To:	Favored by ACTF Due To:	Favored by ACTF Due To:	Favored by ACTF Due To:	Not Discussed by ACTF	Not Discussed by ACTF
Easter Sunday, Christmas Day and Christmas Eve will never be school days making Federal/State model seem less balanced	Preference to strike a balance between community members asking for no religious and cultural holidays and those citing the extreme importance of observing certain religious holidays with a No School day	Growing population of community members observing Lunar New Year	Desire for both Rosh Hashanah and Yom Kippur to remain as No School days given easement agreement, long-term partnership with TBE, acknowledgement of current climate and consensus around need of no school to observe the holiday	Desire for both Rosh Hashanah and Yom Kippur to remain as No School days given easement agreement, long-term partnership with TBE, acknowledgement of current climate and consensus around need of no school to observe the holiday	Desire for both Rosh Hashanah and Yom Kippur to remain as No School days given easement agreement, long-term partnership with TBE, acknowledgement of current climate and consensus around need of no school to observe the holiday	Desire for both Rosh Hashanah and Yom Kippur to remain as No School days given easement agreement, long-term partnership with TBE, acknowledgement of current climate and consensus around need of no school to observe the holiday	Desire for both Rosh Hashanah and Yom Kippur to remain as No School days given easement agreement, long-term partnership with TBE, acknowledgement of current climate and consensus around need of no school to observe the holiday		
Desire for both Rosh Hashanah and Yom Kippur to remain as No School days given easement agreement, long-term partnership with TBE, acknowledgement of current climate and consensus around need of no school to observe the holiday	Desire to end school before Juneteenth	Growing population observing Eid al-Fitr, current climate, and consensus around need for no school to observe the holiday			Growing population of community members observing Lunar New Year	Growing population of community members observing Lunar New Year	Growing population of community members observing Lunar New Year		
Staffing Concerns on Good Friday	More than 3 non-mandated holidays in a year increases continuity and childcare concerns				Growing population observing Eid al-Fitr, current climate, and consensus around need for no school to observe the holiday	Growing population observing Eid al-Fitr, current climate, and consensus around need for no school to observe the holiday	Growing population observing Eid al-Fitr, current climate, and consensus around need for no school to observe the holiday		
	<i>Note: Some ACTF members favored this model due to sense of belonging reported by students, staff and families</i>				Less consensus around need for no school holiday for Good Friday, esp. among parents/caregivers, teachers/staff	Less consensus around need for no school holiday for Good Friday, esp. among parents/caregivers, teachers/staff	Less consensus around need for no school holiday for Good Friday, esp. among parents/caregivers, teachers/staff		
						Smaller population and less consensus on need for Diwali as no school holiday	Smaller population and less consensus on need for Diwali as no school holiday		

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Sudbury Public Schools 2025/ 2026 Calendar - Draft rotating model

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
		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
		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	
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	
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	
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-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	
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	

January		1 New Year's Day
		2 No School
		19 Martin Luther King Jr. Day
		28 Professional Development
February		16 President's Day
		17 - 20 February Break
March		20 Eid al-Fitr
April		3 Good Friday
		20 Patriot's Day
		21 - 24 Spring Break
May		25 Memorial Day
June		19 Juneteenth
		16 Last Day of School (180)
		24 Last Day of School (185)

Rotating Draft Model with 3 static holidays (Rosh Hashanah, Yom Kippur, and Good Friday) and rotating 1 holiday from (Lunar New Year, Diwali, Eid al-Fitr, and Eid al-Adha. Lunar New Year falls over February break. Diwali is on a Monday (10/20), Eid al-Fitr is on Friday (3/20/26) and Eid al-Adha is on Wednesday (5/27/2026). **Taking into account academic continuity the one rotating holiday for 25-26 would be Eid al-Fitr** because October (Divali) already has 2 days off and May (Eid al-Adha) is right after Memorial Day.

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DRAFT 2026/ 2027 Rotating Calendar Rotating Calendar Option

		Jul-26							Jan-27								
July		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	January	
4	Independence Day				1	2	3	4						1	2	1 New Year's Day	
		5	6	7	8	9	10	11		3	4	5	6	7	8	18 Martin Luther King Jr. Day	
		12	13	14	15	16	17	18		10	11	12	13	14	15	27 Professional Development Day	
		19	20	21	22	23	24	25		17	18	19	20	21	22		
		26	27	28	29	30	31			24	25	26	27	28	29		
		Days in Month						0		Days in Month							
August		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	February	
31	Professional Development							1			1	2	3	4	5	15 President's Day	
		2	3	4	5	6	7	8		7	8	9	10	11	12	16-19 February Break	
		9	10	11	12	13	14	15		14	15	16	17	18	19		
		16	17	18	19	20	21	22		21	22	23	24	25	26		
		23	24	25	26	27	28	29		28							
		30	31														
		Days in Month						0		Days in Month							
September		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	March	
1	Professional Development			1	2	3	4	5			1	2	3	4	5	10 Eid al-Fitr	
2	First Day 1 - 8 Grade									7	8	9	10	11	12	26 Good Friday	
7	Labor Day	6	7	8	9	10	11	12		14	15	16	17	18	19		
12	Rosh Hashanah	13	14	15	16	17	18	19		21	22	23	24	25	26		
21	Yom Kippur	20	21	22	23	24	25	26		28	29	30	31				
		27	28	29	30												
		Days in Month						19		Days in Month							
October		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	April	
12	Indigenous Peoples' Day					1	2	3					1	2	3	19 Patriot's Day	
		4	5	6	7	8	9	10		4	5	6	7	8	9	20 - 23 Spring Break	
		11	12	13	14	15	16	17		11	12	13	14	15	16		
		18	19	20	21	22	23	24		18	19	20	21	22	23		
		25	26	27	28	29	30	31		25	26	27	28	29	30		
		Days in Month						21		Days in Month							
November		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	May	
11	Veteran's Day	1	2	3	4	5	6	7								31 Memorial Day	
26	Thanksgiving Day	8	9	10	11	12	13	14		2	3	4	5	6	7		
27	Day After Thanksgiving	15	16	17	18	19	20	21		9	10	11	12	13	14		
		22	23	24	25	26	27	28		16	17	18	19	20	21		
		29	30							23	24	25	26	27	28		
		Days in Month						18		Days in Month							
December		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	June	
24- 31	Winter Break				1	2	3	4				1	2	3	4	18 Juneteenth (Observed)	
		6	7	8	9	10	11	12		6	7	8	9	10	11	21 Last Day of School (180)	
		13	14	15	16	17	18	19		13	14	15	16	17	18	28 Last Day of School (185)	
		20	21	22	23	24	25	26		20	21	22	23	24	25		
		27	28	29	30	31				27	28	29	30				
		Days in Month						17		Days in Month							
		Total School Days						180		Days in Month							

Weekend holidays: Rosh Hashana is on Saturday, 9/12, Diwali is on on Sunday, 11/8, and Lunar New Year is on Saturday, 2/6. Eid al-Adhar is on Thursday, 3/18. **Looking**

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DRAFT 2027/ 2028 Calendar Rotating Calendar Option

July	4 Independence Day	Jul-27							Jan-28							January	
		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	1 New Year's Day	17 Martin Luther King Jr. Day
						1	2	3								26 Professional Development Day	
		4	5	6	7	8	9	10	2	3	4	5	6	7	8		
		11	12	13	14	15	16	17	9	10	11	12	13	14	15		
		18	19	20	21	22	23	24	16	17	18	19	20	21	22		
		25	26	27	28	29	30	31	23	24	25	26	27	28	29		
		Days in Month						0	Days in Month						19		
August	30 - 31 Professional Development	Aug-27							Feb-28							February	
		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	21 President's Day	22-25 February Break
		1	2	3	4	5	6	7			1	2	3	4	5		
		8	9	10	11	12	13	14	6	7	8	9	10	11	12		
		15	16	17	18	19	20	21	13	14	15	16	17	18	19		
		22	23	24	25	26	27	28	20	21	22	23	24	25	26		
		29	30	31					27	28	29						
		Days in Month						0	Days in Month						16		
September	1 First Day 1 - 8 Grade 6 Labor Day	Sep-27							Mar-28							March	
		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
					1	2	3	4				1	2	3	4		
		5	6	7	8	9	10	11	5	6	7	8	9	10	11		
		12	13	14	15	16	17	18	12	13	14	15	16	17	18		
		19	20	21	22	23	24	25	19	20	21	22	23	24	25		
		26	27	28	29	30			26	27	28	29	30	31			
		Days in Month						21	Days in Month						23		
October	2 Rosh Hashanah 11 Yom Kippur 11 Indigenous Peoples' Day 29 Diwali	Oct-27							Apr-28							April	
		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	14 Good Friday	17 Patriot's Day
							1	2							1	18 - 21 Spring Break	
		3	4	5	6	7	8	9	2	3	4	5	6	7	8		
		10	11	12	13	14	15	16	9	10	11	12	13	14	15		
		17	18	19	20	21	22	23	16	17	18	19	20	21	22		
		24	25	26	27	28	29	30	23	24	25	26	27	28	29		
		31							30								
		Days in Month						19	Days in Month						14		
November	11 Veteran's Day 25 Thanksgiving Day 26 Day After Thanksgiving	Nov-27							May-28							May	
		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	29 Memorial Day	
			1	2	3	4	5	6			1	2	3	4	5		
		7	8	9	10	11	12	13	7	8	9	10	11	12	13		
		14	15	16	17	18	19	20	14	15	16	17	18	19	20		
		21	22	23	24	25	26	27	21	22	23	24	25	26	27		
		28	29	30					28	29	30	31					
		Days in Month						19	Days in Month						22		
December	24 - 31 Winter Break	Dec-27							Jun-28							June	
		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	14 Last Day of School (180)	19 Juneteenth
					1	2	3	4					1	2	3	22 Last Day of School (185)	
		5	6	7	8	9	10	11	4	5	6	7	8	9	10		
		12	13	14	15	16	17	18	11	12	13	14	15	16	17		
		19	20	21	22	23	24	25	18	19	20	21	22	23	24		
		26	27	28	29	30	31		25	26	27	28	29	30			
		Days in Month						17	Days in Month						10		
		Total School Days						180									

Rosh Hashana is on a Saturday, Lunar New Year is scheduled on a PD day, Eid al-Fitr is on a Saturday. Eid al-Adhar is on Friday, 5/5 and Diwali on Friday, 10/29. Diwali will be recognized as the

Listening Session Summary

Registrations / Attendees

**Attendees who wished to speak had to register.*

Registered	Day of Registration Change	Zoom Attendees	Speakers
74 3 in-person 71 via zoom	3 cancellations 3 additions 6 “listening only”	46 (17 of the 46 were not registered)	17 (all registered)

Overview of Registration / Attendees:

- Significantly less attendees than registered
- 29 of the registered attendees logged on to listen/speak
- 1 non-registered attendee was in-person
- 16 of the speakers were from Sudbury, almost all with students in SPS

Summary of Feedback

Most speakers provided feedback in support of Diwali:

- Celebrating Diwali on a school day forces families to choose between academics and cultural values
- Observance shows equity
- Neighboring towns like Acton, Hopkinton and Lexington already observe Diwali
- Over 80 emails were sent in support of Diwali showing a strong community interest
- Students feel left out or “lesser” when their holidays are unrecognized

Additional speakers spoke in support of Eid al-Fitr and Eid al-Adha, creating an equitable and inclusive community and voiced concerns with respect to removing Rosh Hashanah and Yom Kippur as observed holidays:

Jewish Community feedback:

- Jewish holidays should be reflected in the calendar for inclusivity and respect
- Meetings scheduled on Jewish holidays undermines belonging and visibility
- Rising concerns about anti-Semitism locally and nationally

Muslim Community feedback:

- Eid conflicts with major academic and extracurricular events (e.g., MCAS, field trips)
- Muslim students/families are forced to compromise between faith and participation
- Second-largest religion globally; community deserves equal recognition

Equity and Inclusion feedback:

- Broad support for policies that reflect fairness, transparency, and shared values
- Desire to see decisions reflect the district’s stated equity and anti-discrimination values

Memo: Feedback from Faith and Cultural Leaders on Religious and Cultural Observances

To: Sudbury School Committee

From: Betsy Sues, School Committee Member

Date: October 23, 2025

Subject: Summary of Discussions with Faith and Cultural Leaders

Overview

The Tri-District Calendar Review Subcommittee met with faith and cultural leaders representing religious and cultural observances currently recognized—or under consideration—for inclusion in the Sudbury Public Schools (SPS) calendar. These observances include: Yom Kippur, Rosh Hashanah, Good Friday, Diwali, Lunar New Year, Eid al-Fitr, and Eid al-Adha. The goal of these conversations was to better understand the timing, significance, and impact of these observances on students, families, and the broader school community.

Participating Faith and Cultural Leaders

The following faith leaders were invited to participate in discussions with the Tri-District Calendar Review Subcommittee. These individuals were identified through input from the community and committee members. Additional feedback was also accepted through email or open comment. The Subcommittee extends its sincere appreciation to all who contributed their valuable insights and perspectives.

Christian Faith Leaders (July 17, 2025)

- Father Gerald Souza
- Rev. Nate Klug - Submitted written responses

Jewish Faith Leaders (September 3, 2025)

- Rabbi Yisroel Freeman
- Rabbi Joshua Breindel
- Rabbi Darby Leigh – Invited but not in attendance

Hindu Faith Leaders (August 20, 2025)

- Dr. Shashi Dwarakanath
- Dr. Abhaya Asthana

- Giri Bharathan Ji

Muslim Faith Leaders (August 20, 2025)

- Faiza Khan
- Mahmood Al-Hafeed

Lunar New Year

- Dottie Tang (initially scheduled for October 1, 2025; meeting canceled—future opportunities to engage are being explored)

Questions Asked of Faith and Cultural Leaders

The Tri-District Calendar Review Subcommittee approved the following set of questions to present to the faith and cultural leaders. Participation in providing responses was optional, and all leaders received the same list of questions for consistency.

1. What faith/cultural tradition do you represent and what denomination? What is your role/title? Where is your place of worship based?
2. When is the holiday typically observed, and does it vary from year to year?
3. What is the historical and spiritual significance of the holiday in your faith tradition?
4. Do members of your community express concern about having to choose between observances and participation in school?
5. What are the key customs, rituals, or religious practices associated with the holiday?
 - a. What time of day do these typically take place?
 - b. Is it a widely observed ceremony/service led by a faith leader?
6. What would it mean, both practically and symbolically, for your community if key days of observance were acknowledged in the school calendar?
 - a. How does the community—including more secular families—typically celebrate or observe the holiday?
7. What other religious or cultural observances from your faith fall during the school year?
 - a. What are the emotional, communal, and academic effects when school is in session on an observed holiday?
 - b. What benefits might students experience if the holiday were acknowledged or school were closed?
 - c. If closing school is not possible, what accommodations would best support students?
 - d. To what extent do families refrain from regular activities (e.g., work or school) during this holiday?
8. Are there unintended consequences, benefits, or broader considerations we should keep in mind when evaluating this holiday for school calendar changes?

9. Are there other actions that would help members of your community feel seen and respected concerning these days of observance?

Key Themes and Insights

The responses from faith and cultural leaders reflected several common themes and were consistent across discussions. For that reason, their feedback has been summarized in aggregate below. Individual discussions with faith leaders are available for viewing in the recorded Tri-District Calendar Review Subcommittee meetings.

- **Balancing Faith and School Participation**

Faith leaders consistently shared that students often face difficult choices between attending school and observing religious or cultural traditions. Many students choose to attend school to avoid missing academic instruction or key events, even though excused absences are permitted. This dynamic places an undue burden—especially on younger students—to choose between faith and education.

- **Sense of Belonging and Inclusion**

Leaders emphasized that recognizing major religious and cultural holidays as no-school days fosters a stronger sense of inclusion and belonging within the district. Doing so demonstrates respect for the diversity of the Sudbury community and aligns with SPS's commitment to equity and inclusion.

- **Interfaith Support and Inclusivity**

All leaders were supportive of recognizing multiple faith and cultural holidays, emphasizing an additive and inclusive approach that honors all traditions equally. No faith leader expressed that recognition of one religion's observances should come at the expense of another.

- **Nature and Timing of Observances**

All faith leaders confirmed that the holidays under review (e.g., Diwali, Eid al-Fitr, Eid al-Adha) are among the most significant within their respective faiths. Many observances involve family gatherings, fasting, or community prayer, which can be difficult to balance with a regular school schedule.

- **Promoting Cultural Awareness**

Participants agreed that school recognition of diverse holidays not only supports individual students but also educates the entire community, strengthening mutual respect, understanding, and awareness of the many traditions that enrich Sudbury.

- **Timing and Observance**

Some religious observances begin at sunset on the evening preceding the day noted in the school calendar. Additionally, prayers and rituals for faith traditions may occur at specific or auspicious times of day, as determined by religious custom. For observances that fall on a weekend, faith leaders confirmed that there is no expectation for the holiday to be recognized on the preceding Friday or the following Monday as an observed no-school day. Faith leaders can provide feedback to the school district to confirm the dates and timing of lunar calendar observances—or those that span multiple days—to ensure that the school calendar accurately reflects these important traditions.

- **Ramadan and In-School Accommodations**

Finally, faith leaders—particularly from the Muslim community—noted the need for meaningful in-school accommodations during Ramadan. These include flexibility around physical activity, access to quiet spaces for prayer or reflection, and sensitivity to fasting schedules.



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Impact on Students with Special Needs

Research shows that all students generally do better with consistency for both academic and social-emotional skill building, including those students served through Individualized Education Programs (IEPs). Many students benefit from consistency, structured routines, and regular access to specialized instruction and related services. Additional No School Days to the calendar may interrupt the continuity of these supports. Such interruptions may make it more difficult for some students to maintain progress toward IEP goals, regulate behavior, and generalize learned skills across settings. Frequent schedule changes may also complicate service delivery and coordination among staff providing special education and related services. While the district values the recognition of cultural and religious observances, it is important to balance these considerations with the need to maintain stable and predictable learning opportunities for all students.

**Sudbury Public Schools
School Committee Meeting**

Date: October 23, 2025

Agenda Item: 6
Future Agenda Items

Recommendation:

Background Information:

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

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

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

Attachments:

2025-2026 SC Agenda Setting & Materials - Rolling Agenda (2)

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

2025-2026 Sudbury School Committee Strategic Plan

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

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

July

Workshop / School Committee Annual Retreat

School Committee Retreat: School Committee Protocols and Operations, Alicia Mallon, MASC

Consent Calendar Items

CASE Q4 Report

ACCEPT Q4 Report

Business & Policy Matters

Policy BGB Step 2: JBD, BDFB, BDFB-R

Policy BGB Step 1: AC, AC-R, ACAB, ACAB-R

2025-2026 School Committee Goals, Initial Discussion

August

Special Matters / Presentations/ Reports

Sandra Duran, Combined Facilities Director, FY25 and FY26 Capital Updates

Chief Nix, School Safety

Consent Calendar Items

Appointment of School Committee Representative to Educational Collaboratives, (CASE and ACCEPT)

Medication Delegation Application

Business & Policy Matters

FY25 End of Year Annual Budget Report

BGB Step 3: JBD, BDFB, BDFB-R

BGB Step 2 & 3: AC, AC-R, ACAB, ACAB-R
FY26 Family Handbook
2025-2026 SPS District Goals
FY27 School Committee Budget Guidelines, Initial Discussion
Task Policy Subcommittee with Policies to work on 2025-2026 Cycle
September
Consent Calendar Items
Conditions of Assistance: IDEA Part B Funding Certifications
2025-2026 School Committee Goals
FY26 Listening Sessions Planning: Review Draft Participant Survey, Confirm Facilitators, and Determine Timing, Format, and Communication Strategy
Exploration and Evaluation of After-School Care and Enrichment Options, Including Research Approach, Stakeholder Engagement, and Analysis Framework
Business & Policy Matters
FY26 Budget Reset
Approval of FY27 School Committee Budget Guidelines
LGBTQ+ Parent Advisory Council, initial discussion & Possible Determination
Discussion on Budget Book Enhancements
Review Lease Agreement with Sudbury Extended Day, Discuss RFP Process, Determine Next Steps.
October
Special Matters / Presentations / Reports
SMILE/Explore Update
FY27 Capital Project Recommendations for Warrant Article Consideration – Sandra Duran, Combined Facilities Director
Consent Calendar Items
CASE Q1 Report
ACCEPT Q1 Report
2025-2026 School Committee Goals
Draft Short- and Long-Term Capital Plan – Initial Discussion – Sandra Duran, Combined Facilities Director
Business & Policy Matters
Potential Adoption of Updated FA, Facilities Development Goals Policy
Calendar Discussions to prepare for 11/13/2025 Tri-District School Committee Meeting
School Committee members will share preliminary ideas for potential warrant articles. The Committee will identify items for which additional information or cost analysis should be requested from the administration.
Approve Community Budget Letter Describing the 2025–2026 Budget Planning Process with the Administration

Guidance to SPS MASC Delegate on which presentations the School Committee would like updates from the MASC Annual Conference
November
Special Matters / Presentations / Reports
Presentation of Student Achievement Data (MCAS Report, etc.) - 11/24/2025
2025-2026 School Committee Goals
Superintendent Update, Implementation of Policy JIJC - Student USe of Technology in Schools, Update #1
SC Goal: BDA, Step 1 (possibly Step 2): BEDH and BEDA
Business & Policy Matters
Determination of FY27 SPS School Calendar
Bus Transportation RFP (Contract expires Spring 2027)
Discuss process around requesting future agenda items
Task Policy Subcommittee Items that need to be updated in School Committee Handbook this 2025-2026 Cycle
Report: PreK-8 School Improvement Plans
Three Year Fiscal Outlook for Sudbury Public Schools
Potential Adoption of Updated IMDA, Accommodations for Religous and Cultural Observations Policy
FY27 Budget Process: Administration and School Committee FY27 Prioritization of Initiatives
Communication Strategy to Educate the Community on SPS Special Town Warrant Articles
Approve Afterschool Care RFP Scope & Evaluation Criteria
December
<i>Budget Hearing (December 15)</i>
Special Matters / Presentations / Reports
Student Services Report
2025-2026 School Committee Goals
Presentation on K–5 EL Curriculum Implementation, Grade 6 EL Pilot, and 7th Grade Math/Compacted 7–8 Pathway to Inform FY27 Budget Planning
2025-2026 Goals: Sudbury Extended Day Presentation (12/15/2025)
SEPAC Report
SC Goal: BDA, (Step 2) Step 3: BEDH and BEDA
Business & Policy Matters
Discussion and Determination of Process for Implementing Policy BDFB-R to Support SEPAC's Advisory Role (per School Committee Handbook)
Approval of Sudbury School Committee's At-A-Glance Newsletter
Adopt FY27 School Calendar

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

March Tri-District Meeting Planning
Legislative Forum Discussion
Student Fees for FY27
BGB Step 3: Policies the School Committee tasked the Policy Subcommittee to Review
March
<i>School Choice Hearing (March 16)</i>
Special Matters / Presentations/ Reports
METCO Annual Report
Update Regarding After-School Care RFP
Legislative Forum
2025-2026 School Committee Goals
End-of-Year Listening Session Report – Review Summaries, Attendance, and Survey Results to Assess Effectiveness
End-of-Year Review of School Committee Goal: After-School Care and Enrichment — Comprehensive Summary of Findings, Including Key Takeaways on Space, Provider Landscape, Peer Models, and Considerations for Future Program Development; Discussion of Next Steps and Potential External Partnerships
Business & Policy Matters
Discussion of Potential Resolutions for Submission to the MASC Resolutions Committee for Delegate Assembly (Note: 2025 Submission Deadline was June)
Review and Possible Approval of Policy Subcommittee Work on the School Committee Handbook, as Previously Assigned
April
Special Matters / Presentations/ Reports
Academic Benchmarking
Consent Calendar Items
CASE Q3 Report
ACCEPT Q3 Report
2025-2026 School Committee Goals
Academic Benchmarking: K–5 EL Implementation Update, Grade 6 EL Pilot Update, and Grade 7 Math/Compacted 7–8 Pathway Review
Review of Policies and School Committee Handbook; Recommendations for Updates Related to Listening Sessions
School Committee Reviews Afterschool Care Provider Recommendation from the Proposal Evaluation Committee; Potential Vote to Approve Vendor
Approval and Public Posting of Final Capital Plan
Business & Policy Matters
Superintendent Annual Report (Summative)
May
2025-2026 School Committee Goals

Superintendent Update, Implementation of Policy JIJC - Student Use of Technology in Schools, Update #3
Review Superintendent Feedback Regarding Policy JIJC and Consider Next Steps
Review of Policies and School Committee Handbook; Recommendations if updates should be made in regard to listening sessions
Business & Policy Matters
School Committee Reorganization
Discuss and approve charge of Subcommittees, Assign Liaisons
Approve all Subcommittee and Executive Session Minutes that have yet to be Approved for the 2025-2026 cycle as presented/amended
School Committee Self Assessment
FY26 Q3 YTD Budget Update
Approve School Committee Meeting Schedule for FY27
June
Special Matters / Presentations/ Reports
AIM Reports (Principals)
2025-2026 School Committee Goals
SEPAC EOY Report
Business & Policy Matters
Review of 2025-2026 School Committee Goals
FY27 DC Trip Approval
Review of 2025-2026 District Goals
FY26 Superintendent Evaluation
Vote on FY28 No School Days; Half Days to be Voted on in December 2026
At-A-Glance Newsletter
2026-2027 Superintendent Goals
2026-2027 School Committee Goals, Initial Discussion
July 2026
Workshop / School Committee Annual Retreat
School Committee Retreat
Consent Calendar Items
CASE Q4 Report
ACCEPT Q4 Report
Business & Policy Matters

2026-2027 School Committee Goals, Adpoted
2026-2027 Superintendent Goals, Adopted