



AGENDA and NOTICE SCHOOL COMMITTEE MEETING

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

Regular Session Meeting
Tuesday, January 20, 2026

LOCATION

Remote Location

Dial In: 1 301 725 8592 - Webinar ID: 834 8906 7319

URL: <https://us02web.zoom.us/j/83489067319>

AGENDA

7:00 p.m. Open Regular Session

(Approximate Time)

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. Review Superintendent's Recommended Annual Town Meeting Articles (Discussion/Action) 25 Mins
 - b. 2025-2026 School Committee Goal: Review and Potentially Vote on the SPS Capital Plan (Discussion/Action) 15 Mins

2. Consent Calendar (Discussion/Action) 5 Mins
 - a. School Committee Mid-Year Report
 - b. Meeting Minutes (10/06/2025, 11/24/25 and 12/04/25)

3. Business and Policy Matters
 - a. Policy BGB, Step 1: Informational Only (Informational)

Note: Because this agenda must be posted prior to the Policy Subcommittee meeting scheduled for Friday, January 16, 2026, the items listed below are tentative and reflect policies that may be included following that meeting.

 - i. New - BDFC, Parent Advisory Councils, ELPAC
 - ii. New - IJNDG Generative Artificial Intelligence Policy for Teachers and Students
 - iii. IHBA, Observations of Special Education Programs
 - iv. AD, Mission Statement
 - v. CBI, Evaluation of the Superintendent
 - b. Review of the FY27 Budget and potential options for the Budget Book (Discussion/Action) 25 Mins
 - c. Review of Draft After-School Care Request for Proposals (RFP) Prepared by the Administration; Possible Action to Approve the RFP and Authorize the Superintendent or their delegate to Issue the RFP and Establish an Evaluation Committee (Discussion/Action) 40 Mins
 - d. Discussion and Potential Vote on the 2026-2027 School Calendar (Discussion/Action) 20 Mins

- e. 2025-2026 School Committee Goal: After-School Care and Enrichment: (Discussion/Action) 30 Mins
Initial Findings on Space Usage, Peer District Practices, and Local Provider Landscape
- f. Review At-A-Glance Newsletter and Letter to Update Community about (Discussion/Action) 20 Mins
Adopted Policies; Discussion if School Committee webpages need to be updated;
Time Permitting Based on Budget Deliberations

4. 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, January 26, 2026**

**Sudbury Public Schools
School Committee Meeting**

Date: January 20, 2026

Agenda Item: 2a

Review Superintendent's Recommended Annual Town Meeting Articles

Recommendation:

Move that the Sudbury School Committee vote to approve the Superintendent's Recommended Annual Town Meeting Warrant Articles as presented and / or amended, and affirm that the Superintendent or their designee shall submit the approved articles using the Town's Warrant Article Submission Form by 12:00 p.m. on Friday, January 30, 2026.

Background Information:

Attachments:

FY27 SC CIP Presentation 1.20.2025.Version 2

- FY27 Capital Project Submission Form - CIP_FY27_SPS FAC 1 Carpet Replacement
- FY27 Capital Project Submission Form - CIP_FY27_SPS_FAC 2 VCT Flooring Replacement (1)
- FY27 Capital Project Submission Form - CIP_FY27_SPS_FAC 3 Bathroom Partitions and Replacements
- FY27 Capital Project Submission Form - CIP_FY27_SPS FAC 4 Painting
- FY27 Capital Project Submission Form - CIP_FY27_SPS FAC 5 Ceiling Tile Replacement
- FY27 Capital Project Submission Form - CIP_FY27_SPS FAC 6 Schools Exterior Metal Doors
- FY27 Capital Project Submission Form - CIP_FY27_SPS FAC 7 School Safety Enhancements
- FY27 Capital Project Submission Form - CIP_FY27_SPS FAC 8 Boiler Replacements Loring and Curtis
- FY27 Capital Project Submission Form - CIP_FY27_SPS FAC 8 Fire Alarm and Emergency Lighting System EnhancementsBDA Installations .xlsx - CIP Submission Form (2)**
- FY27 Capital Project Submission Form - CIP_FY27_SPS FAC 9 Building Management System Capital Repairs**

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

Sudbury Public Schools
School Committee FY27 Town Manager Capital Items

Presentation by

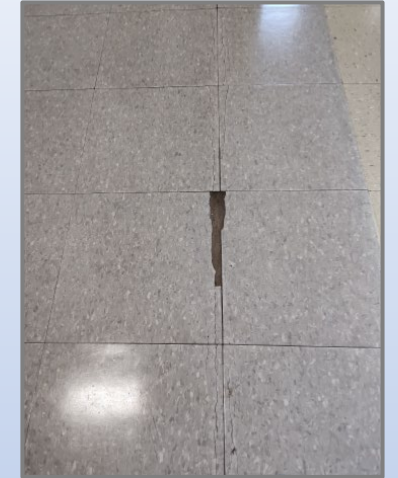
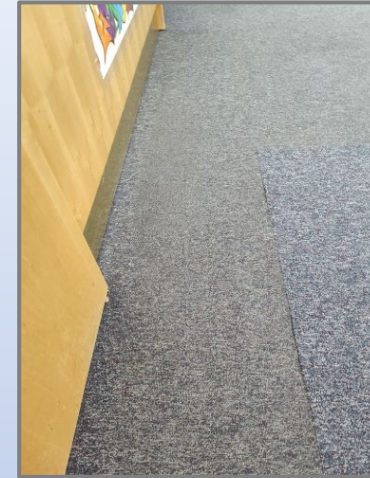
Sandra R. Duran, Combined Facility Director

January 20, 2026

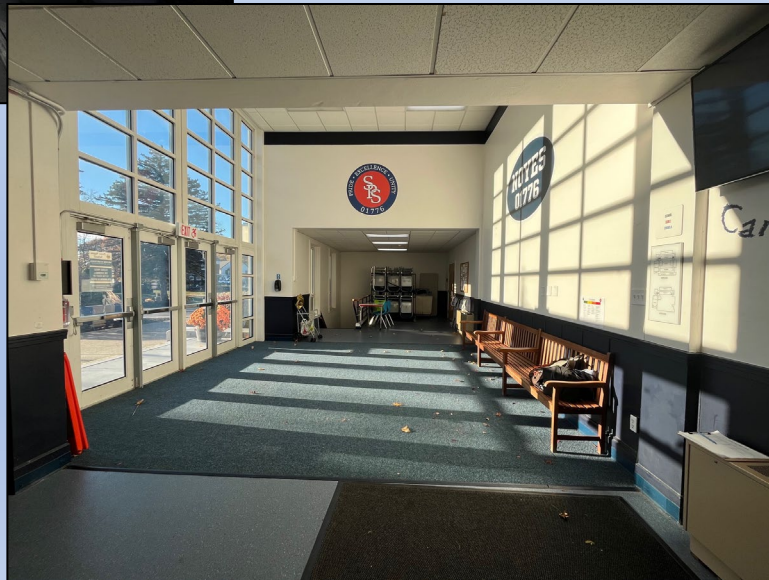


FY27 Capital Improvement Project Submissions (CIPS) – Small Cap

| Capital Improvement Project Submission Number and Project Name | Amount Requested |
|--|---------------------|
| CIP-FY27-SPS FAC 1 Carpet Replacement | \$40,000.00 |
| CIP-FY27-SPS FAC 2 VCT Replacement | \$40,000.00 |
| CIP-FY27-SPS FAC 3 Bathroom Partitions & Replacements | \$25,000.00 |
| CIP-FY27-SPS FAC 4 Painting | \$40,000.00 |
| CIP-FY27-SPS FAC 5 Ceiling Tile Replacements | \$25,000.00 |
| CIP-FY27-SPS FAC 6 Schools Exterior Metal Doors | \$25,000.00 |
| Total Small Cap Funds Requested | \$195,000.00 |



CIP-FY27-SPS FAC 7- School Safety - \$450,000

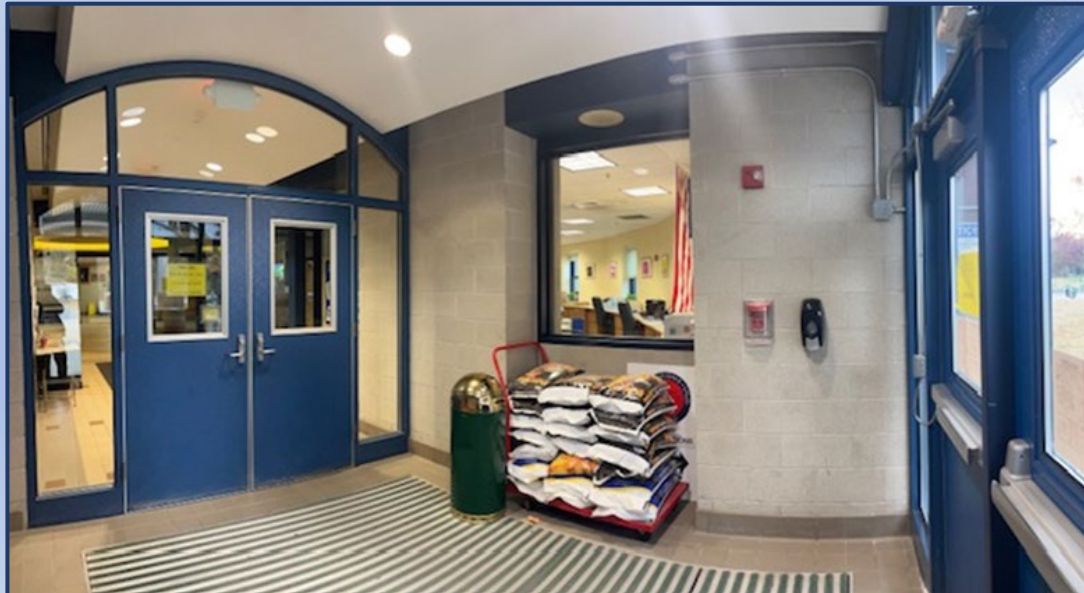


- ✓ Infrastructure Enhancements
 - Additional Access Control Devices
 - Parking Lot Safety Improvements
 - Automated Badge System
 - Signage

CIP-FY27-SPS FAC 7- School Safety - \$450,000



- Infrastructure Enhancements
- ✓ Additional Access Control Devices
- Parking Lot Safety Improvements
- Automated Badge System
- Signage



CIP-FY27-SPS FAC 7 - School Safety - \$450,000



Infrastructure Improvements

Additional Access Control Devices

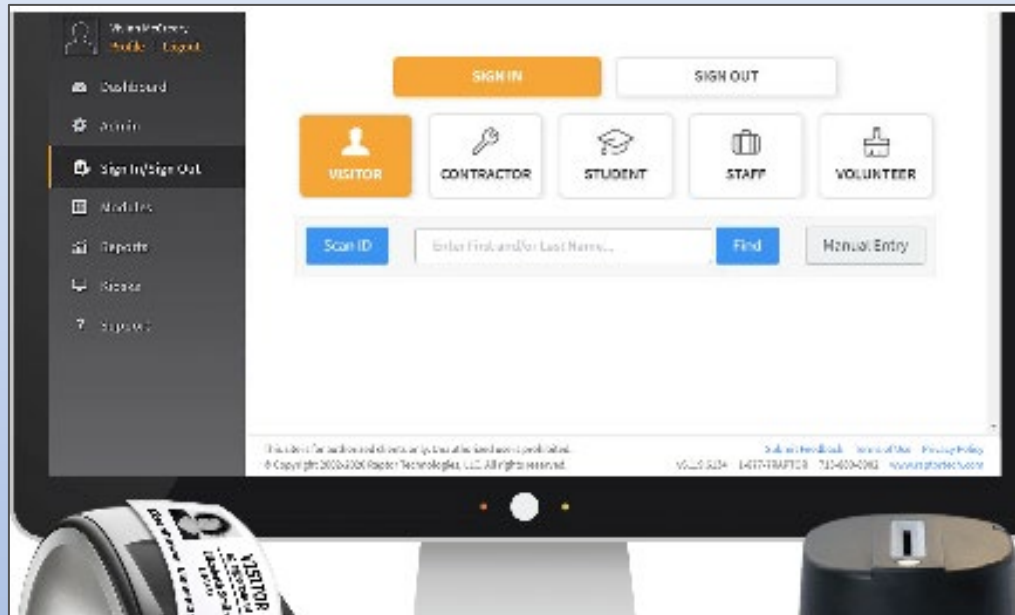
✓ Parking Lot Safety Improvements

Automated Badge System

Signage



CIP-FY27-SPS FAC 7- School Safety - \$450,000



Infrastructure Improvements

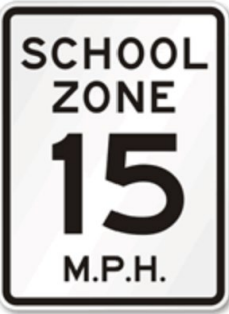
Additional Access Control Devices

Parking Lot Safety Improvements

✓ Automated Badge System

Signage

CIP-FY27-SPS FAC 7 - School Safety - \$450,000



Infrastructure Improvements
Additional Access Control Devices
Parking Lot Safety Improvements
Automated Badge System



✓ Signage

CIP-FY27-SPS FAC 7- School Safety - \$450,000

| CIP-FY27-SPS 7 - School Safety | | |
|---|------------------|---------------------|
| Item | Unit (ea) | Cost |
| Access Control | | |
| - Curtis - interior door access control | | \$20,655.00 |
| - Nixon - exterior door access control | | \$18,290.00 |
| - Haynes - interior door access control | | \$30,407.00 |
| - Loring - interior door access control | | \$26,540.00 |
| - Noyes - interior access control | | \$40,000.00 |
| | | |
| Automated Badge Control | | \$15,000.00 |
| | | |
| Curtis Parking Lots School Safety Improvements | | |
| - Gates - Curtis (2 areas at 28LF width) | 2 | \$14,000.00 |
| - Bollards 63 LF placed 4.5 feet apart (materials) | 14 | \$3,864.00 |
| - Bollards 14 each install | 14 | \$4,200.00 |
| | | |
| Noyes Interior Renovation | | |
| - Two Window Wall/Door Assemblies | 2 | \$200,000.00 |
| - Misc. Electrical, Fire Alarm upgrades/relocations | | \$35,000.00 |
| | | |
| Noyes Parking Lot School Safety Improvements | | |
| - Sphere Bollard Material Cost | 15 | \$15,600.00 |
| - Sphere Bollard Install and Relocation | 20 | \$16,000.00 |
| - Pathway removeable bollards material cost | 3 | \$1,500.00 |
| - Pathway removable bollards install cost | 2 | \$900.00 |
| - Paint existing sphere bollards | 5 | \$1,000.00 |
| - New Pathway install (75 LF x 10' wide/grading included) | 1 | \$6,000.00 |
| | | |
| Signage (No trespassing/closed during school hours, etc) | allowance | \$1,000.00 |
| Total School Safety CIP request | | \$449,956.00 |

CIP-FY27-SPS FAC 8 - Fire Alarm and Emergency Lighting System Enhancements/BDA Installations - \$660,500

Summary of the study's key findings:

Fire Alarm Systems:

Fire alarm systems at Ephraim Curtis Middle School, Josiah Haynes Elementary School, and Israel Loring Elementary School are approximately 25 years old and recommended for replacement due to age and obsolescence.

Fire alarm systems at Peter Noyes Elementary School and General John Nixon Elementary School (installed in 2023) are in good condition and do not require upgrades at this time.

CIP-FY27-SPS FAC 8 - Fire Alarm and Emergency Lighting System Enhancements/BDA Installations - *Study Key Findings Continued*

Emergency Lighting Systems:

Emergency lighting systems at Ephraim Curtis, Israel Loring, Peter Noyes, and General John Nixon Elementary Schools have reached or exceeded their useful life and are recommended for replacement or modernization

Emergency lighting at Josiah Haynes Elementary School is generally in good condition, with targeted component replacements recommended

CIP-FY27-SPS FAC 8- Fire Alarm and Emergency Lighting System Enhancements/BDA Installations - *Study Key Findings Continued*

B-Directional amplification (BDA) Systems

(BDA) system installations are recommended at all facilities

Sprinkler System

Existing sprinkler systems are generally serviceable, with localized repairs recommended

SUDBURY PUBLIC SCHOOLS
Life-Safety Modernization Recommendations
275 Old Lancaster Road
Sudbury, MA 01776



January 20, 2026

Order of Magnitude Estimate

| SCOPE | Ephraim Curtis Middle School | Josiah Haynes Elementary School | Israel Loring Elementary School | Peter Noyes Elementary School | General John Nixon Elementary School |
|---|---|--|--|--|---|
| <i>Area</i> | 162,704 SF | 61,755 SF | 96,846 SF | 75,211 SF | 59,681 SF |
| 21 00 00 Fire Supression | | | | | |
| 4" Express Main Connection w/New ZCA, BFY, FS, T&D | | | \$ 15,000 | | |
| 4" Piping - 2nd Floor Express Main (150 LF) | | | \$ 10,000 | | |
| 3" Piping - 2nd Floor Express Main (280 LF) | | | \$ 18,000 | | |
| Standpipe Connection/Modification (2 ea.) | | | \$ 7,500 | | |
| 26 50 00 Lighting | | | | | |
| 15kVA Inverter (1) - Intercept/Extend Branch Circuits (10%) | | | | | \$ 60,888 |
| 15kVA Inverter (2) - Intercept/Extend Branch Circuits (10%) | | | \$ 113,896 | \$ 106,324 | |
| 15kVA Inverter (3) - Intercept/Extend Branch Circuits (10%) | \$ 176,946 | | | | |
| Replace Existing Halogen Remote Heads w/ LED | | \$ 77,194 | | | |
| Additional Exist Signs (25%) | \$ 81,352 | \$ 30,878 | \$ 48,423 | \$ 37,606 | \$ 29,841 |
| 27 32 43 Radio Communications Equipment | | | | | |
| Emergency Responder Radio Amplification System | \$ 12,500 | \$ 12,500 | \$ 12,500 | \$ 12,500 | \$ 12,500 |
| 28 31 00 Fire Detection & Alarm | | | | | |
| Remove Gymnasium Beam Detectors (4 ea.) | | | \$ 2,000 | \$ 2,000 | |
| Smoke Detector w/Remote Test @ Gymnasium (10 ea.) | | | \$ 30,000 | \$ 30,000 | |
| New Addressable Voice Evacuation System | \$ 813,520 | \$ 308,775 | \$ 484,230 | | |
| Subtotal per Building | \$ 1,084,318 | \$ 429,346 | \$ 741,549 | \$ 188,429 | \$ 103,229 |
| Total All Buildings | \$ 2,546,872 | | | | |

CIP-FY27-SPS FAC 8- Fire Alarm and Emergency Lighting System Enhancements/BDA Installations – *Phased Approach*

| | |
|---|----------------------------|
| Phase I | |
| Josia Haynes Elementary School | \$429,346.00 |
| General John Nixon Elementary School | \$103,229.00 |
| Construction Contingency | \$53,257.50 |
| Bidding/Negotiation | \$21,303.00 |
| Construction Administration | \$53,257.50 |
| <i>Total Estimated Phase I Costs</i> | <i>\$660,393.00</i> |
| <i>Total CIP Request</i> | <i>\$660,500.00</i> |

CIP-FY27-SPS FAC 8- Fire Alarm and Emergency Lighting System Enhancements/BDA Installations – *Phased Approach (continued)*

| | |
|--|------------------------------|
| Phase II | |
| Peter Noyes Elementary School | \$188,429.00 |
| Ephraim Curtis Middle School | \$1,084,318.00 |
| Isreal Loring Elementary School | \$741,549.00 |
| Construction Contingency | \$201,429.60 |
| Bidding/Negotiation | \$80,571.84 |
| Construction Administration | \$201,429.60 |
| Escallation (6%) | \$120,857.76 |
| <i>Total Estimated Phase II Costs</i> | <i>\$2,430,155.80</i> |

CIP-FY27-SPS FAC 9 - Building Management System Capital Repairs - \$110,000



Thank you for your attention.

Questions?

Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.

This is an ongoing project to replace carpet with carpet squares targeting classrooms and common spaces. This includes materials, labor, moving furniture. The work is to be completed when the schools are unoccupied.

Provide project compliance factors and references requiring the project or components thereof: ADA compliance, MGL requirement, health regulations...

Updating deteriorated and unstable surfaces meets ADA compliance and provides the enhanced ability to clean the surfaces.

Anticipated Staffing Changes:

Highlight project staffing changes that would be driven by this project. Is this a short- or long-term impact? Will this be an adjustment that is funded by the project cost or independent of that cost?

There is no increase in staffing.

Benefits of Project and Impact if Not Completed:

Highlight project benefits, including efficiencies created, service enhancements, and cost savings.

The carpet replacement will enhance the users experience and provide the ability to have a cleanable surface.

Also describe any short- and long- term consequences of not funding the project. Impact of delayed implementation:

No additional operational impacts

Alternatives Considered and Reasons for Non-selection:

(why something else wasn't chosen)

Typical Replacement Lifecycle / Service Life:

Also, re-utilization plan of current assets, if available: *(trade-in, passed on to another Dept, sell)*

Discuss Operating Budget Impact:

Explain the project's short- and long-term impacts on the department's operating budget - this is not the cost of the project but ongoing cost for maintenance, operation that will need to come from your operational budget in the future (oil changes, filters, fuel, maintenance contracts etc...).

There are no long term operational budget impacts expected.

Recommended Financing

| Funding Category | Five-Year Total (formulas present) | Estimated Project Costs by Fiscal Year | | | | | Funding Source(s) For Finance Use Only |
|-------------------------------------|---------------------------------------|--|------------|------------|------------|------------|---|
| | | FY2027 | FY2028 | FY2029 | FY2030 | FY2031 | |
| Study/Design | \$0 | | | | | | <input type="checkbox"/> Tax Levy |
| Land Acquisition | \$0 | | | | | | <input type="checkbox"/> Dedicated Revenue Source |
| Construction | \$40,000 | \$40,000 | | | | | <input type="checkbox"/> Enterprise Retained Earnings |
| Equipment/Furnishings | \$0 | | | | | | <input type="checkbox"/> Capital Stabilization |
| Contingency | \$0 | | | | | | <input type="checkbox"/> Free Cash |
| Other (legal fees) | \$0 | | | | | | <input type="checkbox"/> Revolving Fund |
| TOTAL | \$40,000 | \$40,000 | \$0 | \$0 | \$0 | \$0 | <input type="checkbox"/> Debt In-levy |
| | | | | | | | <input type="checkbox"/> Debt, Capital Exclusion |
| | | | | | | | <input type="checkbox"/> Dedicated Stab/New Growth |
| | | | | | | | <input type="checkbox"/> CPA |
| | | | | | | | <input type="checkbox"/> Grant(s) _____ |
| | | | | | | | <input type="checkbox"/> Other _____ |
| Amounts Approved or Received | | | | | | | |
| Grant Amount Approved/Rvc'd | \$0 | | | | | | |
| CPA Amount Approved/Rvc'd | \$0 | | | | | | |

| | | | | | | |
|-----------------------|----------|----------|-----|-----|-----|-----|
| Net of CPA and Grants | \$40,000 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
|-----------------------|----------|----------|-----|-----|-----|-----|

CPA Purpose(s)
Check all that apply

| Operating Budget Impact | Include additional personnel costs, if applicable. | | | | | |
|-------------------------|--|--|--|--|--|--|
| During Project | \$0 | | | | | |
| Post-Project Annual | \$0 | | | | | |
| Post-Project One-time | \$0 | | | | | |

- Open Space
- Recreation
- Historical
- Housing

Estimated Total Project Cost:

Estimated Future Savings:

Estimated Incremental Cost:

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

List titles/locations of documents, insert relevant photos, identify other items as applicable to the project that is not list otherwise on this form.

Capital Improvement Program

Date submitted: _____

Date of Last Edit: _____

Project Number: CIP_FY27_SPS FAC-2 Example: CIP_FY27_FAC-1 (includes Dept priority on the end, budget-level)

| | |
|--|--|
| Project Title: VCT Replacement | |
| Category: Urgency of Maintenance Needs | |
| Department / Committee: | Contact: Sandra R. Duran, Combined Facility Director |

| | |
|-------------------------------------|---------------------|
| Justification Code: | |
| <input type="checkbox"/> | A-Essential |
| <input checked="" type="checkbox"/> | B-Asset Maintenance |
| <input type="checkbox"/> | C-Enhancement |

| | | | |
|--------------------------|------------------------------|--|------------------------------------|
| Project Type is: | New <input type="checkbox"/> | Resubmission <input type="checkbox"/> | Recurring <input type="checkbox"/> |
| | | Rehabilitation <input checked="" type="checkbox"/> | |
| Year of Initial Request: | | | |

| | | |
|-------------------------------------|--|--|
| Description & Justification / Need: | Legal compliance _____ <input type="checkbox"/> | Supports Community Plan _____ <input type="checkbox"/> |
| | Safety compliance _____ <input type="checkbox"/> | Other _Deferred Maintenance_ <input checked="" type="checkbox"/> |

Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.

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

Provide project compliance factors and references requiring the project or components thereof: ADA compliance, MGL requirement, health regulations...

The VCT replacement will enhance the users experience and provide the ability to have a cleanable surface in compliance with the State Sanitary Code.

Anticipated Staffing Changes:

Highlight project staffing changes that would be driven by this project. Is this a short- or long-term impact? Will this be an adjustment that is funded by the project cost or independent of that cost?

There is no increase in staffing.

Benefits of Project and Impact if Not Completed:

Highlight project benefits, including efficiencies created, service enhancements, and cost savings.

The VCT replacement will enhance the users experience.

Also describe any short- and long- term consequences of not funding the project. Impact of delayed implementation:

No additional operational impacts

Alternatives Considered and Reasons for Non-selection:

(why something else wasn't chosen)

Typical Replacement Lifecycle / Service Life:

Also, re-utilization plan of current assets, if available: *(trade-in, passed on to another Dept, sell)*

Discuss Operating Budget Impact:

Explain the project's short- and long-term impacts on the department's operating budget - this is not the cost of the project but ongoing cost for maintenance, operation that will need to come from your operational budget in the future (oil changes, filters, fuel, maintenance contracts etc...).

There are no long term operational budget impacts expected.

Recommended Financing

| | | | |
|--|------------------------|---|--|
| | | Funding Source(s) For Finance Use Only | |
| | Five-Year Total | Estimated Project Costs by Fiscal Year | |

| Funding Category | (formulas present) | FY2027 | FY2028 | FY2029 | FY2030 | FY2031 |
|-----------------------|--------------------|-----------------|------------|------------|------------|------------|
| Study/Design | \$0 | | | | | |
| Land Acquisition | \$0 | | | | | |
| Construction | \$40,000 | \$40,000 | | | | |
| Equipment/Furnishings | \$0 | | | | | |
| Contingency | \$0 | | | | | |
| Other (legal fees) | \$0 | | | | | |
| TOTAL | \$40,000 | \$40,000 | \$0 | \$0 | \$0 | \$0 |

| Amounts Approved or Received | | | | | | |
|------------------------------|-----------------|-----------------|------------|------------|------------|------------|
| Grant Amount Approved/Rvc'd | \$0 | | | | | |
| CPA Amount Approved/Rvc'd | \$0 | | | | | |
| Net of CPA and Grants | \$40,000 | \$40,000 | \$0 | \$0 | \$0 | \$0 |

| Operating Budget Impact Include additional personnel costs, if applicable. | | | | | | |
|--|-----|--|--|--|--|--|
| During Project | \$0 | | | | | |
| Post-Project Annual | \$0 | | | | | |
| Post-Project One-time | \$0 | | | | | |

| |
|---|
| <input type="checkbox"/> Tax Levy |
| <input type="checkbox"/> Dedicated Revenue Source |
| <input type="checkbox"/> Enterprise Retained Earnings |
| <input type="checkbox"/> Capital Stabilization |
| <input type="checkbox"/> Free Cash |
| <input type="checkbox"/> Revolving Fund |
| <input type="checkbox"/> Debt In-levy |
| <input type="checkbox"/> Debt, Capital Exclusion |
| <input type="checkbox"/> Dedicated Stab/New Growth |
| <input type="checkbox"/> CPA |
| <input type="checkbox"/> Grant(s) _____ |
| <input type="checkbox"/> Other _____ |
| CPA Purpose(s) |
| Check all that apply |
| <input type="checkbox"/> Open Space |
| <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Historical |
| <input type="checkbox"/> Housing |

Estimated Total Project Cost: Estimated Future Savings: Estimated Incremental Cost:

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

List titles/locations of documents, insert relevant photos, identify other items as applicable to the project that is not list otherwise on this form.

Capital Improvement Program

Date submitted: _____

Date of Last Edit: _____

Project Number: CIP_FY27_SPS FAC-3 Example: CIP_FY27_FAC-1 (includes Dept priority on the end, budget-level)

| | |
|---|--|
| Project Title: Bathroom Partitions and Replacements | |
| Category: Urgency of Maintenance Needs | |
| Department / Committee: | Contact: Sandra R. Duran, Combined Facility Director |

| | |
|-------------------------------------|---------------------|
| Justification Code: | |
| <input type="checkbox"/> | A-Essential |
| <input checked="" type="checkbox"/> | B-Asset Maintenance |
| <input type="checkbox"/> | C-Enhancement |

| | | | |
|--------------------------|---------|--------------------|---------------|
| Project Type is: | New [] | Resubmission [] | Recurring [] |
| | | Rehabilitation [X] | |
| Year of Initial Request: | | | |

| | | |
|-------------------------------------|-----------------------------|-----------------------------------|
| Description & Justification / Need: | Legal compliance _____ [] | Supports Community Plan _____ [] |
| | Safety compliance _____ [] | Other _Deferred Maintenance_ [X] |

Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.

Repair and/or replace bathroom partitions in various buildings.

Provide project compliance factors and references requiring the project or components thereof: ADA compliance, MGL requirement, health regulations...

New partitions will be in compliance with current ADA standards.

Anticipated Staffing Changes:

Highlight project staffing changes that would be driven by this project. Is this a short- or long-term impact? Will this be an adjustment that is funded by the project cost or independent of that cost?

There is no increase in staffing expected with this funding request.

Benefits of Project and Impact if Not Completed:

Highlight project benefits, including efficiencies created, service enhancements, and cost savings.

Repair and replacement of aging and/or broken bathroom partitions enhance the experience of our users and provides safe and inclusive bathroom facility elements.

Also describe any short- and long- term consequences of not funding the project. Impact of delayed implementation:

No operational budet impacts are expected as a result of this project.

Alternatives Considered and Reasons for Non-selection:

(why something else wasn't chosen)

Typical Replacement Lifecycle / Service Life:

Also, re-utilization plan of current assets, if available: *(trade-in, passed on to another Dept, sell)*

Discuss Operating Budget Impact:

Explain the project's short- and long-term impacts on the department's operating budget - this is not the cost of the project but ongoing cost for maintenance, operation that will need to come from your operational budget in the future (oil changes, filters, fuel, maintenance contracts etc...).

There are no long term operational budget impacts expected.

Recommended Financing

| | | | |
|--|-----------------|--|---|
| | | | Funding Source(s) For Finance Use Only |
| | Five-Year Total | Estimated Project Costs by Fiscal Year | |

| Funding Category | (formulas present) | FY2026 | FY2027 | FY2028 | FY2029 | FY2030 |
|-----------------------|--------------------|-----------------|------------|------------|------------|------------|
| Study/Design | \$0 | | | | | |
| Land Acquisition | \$0 | | | | | |
| Construction | \$25,000 | \$25,000 | | | | |
| Equipment/Furnishings | \$0 | | | | | |
| Contingency | \$0 | | | | | |
| Other (legal fees) | \$0 | | | | | |
| TOTAL | \$25,000 | \$25,000 | \$0 | \$0 | \$0 | \$0 |

| Amounts Approved or Received | | | | | | |
|------------------------------|-----------------|-----------------|------------|------------|------------|------------|
| Grant Amount Approved/Rvc'd | \$0 | | | | | |
| CPA Amount Approved/Rvc'd | \$0 | | | | | |
| Net of CPA and Grants | \$25,000 | \$25,000 | \$0 | \$0 | \$0 | \$0 |

| Operating Budget Impact Include additional personnel costs, if applicable. | | | | | | |
|--|-----|--|--|--|--|--|
| During Project | \$0 | | | | | |
| Post-Project Annual | \$0 | | | | | |
| Post-Project One-time | \$0 | | | | | |

| | |
|-----------------------------|------------------------------|
| <input type="checkbox"/> | Tax Levy |
| <input type="checkbox"/> | Dedicated Revenue Source |
| <input type="checkbox"/> | Enterprise Retained Earnings |
| <input type="checkbox"/> | Capital Stabilization |
| <input type="checkbox"/> | Free Cash |
| <input type="checkbox"/> | Revolving Fund |
| <input type="checkbox"/> | Debt In-levy |
| <input type="checkbox"/> | Debt, Capital Exclusion |
| <input type="checkbox"/> | Dedicated Stab/New Growth |
| <input type="checkbox"/> | CPA |
| <input type="checkbox"/> | Grant(s) _____ |
| <input type="checkbox"/> | Other _____ |
| CPA Purpose(s) | |
| Check all that apply | |
| <input type="checkbox"/> | Open Space |
| <input type="checkbox"/> | Recreation |
| <input type="checkbox"/> | Historical |
| <input type="checkbox"/> | Housing |

Estimated Total Project Cost: Estimated Future Savings: Estimated Incremental Cost:

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

List titles/locations of documents, insert relevant photos, identify other items as applicable to the project that is not list otherwise on this form.

Capital Improvement Program

Date submitted: _____

Date of Last Edit: _____

Project Number: CIP_FY27_SPS FAC -4 Example: CIP_FY27FAC-1 (includes Dept priority on the end, budget-level)

| | |
|--|--|
| Project Title: Painting | |
| Category: Urgency of Maintenance Needs | |
| Department / Committee: | Contact: Sandra R. Duran, Combined Facility Director |

| | |
|-------------------------------------|---------------------|
| Justification Code: | |
| <input type="checkbox"/> | A-Essential |
| <input checked="" type="checkbox"/> | B-Asset Maintenance |
| <input type="checkbox"/> | C-Enhancement |

| | | | |
|--------------------------|------------------------------|--|------------------------------------|
| Project Type is: | New <input type="checkbox"/> | Resubmission <input type="checkbox"/> | Recurring <input type="checkbox"/> |
| | | Rehabilitation <input checked="" type="checkbox"/> | |
| Year of Initial Request: | | | |

| | | |
|-------------------------------------|--|--|
| Description & Justification / Need: | Legal compliance _____ <input type="checkbox"/> | Supports Community Plan _____ <input type="checkbox"/> |
| | Safety compliance _____ <input type="checkbox"/> | Other __Deferred Maintenance <input checked="" type="checkbox"/> |

Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.

This is an ongoing project to paint interior and exterior surfaces, including floors, touch up doors, frames and walls at all schools.

Provide project compliance factors and references requiring the project or components thereof: ADA compliance, MGL requirement, health regulations...

Stabilizing flaking, chaulking and chipped painted surfaces ensures the area is in compliance with the State Sanitary Code.

Anticipated Staffing Changes:

Highlight project staffing changes that would be driven by this project. Is this a short- or long-term impact? Will this be an adjustment that is funded by the project cost or independent of that cost?

There is no increase in staffing expected with this funding request.

Benefits of Project and Impact if Not Completed:

Highlight project benefits, including efficiencies created, service enhancements, and cost savings.

Freshly painted and maintained surfaces are an important factor in keeping a property clean and welcoming. In addition, paint protects the substrate.

Also describe any short- and long- term consequences of not funding the project. Impact of delayed implementation:

Continued deterioration of painted surfaces will occur as well as Sanitary Code violations.

Alternatives Considered and Reasons for Non-selection:

(why something else wasn't chosen)

Typical Replacement Lifecycle / Service Life:

Also, re-utilization plan of current assets, if available: *(trade-in, passed on to another Dept, sell)*

Discuss Operating Budget Impact:

Explain the project's short- and long-term impacts on the department's operating budget - this is not the cost of the project but ongoing cost for maintenance, operation that will need to come from your operational budget in the future (oil changes, filters, fuel, maintenance contracts etc...).

There are no long term operational budget impacts expected.

Recommended Financing

| | | | |
|--|-----------------|--|---|
| | | | Funding Source(s) For Finance Use Only |
| | Five-Year Total | Estimated Project Costs by Fiscal Year | |

| Funding Category | (formulas present) | FY2027 | FY2028 | FY2029 | FY2030 | FY2031 |
|-----------------------|--------------------|-----------------|------------|------------|------------|------------|
| Study/Design | \$0 | | | | | |
| Land Acquisition | \$0 | | | | | |
| Construction | \$25,000 | \$25,000 | | | | |
| Equipment/Furnishings | \$0 | | | | | |
| Contingency | \$0 | | | | | |
| Other (legal fees) | \$0 | | | | | |
| TOTAL | \$25,000 | \$25,000 | \$0 | \$0 | \$0 | \$0 |

| Amounts Approved or Received | | | | | | |
|------------------------------|-----------------|-----------------|------------|------------|------------|------------|
| Grant Amount Approved/Rvc'd | \$0 | | | | | |
| CPA Amount Approved/Rvc'd | \$0 | | | | | |
| Net of CPA and Grants | \$25,000 | \$25,000 | \$0 | \$0 | \$0 | \$0 |

| Operating Budget Impact Include additional personnel costs, if applicable. | | | | | | |
|--|-----|--|--|--|--|--|
| During Project | \$0 | | | | | |
| Post-Project Annual | \$0 | | | | | |
| Post-Project One-time | \$0 | | | | | |

| | |
|-----------------------------|------------------------------|
| <input type="checkbox"/> | Tax Levy |
| <input type="checkbox"/> | Dedicated Revenue Source |
| <input type="checkbox"/> | Enterprise Retained Earnings |
| <input type="checkbox"/> | Capital Stabilization |
| <input type="checkbox"/> | Free Cash |
| <input type="checkbox"/> | Revolving Fund |
| <input type="checkbox"/> | Debt In-levy |
| <input type="checkbox"/> | Debt, Capital Exclusion |
| <input type="checkbox"/> | Dedicated Stab/New Growth |
| <input type="checkbox"/> | CPA |
| <input type="checkbox"/> | Grant(s) _____ |
| <input type="checkbox"/> | Other _____ |
| CPA Purpose(s) | |
| Check all that apply | |
| <input type="checkbox"/> | Open Space |
| <input type="checkbox"/> | Recreation |
| <input type="checkbox"/> | Historical |
| <input type="checkbox"/> | Housing |

Estimated Total Project Cost: Estimated Future Savings: Estimated Incremental Cost:

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

List titles/locations of documents, insert relevant photos, identify other items as applicable to the project that is not list otherwise on this form.

Capital Improvement Program

Date submitted: _____

Date of Last Edit: _____

Project Number: CIP_FY27_SPS FAC-5 Example: CIP_FY27_FAC-1 (includes Dept priority on the end, budget-level)

| | |
|---|--|
| Project Title: Ceiling Tile Replacement | |
| Category: Urgency of Maintenance Needs | |
| Department / Committee: | Contact: Sandra R. Duran, Combined Facility Director |

| | |
|-------------------------------------|---------------------|
| Justification Code: | |
| <input type="checkbox"/> | A-Essential |
| <input checked="" type="checkbox"/> | B-Asset Maintenance |
| <input type="checkbox"/> | C-Enhancement |

| | | | |
|--------------------------|------------------------------|--|------------------------------------|
| Project Type is: | New <input type="checkbox"/> | Resubmission <input type="checkbox"/> | Recurring <input type="checkbox"/> |
| | | Rehabilitation <input checked="" type="checkbox"/> | |
| Year of Initial Request: | | | |

| | | |
|-------------------------------------|--|---|
| Description & Justification / Need: | Legal compliance _____ <input type="checkbox"/> | Supports Community Plan _____ <input type="checkbox"/> |
| | Safety compliance _____ <input type="checkbox"/> | Other _Deferred Maintenance <input checked="" type="checkbox"/> |

Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.

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

Provide project compliance factors and references requiring the project or components thereof: ADA compliance, MGL requirement, health regulations...

Anticipated Staffing Changes:

Highlight project staffing changes that would be driven by this project. Is this a short- or long-term impact? Will this be an adjustment that is funded by the project cost or independent of that cost?

There is no increase in staffing expected with this funding request.

Benefits of Project and Impact if Not Completed:

Highlight project benefits, including efficiencies created, service enhancements, and cost savings.

Unstained ceiling tiles provide a structurally sound ceiling and has acoustical advantages for the classroom spaces.

Also describe any short- and long- term consequences of not funding the project. Impact of delayed implementation:

Not replacing acoustical ceiling tiles when needed can lead to several negative consequences, including: poor sound quality due to decreased sound absorption, potential fire safety hazards from missing tiles allowing smoke to spread more easily, aesthetic decline due to dirt and damage, increased energy costs from poor insulation, and potential health issues from mold and bacteria growth within the tiles; particularly in situations where tiles are damaged, missing, or significantly soiled.

Alternatives Considered and Reasons for Non-selection:

(why something else wasn't chosen)

Typical Replacement Lifecycle / Service Life:

Also, re-utilization plan of current assets, if available: *(trade-in, passed on to another Dept, sell)*

Discuss Operating Budget Impact:

Explain the project's short- and long-term impacts on the department's operating budget - this is not the cost of the project but ongoing cost for maintenance, operation that will need to come from your operational budget in the future (oil changes, filters, fuel, maintenance contracts etc...).

There are no long term operational budget impacts expected.

Recommended Financing

| | | | |
|--|-----------------|--|---|
| | | | Funding Source(s) For Finance Use Only |
| | Five-Year Total | Estimated Project Costs by Fiscal Year | |

| Funding Category | (formulas present) | FY2027 | FY2028 | FY2029 | FY2030 | FY2031 |
|-----------------------|--------------------|-----------------|------------|------------|------------|------------|
| Study/Design | \$0 | | | | | |
| Land Acquisition | \$0 | | | | | |
| Construction | \$25,000 | \$25,000 | | | | |
| Equipment/Furnishings | \$0 | | | | | |
| Contingency | \$0 | | | | | |
| Other (legal fees) | \$0 | | | | | |
| TOTAL | \$25,000 | \$25,000 | \$0 | \$0 | \$0 | \$0 |

| Amounts Approved or Received | | | | | | |
|------------------------------|-----------------|-----------------|------------|------------|------------|------------|
| Grant Amount Approved/Rvc'd | \$0 | | | | | |
| CPA Amount Approved/Rvc'd | \$0 | | | | | |
| Net of CPA and Grants | \$25,000 | \$25,000 | \$0 | \$0 | \$0 | \$0 |

| Operating Budget Impact Include additional personnel costs, if applicable. | | | | | | |
|--|-----|--|--|--|--|--|
| During Project | \$0 | | | | | |
| Post-Project Annual | \$0 | | | | | |
| Post-Project One-time | \$0 | | | | | |

| | |
|-----------------------------|------------------------------|
| <input type="checkbox"/> | Tax Levy |
| <input type="checkbox"/> | Dedicated Revenue Source |
| <input type="checkbox"/> | Enterprise Retained Earnings |
| <input type="checkbox"/> | Capital Stabilization |
| <input type="checkbox"/> | Free Cash |
| <input type="checkbox"/> | Revolving Fund |
| <input type="checkbox"/> | Debt In-levy |
| <input type="checkbox"/> | Debt, Capital Exclusion |
| <input type="checkbox"/> | Dedicated Stab/New Growth |
| <input type="checkbox"/> | CPA |
| <input type="checkbox"/> | Grant(s) _____ |
| <input type="checkbox"/> | Other _____ |
| CPA Purpose(s) | |
| Check all that apply | |
| <input type="checkbox"/> | Open Space |
| <input type="checkbox"/> | Recreation |
| <input type="checkbox"/> | Historical |
| <input type="checkbox"/> | Housing |

Estimated Total Project Cost: Estimated Future Savings: Estimated Incremental Cost:

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

List titles/locations of documents, insert relevant photos, identify other items as applicable to the project that is not list otherwise on this form.

Capital Improvement Program

Date submitted: _____

Date of Last Edit: _____

Project Number: CIP_FY27_SPS FAC-6 Example: CIP_FY27_FAC-1 (includes Dept priority on the end, budget-level)

| | |
|--|--|
| Project Title: School Exterior Metal Doors | |
| Category: Urgency of Maintenance Needs | |
| Department / Committee: | Contact: Sandra R. Duran, Combined Facility Director |

| | |
|---|--|
| Justification Code: | |
| <input type="checkbox"/> A-Essential | |
| <input checked="" type="checkbox"/> B-Asset Maintenance | |
| <input type="checkbox"/> C-Enhancement | |

| | | | |
|--------------------------|------------------------------|--|------------------------------------|
| Project Type is: | New <input type="checkbox"/> | Resubmission <input type="checkbox"/> | Recurring <input type="checkbox"/> |
| | | Rehabilitation <input checked="" type="checkbox"/> | |
| Year of Initial Request: | | | |

| | | |
|-------------------------------------|--|---|
| Description & Justification / Need: | Legal compliance _____ <input type="checkbox"/> | Supports Community Plan _____ <input type="checkbox"/> |
| | Safety compliance _____ <input type="checkbox"/> | Other _Deferred Maintenance <input checked="" type="checkbox"/> |

Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.

Doors are subject to disproportionate wear in schools. The five school buildings contain hundreds of doors. This funding will allow for the planned replacement of the most worn and unreliable door units among all schools.

Provide project compliance factors and references requiring the project or components thereof: ADA compliance, MGL requirement, health regulations...

Exterior doors are code-required in Massachusetts primarily for **life safety (egress)**, ensuring quick exits during emergencies, and for **health & security**, preventing pests, maintaining weatherproofing, and controlling access, enforced through the [Massachusetts Building Code](#) (780 CMR) and [Sanitary Code](#) (105 CMR) to protect occupants and property. These codes mandate features like easy interior unlocking (no keys for egress), proper hardware, and structural integrity for safety, energy efficiency, and weather resistance, preventing entrapment and ensuring a safe path to a public way.

Anticipated Staffing Changes:

Highlight project staffing changes that would be driven by this project. Is this a short- or long-term impact? Will this be an adjustment that is funded by the project cost or independent of that cost?

There is no increase in staffing expected with this funding request.

Benefits of Project and Impact if Not Completed:

Highlight project benefits, including efficiencies created, service enhancements, and cost savings.

Functioning exterior doors in Massachusetts provide crucial **security**, significantly boost **energy efficiency** (saving money on heating/cooling due to harsh winters/humid summers) and protect against extreme weather.

Also describe any short- and long- term consequences of not funding the project. Impact of delayed implementation:

Door issues are a daily occurrence and we must have the ability to repair and replace door units as they become unreliable, problematic, a potential safety issue and prior to failure.

Alternatives Considered and Reasons for Non-selection:

(why something else wasn't chosen)

Typical Replacement Lifecycle / Service Life:

Also, re-utilization plan of current assets, if available: *(trade-in, passed on to another Dept, sell)*

Discuss Operating Budget Impact:

Explain the project's short- and long-term impacts on the department's operating budget - this is not the cost of the project but ongoing cost for maintenance, operation that will need to come from your operational budget in the future (oil changes, filters, fuel, maintenance contracts etc...).

There are no long term operational budget impacts expected.

Recommended Financing

Funding Source(s)

| Funding Category | Five-Year Total (formulas present) | Estimated Project Costs by Fiscal Year | | | | | For Finance Use Only |
|---|---------------------------------------|--|------------|------------|------------|------------|---|
| | | FY2027 | FY2028 | FY2029 | FY2030 | FY2031 | |
| Study/Design | \$0 | | | | | | <input type="checkbox"/> Tax Levy |
| Land Acquisition | \$0 | | | | | | <input type="checkbox"/> Dedicated Revenue Source |
| Construction | \$25,000 | \$25,000 | | | | | <input type="checkbox"/> Enterprise Retained Earnings |
| Equipment/Furnishings | \$0 | | | | | | <input type="checkbox"/> Capital Stabilization |
| Contingency | \$0 | | | | | | <input type="checkbox"/> Free Cash |
| Other (legal fees) | \$0 | | | | | | <input type="checkbox"/> Revolving Fund |
| TOTAL | \$25,000 | \$25,000 | \$0 | \$0 | \$0 | \$0 | <input type="checkbox"/> Debt In-levy |
| Amounts Approved or Received | | | | | | | <input type="checkbox"/> Debt, Capital Exclusion |
| Grant Amount Approved/Rvc'd | \$0 | | | | | | <input type="checkbox"/> Dedicated Stab/New Growth |
| CPA Amount Approved/Rvc'd | \$0 | | | | | | <input type="checkbox"/> CPA |
| Net of CPA and Grants | \$25,000 | \$25,000 | \$0 | \$0 | \$0 | \$0 | <input type="checkbox"/> Grant(s) _____ |
| Operating Budget Impact Include additional personnel costs, if applicable. | | | | | | | <input type="checkbox"/> Other _____ |
| During Project | \$0 | | | | | | <input type="checkbox"/> CPA Purpose(s) |
| Post-Project Annual | \$0 | | | | | | <input type="checkbox"/> Check all that apply |
| Post-Project One-time | \$0 | | | | | | <input type="checkbox"/> Open Space |
| | | | | | | | <input type="checkbox"/> Recreation |
| | | | | | | | <input type="checkbox"/> Historical |
| | | | | | | | <input type="checkbox"/> Housing |

Estimated Total Project Cost:

Estimated Future Savings:

Estimated Incremental Cost:

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

List titles/locations of documents, insert relevant photos, identify other items as applicable to the project that is not list otherwise on this form.

Capital Improvement Program

Date submitted: _____

Date of Last Edit: _____

Project Number: CIP_FY27_SPS FAC-7 Example: CIP_FY27_FAC-1 (includes Dept priority on the end, budget-level)

| | |
|---|--|
| Project Title: School Safety Enhancements | |
| Category: Urgency of Maintenance Needs | |
| Department / Committee: | Contact: Sandra R. Duran, Combined Facility Director |

| | |
|-------------------------------------|---------------------|
| Justification Code: | |
| <input checked="" type="checkbox"/> | A-Essential |
| <input checked="" type="checkbox"/> | B-Asset Maintenance |
| <input type="checkbox"/> | C-Enhancement |

| | | | |
|--------------------------|------------------------------|--|------------------------------------|
| Project Type is: | New <input type="checkbox"/> | Resubmission <input type="checkbox"/> | Recurring <input type="checkbox"/> |
| | | Rehabilitation <input checked="" type="checkbox"/> | |
| Year of Initial Request: | | | |

| | | |
|-------------------------------------|---|--|
| Description & Justification / Need: | Legal compliance _____ <input type="checkbox"/> | Supports Community Plan _____ <input type="checkbox"/> |
| | Safety compliance _____ <input checked="" type="checkbox"/> | Other _Deferred Maintenance <input type="checkbox"/> |

Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.

The school safety project will provide additional access control systems for Curtis, Haynes, Loring and Nixon creating a secure vestibule prior to entry. Additional safety enhancements within and around these vestibules. A new access control badge system will provide the ability to scan a persons identification and create time expiring visitor badges. Additional physical security measures include the installation of traffic bollards and an accessible pathway at the Noyes rear student pickup lot and at the installation of bollards and swing gates at Curtis Middle School bus lot. These bollards and swing gates will prevent vehicular access to student staging and physical education areas.

Provide project compliance factors and references requiring the project or components thereof: ADA compliance, MGL requirement, health regulations..

These enhancements will enhance the safety of areas where students gather for transportation and areas of play.

Anticipated Staffing Changes:

Highlight project staffing changes that would be driven by this project. Is this a short- or long-term impact? Will this be an adjustment that is funded by the project cost or independent of that cost?

There is no increase in staffing expected with this funding request.

Benefits of Project and Impact if Not Completed:

Highlight project benefits, including efficiencies created, service enhancements, and cost savings.

Providing additional safety measures decreases the risk from unintentional or intentional intrusion into educational and pedestrian spaces within the four school properties.

Also describe any short- and long- term consequences of not funding the project. Impact of delayed implementation:

Not funding this project provides increased risk of intended or non-intended intrusion into the school property.

Alternatives Considered and Reasons for Non-selection:

(why something else wasn't chosen)

Typical Replacement Lifecycle / Service Life:

Also, re-utilization plan of current assets, if available: *(trade-in, passed on to another Dept, sell)*

Discuss Operating Budget Impact:

Explain the project's short- and long-term impacts on the department's operating budget - this is not the cost of the project but ongoing cost for maintenance, operation that will need to come from your operational budget in the future (oil changes, filters, fuel, maintenance contracts etc...).

There are no long term operational budget impacts expected.

Recommended Financing

| | | | |
|--|-----------------|--|---|
| | | | Funding Source(s) For Finance Use Only |
| | Five-Year Total | Estimated Project Costs by Fiscal Year | |

| Funding Category | (formulas present) | FY2027 | FY2028 | FY2029 | FY2030 | FY2031 |
|-----------------------|--------------------|------------------|------------|------------|------------|------------|
| Study/Design | \$0 | | | | | |
| Land Acquisition | \$0 | | | | | |
| Construction | \$175,000 | \$175,000 | | | | |
| Equipment/Furnishings | \$0 | | | | | |
| Contingency | \$0 | | | | | |
| Other (legal fees) | \$0 | | | | | |
| TOTAL | \$175,000 | \$175,000 | \$0 | \$0 | \$0 | \$0 |

| Amounts Approved or Received | | | | | | |
|------------------------------|------------------|------------------|------------|------------|------------|------------|
| Grant Amount Approved/Rvc'd | \$0 | | | | | |
| CPA Amount Approved/Rvc'd | \$0 | | | | | |
| Net of CPA and Grants | \$175,000 | \$175,000 | \$0 | \$0 | \$0 | \$0 |

| Operating Budget Impact Include additional personnel costs, if applicable. | | | | | | |
|--|-----|--|--|--|--|--|
| During Project | \$0 | | | | | |
| Post-Project Annual | \$0 | | | | | |
| Post-Project One-time | \$0 | | | | | |

| |
|---|
| <input type="checkbox"/> Tax Levy |
| <input type="checkbox"/> Dedicated Revenue Source |
| <input type="checkbox"/> Enterprise Retained Earnings |
| <input type="checkbox"/> Capital Stabilization |
| <input type="checkbox"/> Free Cash |
| <input type="checkbox"/> Revolving Fund |
| <input type="checkbox"/> Debt In-levy |
| <input type="checkbox"/> Debt, Capital Exclusion |
| <input type="checkbox"/> Dedicated Stab/New Growth |
| <input type="checkbox"/> CPA |
| <input type="checkbox"/> Grant(s) _____ |
| <input type="checkbox"/> Other _____ |
| CPA Purpose(s) |
| Check all that apply |
| <input type="checkbox"/> Open Space |
| <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Historical |
| <input type="checkbox"/> Housing |

Estimated Total Project Cost: Estimated Future Savings: Estimated Incremental Cost:

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

List titles/locations of documents, insert relevant photos, identify other items as applicable to the project that is not list otherwise on this form.

Capital Improvement Program

Date submitted: _____

Date of Last Edit: _____

Project Number: CIP_FY27_SPS FAC -8 Example: CIP_FY27_FAC-1 (includes Dept priority on the end, budget-level)

| | |
|---|--|
| Fire Alarm and Emergency Lighting System Enhancements/BDA Installations | |
| Category: Building | |
| Department / Committee: | Contact: Sandra R. Duran, Combined Facility Director |

| | |
|-------------------------------------|---------------------|
| Justification Code: | |
| <input checked="" type="checkbox"/> | A-Essential |
| <input checked="" type="checkbox"/> | B-Asset Maintenance |
| <input checked="" type="checkbox"/> | C-Enhancement |

| | | | |
|-------------------------------|------------------------------|--|------------------------------------|
| Project Type is: | New <input type="checkbox"/> | Resubmission <input type="checkbox"/> | Recurring <input type="checkbox"/> |
| | | Rehabilitation <input checked="" type="checkbox"/> | |
| Year of Initial Request: 2025 | | | |

| | | |
|-------------------------------------|---|---|
| Description & Justification / Need: | Legal compliance _____ <input checked="" type="checkbox"/> | Supports Community Plan _____ <input type="checkbox"/> |
| | Safety compliance _____ <input checked="" type="checkbox"/> | Other _Deferred Maintenance <input checked="" type="checkbox"/> |

Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.
 Fire alarm systems at Ephraim Curtis Middle School, Josiah Haynes Elementary School, and Israel Loring Elementary School are approximately 25 years old and recommended for replacement due to age and obsolescence. Fire alarm systems at Peter Noyes Elementary School and General John Nixon Elementary School (installed in 2023) are in good condition and do not require upgrades at this time. Emergency lighting systems at Ephraim Curtis, Israel Loring, Peter Noyes, and General John Nixon Elementary Schools have reached or exceeded their useful life and are recommended for replacement or modernization. Emergency lighting at Josiah Haynes Elementary School is generally in good condition, with targeted component replacements recommended. Bi-Dictional Amplification/Simulcast system installations are recommended for all schools.

Provide project compliance factors and references requiring the project or components thereof: ADA compliance, MGL requirement, health regulations...
 Operational fire alarm, emergency lighting are a building and fire code requirement. Adding BDA applicaiton improves our first responder responses.

Anticipated Staffing Changes:
Highlight project staffing changes that would be driven by this project. Is this a short- or long-term impact? Will this be an adjustment that is funded by the project cost or independent of that cost?
 There is no increase in staffing expected with this funding request.

Benefits of Project and Impact if Not Completed:
Highlight project benefits, including efficiencies created, service enhancements, and cost savings.
 Ensuring that the schools have operational fire alarm, emegecmy lighting and BDA installations improves overall safety. Replacing these systems prior to fairlure will be a cos t savings.
Also describe any short- and long- term consequences of not funding the project. Impact of delayed implementation:
 If this project is not funded, the schools will remain aging fire alarm and emergency lighting systems.

Alternatives Considered and Reasons for Non-selection:
 (why something else wasn't chosen)

Typical Replacement Lifecycle / Service Life:
 Also, re-utilization plan of current assets, if available: (trade-in, passed on to another Dept, sell)

Discuss Operating Budget Impact:
Explain the project's short- and long-term impacts on the department's operating budget - this is not the cost of the project but ongoing cost for maintenance, operation that will need to come from your operational budget in the future (oil changes, filters, fuel, maintenance contracts etc...).
 There are no long term operational budget impacts expected.

Recommended Financing

| Funding Category | Five-Year Total (formulas present) | Estimated Project Costs by Fiscal Year | | | | | Funding Source(s) For Finance Use Only |
|------------------|------------------------------------|--|--------|--------|--------|--------|---|
| | | FY2027 | FY2028 | FY2029 | FY2030 | FY2031 | |
| Study/Design | \$0 | | | | | | <input type="checkbox"/> Tax Levy |
| Land Acquisition | \$0 | | | | | | <input type="checkbox"/> Dedicated Revenue Source |
| | | | | | | | <input type="checkbox"/> Enterprise Retained Earnings |

| | | | | | | | |
|-----------------------|------------|------------|------------|------------|------------|------------|------------|
| Construction | \$0 | | | | | | |
| Equipment/Furnishings | TBD | TBD | | | | | |
| Contingency | \$0 | | | | | | |
| Other (legal fees) | \$0 | | | | | | |
| TOTAL | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Amounts Approved or Received

| | | | | | | | |
|------------------------------|------------|------------|------------|------------|------------|------------|------------|
| Grant Amount Approved/Rvc'd | \$0 | | | | | | |
| CPA Amount Approved/Rvc'd | \$0 | | | | | | |
| Net of CPA and Grants | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| | | | | | | | |
|---|-----|--|--|--|--|--|--|
| Operating Budget Impact Include additional personnel costs, if applicable. | | | | | | | |
| During Project | \$0 | | | | | | |
| Post-Project Annual | \$0 | | | | | | |
| Post-Project One-time | \$0 | | | | | | |

| | |
|-----------------------------|---------------------------|
| <input type="checkbox"/> | Capital Stabilization |
| <input type="checkbox"/> | Free Cash |
| <input type="checkbox"/> | Revolving Fund |
| <input type="checkbox"/> | Debt In-levy |
| <input type="checkbox"/> | Debt, Capital Exclusion |
| <input type="checkbox"/> | Dedicated Stab/New Growth |
| <input type="checkbox"/> | CPA |
| <input type="checkbox"/> | Grant(s) _____ |
| <input type="checkbox"/> | Other _____ |
| CPA Purpose(s) | |
| Check all that apply | |
| <input type="checkbox"/> | Open Space |
| <input type="checkbox"/> | Recreation |
| <input type="checkbox"/> | Historical |
| <input type="checkbox"/> | Housing |

Estimated Total Project Cost: Estimated Future Savings: Estimated Incremental Cost:

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

List titles/locations of documents, insert relevant photos, identify other items as applicable to the project that is not list otherwise on this form.

| | | | | | | | |
|-----------------------|------------------|------------------|------------|------------|------------|------------|------------|
| Construction | \$0 | | | | | | |
| Equipment/Furnishings | \$660,500 | \$660,500 | | | | | |
| Contingency | \$0 | | | | | | |
| Other (legal fees) | \$0 | | | | | | |
| TOTAL | \$660,500 | \$660,500 | \$0 | \$0 | \$0 | \$0 | \$0 |

- Capital Stabilization
- Free Cash
- Revolving Fund
- Debt In-levy
- Debt, Capital Exclusion
- Dedicated Stab/New Growth
- CPA
- Grant(s) _____
- Other _____

Amounts Approved or Received

| | | | | | | | |
|------------------------------|------------------|------------------|------------|------------|------------|------------|------------|
| Grant Amount Approved/Rvc'd | \$0 | | | | | | |
| CPA Amount Approved/Rvc'd | \$0 | | | | | | |
| Net of CPA and Grants | \$660,500 | \$660,500 | \$0 | \$0 | \$0 | \$0 | \$0 |

CPA Purpose(s)

Check all that apply

- Open Space
- Recreation
- Historical
- Housing

| | | | | | | | |
|---|-----|--|--|--|--|--|--|
| Operating Budget Impact Include additional personnel costs, if applicable. | | | | | | | |
| During Project | \$0 | | | | | | |
| Post-Project Annual | \$0 | | | | | | |
| Post-Project One-time | \$0 | | | | | | |

Estimated Total Project Cost:

Estimated Future Savings:

Estimated Incremental Cost:

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

List titles/locations of documents, insert relevant photos, identify other items as applicable to the project that is not list otherwise on this form.

| | | | | | | |
|-----------------------|------------------|------------------|------------|------------|------------|------------|
| Equipment/Furnishings | \$0 | TBD | | | | |
| Contingency | \$0 | | | | | |
| Other (legal fees) | \$0 | | | | | |
| TOTAL | \$110,000 | \$110,000 | \$0 | \$0 | \$0 | \$0 |

Amounts Approved or Received

| | | | | | | |
|------------------------------|------------------|------------------|------------|------------|------------|------------|
| Grant Amount Approved/Rvc'd | \$0 | | | | | |
| CPA Amount Approved/Rvc'd | \$0 | | | | | |
| Net of CPA and Grants | \$110,000 | \$110,000 | \$0 | \$0 | \$0 | \$0 |

- Free Cash
- Revolving Fund
- Debt In-levy
- Debt, Capital Exclusion
- Dedicated Stab/New Growth
- CPA
- Grant(s) _____
- Other _____

| | | | | | | |
|---|-----|--|--|--|--|--|
| Operating Budget Impact Include additional personnel costs, if applicable. | | | | | | |
| During Project | \$0 | | | | | |
| Post-Project Annual | \$0 | | | | | |
| Post-Project One-time | \$0 | | | | | |

- CPA Purpose(s)**
Check all that apply
- Open Space
 - Recreation
 - Historical
 - Housing

Estimated Total Project Cost: Estimated Future Savings: Estimated Incremental Cost:

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

List titles/locations of documents, insert relevant photos, identify other items as applicable to the project that is not list otherwise on this form.

**Sudbury Public Schools
School Committee Meeting**

Date: January 20, 2026

Agenda Item: 2b

2025-2026 SC Goal: Review and Potentially Vote on the SPS Capital Plan

Recommendation:

Move that the Sudbury School Committee vote to approve the 15-Year Capital Plan for Sudbury Public Schools, as presented and / or amended.

Background Information:

Attachments:

1- 2025-2026 School Committee Goals - Capital Plan

SPS Facilities FY27 - 5-15 Year Capital Plan

SPS FY27 Capital Plan

SPS Facility and non Facility Related items FY27 - 5-15 Year Capital Plan

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

| School Facilities Capital Projects | | | | | | | | | | |
|---|----------------|--------------------------|---|------------|----------|-------------|----------------|------|-------------|------------------------------------|
| Estimated costs are order of magnitude and include design estimated costs | | | | | | | | | | |
| Current FY | 2027 | | | | | | | | | |
| Inflation Rate | 2.65% | | | | | | | | | |
| Yr / FY | Move from Year | Building | Asset Name | Asset Type | Fac Code | Asset Value | Estimated Cost | Yrs. | Future Cost | Notes |
| 2027 | | Haynes Elementary School | Haynes Elementary School Roof Covering Single-ply Membrane | 2457 | FAC-S1 | \$1,933,456 | \$7,821,563 | 0 | \$7,821,563 | |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 032 | 1870 | FAC-S1 | \$2,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 033 | 1871 | FAC-S1 | \$2,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1000 | 1000 | FAC-S1 | \$1,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1001 | 1001 | FAC-S1 | \$2,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1002 | 1002 | FAC-S1 | \$4,100 | \$10,000 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1003 | 1003 | FAC-S1 | \$4,100 | \$10,000 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1004 | 1004 | FAC-S1 | \$1,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1005 | 1005 | FAC-S1 | \$1,650 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1006 | 1006 | FAC-S1 | \$4,100 | \$10,000 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1007 | 1007 | FAC-S1 | \$1,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1008 | 1008 | FAC-S1 | \$4,100 | \$10,000 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1009 | 1009 | FAC-S1 | \$2,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1010 | 1010 | FAC-S1 | \$2,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1011 | 1011 | FAC-S1 | \$1,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1015 | 1015 | FAC-S1 | \$2,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1016 | 1016 | FAC-S1 | \$1,250 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1028 | 1028 | FAC-S1 | \$1,650 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1029 | 1029 | FAC-S1 | \$5,100 | \$12,000 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1033 | 1033 | FAC-S1 | \$1,650 | \$1,980 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1054 | 1054 | FAC-S1 | \$2,250 | \$2,700 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1055 | 1055 | FAC-S1 | \$2,250 | \$2,700 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 989 | 989 | FAC-S1 | \$1,850 | \$2,220 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 993 | 993 | FAC-S1 | \$1,650 | \$1,980 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 995 | 995 | FAC-S1 | \$1,250 | \$1,500 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 996 | 996 | FAC-S1 | \$1,250 | \$1,500 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 997 | 997 | FAC-S1 | \$3,050 | \$3,660 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 998 | 998 | FAC-S1 | \$1,650 | \$1,980 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 999 | 999 | FAC-S1 | \$1,650 | \$1,980 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fire Suppression tem, Wet 1050 | 1050 | FAC-S1 | \$5,700 | \$5,700 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 031 | 1869 | FAC-S1 | \$1,450 | \$7,336 | 0 | \$0 | Included in Roof Number Asset 2457 |
| 2027 | | Nixon Elementary School | Nixon Elementary School Roof Covering Single-ply Membrane | 2581 | FAC-S8 | \$909,014 | \$4,064,845 | 0 | \$4,064,845 | |
| 2027 | | Nixon Elementary School | Nixon Elementary School Fan, Exhaust 1385 | 1385 | FAC-S8 | \$1,850 | \$2,220 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Nixon Elementary School | Nixon Elementary School Fan, Exhaust 1392 | 1392 | FAC-S8 | \$1,850 | \$2,220 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Nixon Elementary School | Nixon Elementary School Fan, Exhaust 1394 | 1394 | FAC-S8 | \$1,850 | \$2,220 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Nixon Elementary School | Nixon Elementary School Fan, Exhaust 1398 | 1398 | FAC-S8 | \$1,650 | \$1,980 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Nixon Elementary School | Nixon Elementary School Fan, Exhaust 1401 | 1401 | FAC-S8 | \$1,850 | \$2,220 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Nixon Elementary School | Nixon Elementary School Fan, Exhaust 1431 | 1431 | FAC-S8 | \$1,650 | \$1,980 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Nixon Elementary School | Nixon Elementary School Fan, Exhaust 1432 | 1432 | FAC-S8 | \$1,850 | \$2,220 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Nixon Elementary School | Nixon Elementary School Fan, Exhaust 1435 | 1435 | FAC-S8 | \$1,850 | \$2,220 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 1031 | 1031 | FAC-S8 | \$1,650 | \$1,980 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 990 | 990 | FAC-S8 | \$2,250 | \$2,700 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 991 | 991 | FAC-S8 | \$1,650 | \$1,980 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Fan, Exhaust 994 | 994 | FAC-S8 | \$3,050 | \$3,660 | 0 | \$0 | Included in Roof Number Asset 2581 |
| 2027 | | Haynes Elementary School | Haynes Elementary School Communications and Security Fire Alarm | 2431 | FAC-S53 | \$500,000 | \$500,000 | 0 | \$500,000 | Moved up from FY2029 |

Capital Plan FY2027 (Updated 1/20/2026)

| Project Description | Project # | Project Sheet Received | Funding Source | Department | FY27 | |
|---|--------------------------|------------------------|----------------|---------------------|----------------------|---------------|
| Haynes Elementary School Roof Covering Single-ply Membrane | FAC-S1 | n/a | Debt-E | Facilities - School | 7,821,563 | Funded at STM |
| Nixon Elementary School Roof Covering Single-ply Membrane | FAC-S8 | n/a | Debt-E | Facilities - School | 4,064,845 | Funded at STM |
| Haynes & Nixon Elementary School Communications and Security Fire Alarm | FAC-S53 | Yes | Free Cash | Facilities - School | 660,500 | |
| Building Management System SPS Capital Repairs | FAC-S220 | Yes | Free Cash | Facilities - School | 110,000 | |
| SPS Schools Ceiling Finish Suspended Acoustical Tile | SPS-20 | Yes | TM Capital | SPS | 25,000 | |
| SPS Facilities Fittings Toilet Partitions | SPS-22 | Yes | TM Capital | SPS | 25,000 | |
| SPS Facilities Floor Finish Carpet | SPS-23 | Yes | TM Capital | SPS | 40,000 | |
| SPS Facilities Floor Finish Tile | SPS-24 | Yes | TM Capital | SPS | 40,000 | |
| SPS Facilities Interior Finish Painted | SPS-25 | Yes | TM Capital | SPS | 40,000 | |
| SPS Facilities Exterior Metal Doors | SPS-26 | Yes | TM Capital | SPS | 25,000 | |
| Classroom Instructional Equipment Replacement, Year 3 | SPS-1 | Yes | Free Cash | SPS | 100,000 | |
| School Safety All Buildings | SPS-17 | Yes | Free Cash | SPS | 450,000 | |
| Total | | | | | \$ 25,361,314 | |

| Sudbury Public Schools | | | | | | | | |
|------------------------|---------|----------|---|--|----------------|-------|---------------|--|
| Current Yr | 2027 | | | | | | | |
| Rate | 2.65% | | | | | | | |
| Fiscal Year | Move To | SPS-CODE | Project Description | Replaces | Est Cost Today | Years | Future Cost | Notes |
| 2027 | | SPS-1 | Classroom Instructional Equipment Replacement, Year 3 | | \$100,000 | 0 | \$100,000 | The District's supports a UDL model for classroom design that includes a standard set of instructional equipment, This 5-year plan will refresh these resources in many classrooms that have equipment that is 12-15 years old. |
| 2027 | | SPS-17 | School Safety All Buildings | Security and Safety Enhancements all Schools | \$450,000 | 0 | \$450,000 | Safety Upgrade for all School Buildings - Police Chief Supports this |
| 2027-2031 | | SPS-20 | SPS Schools Ceiling Finish Suspended Acoustical Tile | Annual Reoccurring Maintenance - Should be in Operating Budget | \$25,000 | | \$125,000 | Moved from SPS/Facilities - Reduced by 50% - nothing reflected in work order system |
| 2027-2031 | | SPS-22 | SPS Schools Fittings Toilet Partitions | Annual Reoccurring Maintenance - Should be in Operating Budget | \$25,000 | | \$125,000 | Moved from SPS/Facilities - Reduced by 50% - nothing reflected in work order system |
| 2027-2031 | | SPS-23 | SPS Schools Floor Finish Carpet | Annual Reoccurring Maintenance - Should be in Operating Budget | \$40,000 | | \$200,000 | Moved from SPS/Facilities - Reduced by 50% - nothing reflected in work order system |
| 2027-2031 | | SPS-24 | SPS Schools Floor Finish Tile | Annual Reoccurring Maintenance - Should be in Operating Budget | \$40,000 | | \$200,000 | Moved from SPS/Facilities - Reduced by 50% - nothing reflected in work order system |
| 2027-2031 | | SPS-25 | SPS Schools Interior Finish Painted | Annual Reoccurring Maintenance - Should be in Operating Budget | \$40,000 | | \$200,000 | Moved from SPS/Facilities - Reduced by 50% - nothing reflected in work order system |
| 2027-2031 | | SPS-26 | School Exterior Metal Doors | Annual Reoccurring Maintenance - Should be in Operating Budget | \$25,000 | | \$125,000 | Moved from SPS/Facilities - Reduced by 50% - nothing reflected in work order system |
| 2028 | | SPS-17 | School Safety All Buildings | Security and Safety Enhancements all Schools | \$0 | 1 | \$0 | |
| 2028 | | SPS-2 | Facilities Plow Truck | | \$107,000 | 1 | \$109,836 | |
| 2028 | | SPS-3 | Classroom Instructional Equipment Replacement, Year 4 | | \$100,000 | 1 | \$102,650 | The District's supports a UDL model for classroom design that includes a standard set of instructional equipment, This 5-year plan will refresh these resources in many classrooms that have equipment that is 12-15 years old. |
| 2028 | | SPS-4 | Nixon and Noyes Security Cameras | | \$60,000 | 1 | \$61,590 | Decommissioning and replacement of existing exterior cameras. |
| 2029 | | SPS-5 | Classroom Instructional Equipment Replacement, Year 5 | | \$100,000 | 2 | \$105,370 | The District's supports a UDL model for classroom design that includes a standard set of instructional equipment, This 5-year plan will refresh these resources in many classrooms that have equipment that is 12-15 years old. |
| 2029 | | SPS-6 | Haynes and Loring Security Cameras | | \$60,000 | 2 | \$63,222 | Decommissioning and replacement of existing exterior cameras. |
| 2029 | | SPS-7 | Network Licensing | | \$100,000 | 2 | \$105,370 | Licensing renewal for the management and use of network infrastructure. |
| 2031 | | SPS-8 | Nixon/Noyes Phones & Wired Networking Update | | \$90,000 | 4 | \$99,926 | By 2030, the current digital phone system will be approaching two decades old. Newer internet-connected systems offer easier management, more flexible deployment, and often more cost-effective resource usage. Although much of the wired networking has been updated over time, some of it will be over 20 years old. The deployment of a new phone system would involve updated wired infrastructure, which makes this a logical area to upgrade at the same time. |
| 2031 | | SPS-18 | Noyes Feasibility Study - new elementary school MSBA-Scham Design - \$1.2M (modeled on Lynch Replacement Project Winchester MA) Preschool 7 class, Kid 7 class, grade 1 and 2 5 classrooms, grade 3 and 5 4 class, include tec space, education learning and gym. New School 2 years later for \$200M | Cost modeled on Lynch replacement project in Winchester, Preschool: 7 classrooms w/toilets, kindergarten 5 classrooms w/toilets, Grades 1&2: 5 classrooms each, Grades 305: 4 classrooms each, also included Central Schi/Tech Education space, Regulation Gym teacher planning rooms on each level. | \$1,500,000 | 4 | \$1,665,433 | This is an estimated cost, and will be refined as we get closer, and need is determined |
| 2033 | | SPS-19 | Noyes - New School | | \$200,000,000 | 6 | \$233,982,684 | This is not an actual number, it is based on what we are seeing for new school projects, this number will need to be refined once we get actual feasibility study |
| 2032 | | SPS-9 | Haynes/Loring Phones & Wired Networking Update | | \$90,000 | 5 | \$102,574 | Licensing renewal for the management and use of network infrastructure. |
| 2033 | | SPS-10 | Curtis Phones & Wired Networking Update | | \$100,000 | 6 | \$116,991 | Licensing renewal for the management and use of network infrastructure. |
| 2034 | | SPS-11 | Wifi Update, Year 1 | | \$50,000 | 7 | \$60,046 | The most recent major wave of wifi updates was deployed in 2013. Incremental updates have improved coverage and replaced non-functioning equipment, but a 2-year reinvestment in modernizing the wifi infrastructure will be needed to maintain a robust network infrastructure. |
| 2036 | | SPS-12 | Wifi Update, Year 2 | | \$50,000 | 9 | \$63,270 | The most recent major wave of wifi updates was deployed in 2013. Incremental updates have improved coverage and replaced non-functioning equipment, but a 2-year reinvestment in modernizing the wifi infrastructure will be needed to maintain a robust network infrastructure. |
| 2038 | | SPS-13 | Facilities Plow Truck | | \$107,000 | 11 | \$142,670 | |
| 2038 | | SPS-14 | Classroom Update, Year 1 | | \$100,000 | 11 | \$133,336 | An ongoing financial commitment is required to maintain the classroom instructional equipment. |
| 2039 | | SPS-15 | Classroom Update, Year 2 | | \$100,000 | 12 | \$136,870 | An ongoing financial commitment is required to maintain the classroom instructional equipment. |

**Sudbury Public Schools
School Committee Meeting**

Date: January 20, 2026

Agenda Item: Consent Calendar

- a. School Committee Mid-Year Report
- b. Meeting Minutes (10/06/25, 11/24/25 and 12/04/25)

Recommendation:

Move that the Sudbury School Committee vote to approve the items listed on the Consent Calendar.

Background Information:

Attachments:

1- 2025-2026 School Committee Goals Mid-Year Report
100625_Sudbury School Committee Minutes_DRAFT (1)
112425_Sudbury School Committee Minutes_DRAFT
120425_Sudbury School Committee Minutes_DRAFT

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

2025-2026 Sudbury School Committee Goals (MID-YEAR GOALS UPDATE-DRAFT)

| | | | | |
|--|--|---|---|---|
| Goal Area: Family and Community Engagement | Goal: To foster trust, transparency, and collaboration, the Sudbury School Committee will strengthen relationships with families, educators, and the broader community through inclusive engagement practices, open communication, and responsive action. | | | |
| Strategic Actions | Who is Responsible | Outcomes & Deliverables (Evidence & Data) | Mid-Year Targets | EOY Deliverable (s) |
| Review and update policies to support hybrid meetings and inclusive public participation | Policy Subcommittee School Committee | Review and possible adoption of BEDH (Public Comment) and BEA (Remote Participation) | Drafts presented and voted upon COMPLETED The Sudbury School Committee voted to adopt policies BEDH and BEA at its December 4, 2026 meeting. | Review and update policies communicated to the SPS Community IN PROGRESS The Sudbury School Committee is reviewing a draft communication at its January 20, 2026 meeting to be distributed to the community. |
| Strengthen and support the School Committee's Parent Advisory Council(s). | SEPAC Liaisons, School Committee Chair | School Committee liaisons will provide a report on SEPAC's goals and outcomes The School Committee Chair will allow SEPAC to present to the School Committee at least once this year | SEPAC presentation COMPLETED On August 4, 2025, the School Committee adopted Policy BDFB and BDFB-R, and on November 3, 2025, updated the School Committee Handbook to formalize liaison roles and advisory input processes for SEPAC and other Parent Advisory Councils. The Sudbury School Committee established a LBGTQ+ PAC on October 6, | SEPAC EOY Report SCHEDULED |

2025-2026 Sudbury School Committee Goals

School Committee Goals Approved August 4, 2025

*Mid-Year Report Approved **DATE***

| | | | | |
|--|---|---|---|--|
| | | | <p>2025.</p> <p>SEPAC presented to the School Committee on December 8, 2025, and participated in a joint meeting on January 15, 2026 to provide budget feedback—prompted by widespread parent concern regarding proposed reductions to summer services, including the Extended School Year (ESY) and special education—related student services.</p> | |
| <p>Conduct a minimum of two community listening sessions</p> | <p>Full School Committee (two rotating members)</p> <p>Communications Liaison</p> | <p>Summaries documented</p> <p>Attendance logs</p> <p>A minimum of two surveys will be conducted to assess the effectiveness of Listening Sessions.</p> | <p>At least one community listening session will be conducted and summarized</p> <p>Draft of surveys presented to the full committee for review and approval (October)</p> <p>COMPLETED</p> <p>The School Committee approved a survey for listening session attendees at its September 22, 2025 meeting, held a listening session on November 6, 2025, and received a follow-up update at its December 18, 2025 meeting summarizing attendance, key themes raised, and other data to inform the effectiveness of the listening sessions.</p> | <p>EOY report, which will include documented summaries from listening sessions, attendance logs, and survey results for discussion regarding if listening sessions were effective.</p> <p>Policies and School Committee Handbook will be updated, if needed, regarding listening sessions.</p> <p>IN PROGRESS</p> |

2025-2026 Sudbury School Committee Goals

School Committee Goals Approved August 4, 2025

*Mid-Year Report Approved **DATE***

2025-2026 Sudbury School Committee Goals **(MID-YEAR GOALS UPDATE-DRAFT)**

| Goal Area: Teaching, Learning, and Technology | Goal: The Sudbury School Committee will support, evaluate, and monitor the implementation of curriculum and classroom technology by receiving presentations from district leaders on instructional practices, reviewing student outcome data, and updating relevant policies, including guidance on class size and technology use. This work will ensure alignment between educational programming, district priorities, and student needs. | | | |
|--|--|--|--|---|
| Strategic Actions | Who is Responsible | Outcomes & Deliverables (Evidence & Data) | Mid-Year Deliverable(s) | EOY Deliverable (s) |
| Monitor implementation of the K–5 EL curriculum | School Committee, Superintendent | Presentations and data on instructional time, professional development needs, and student outcomes | Receive updates and early implementation data Review resource needs for the FY27 budget COMPLETED The School Committee received a presentation from the SPS Humanities Curriculum Coordinator at its December 8, 2025 meeting. | Review benchmarking data Document outcomes to inform FY27 planning SCHEDULED |
| Evaluate EL Grade 6 pilot and determine next steps | School Committee, Superintendent | Pilot data and recommendations for expansion or further study | Discuss the pilot during the FY27 budget process. Review resources and needs for the FY27 budget. COMPLETED The School Committee received a presentation from the SPS Humanities Curriculum Coordinator at its December 8, 2025 meeting. | Determine a plan for Grade 6 curriculum implementation SCHEDULED |
| Review 7th-grade math and the compacted 7/8 pathway | School Committee, Superintendent | Presentations and outcome data across student math tracks | Analyze mid-year performance data. Review resources and needs for the FY27 budget. COMPLETED The School Committee | Discuss benchmarking data and make recommendations SCHEDULED |

2025-2026 Sudbury School Committee Goals

School Committee Goals Approved August 4, 2025

Mid-Year Report Approved DATE

| | | | | |
|--|---|---|--|---|
| | | | received a presentation from the SPS Mathematics Curriculum Coordinator at its December 8, 2025 meeting | |
| <p>Review and evaluate the integration of digital resources and instructional technology in classroom instruction.</p> <p>Monitor the implementation of Policy JICJ – <i>Student Use of Technology in Schools</i>.</p> | <p>School Committee, Superintendent</p> <p>School Committee, Superintendent</p> | <p>The School Committee will receive a report outlining current practices, alignment with the Massachusetts Curriculum Frameworks, and implementation of digital citizenship objectives as outlined in Policy IJNDB.</p> <p>The School Committee will receive at least three updates throughout the school year during the Superintendent's Report at a fall, winter, and spring meeting. Summaries will be reflected in meeting minutes.</p> | <p>School Committee receives presentation</p> <p>Two Superintendent updates provided summarizing how policy is being implemented, including communication with families, exemption procedures, enforcement practices, and impacts on teacher, learning, and social climate.</p> <p>COMPLETED</p> <p>The School Committee enhanced its understanding of Policy JIJC implementation and digital citizenship through a presentation from the SPS Technology Director at its November 3, 2025 meeting. The Superintendent and Assistant Superintendent have provided periodic updates in their district reports in relation to the teaching of digital citizenship.</p> | <p>Summarize findings</p> <p>Propose next steps</p> <p>The Committee will review feedback and consider next steps to support consistent implementation districtwide.</p> <p>IN PROGRESS</p> <p>A follow-up presentation on instructional technology integration is scheduled for January 26, 2026 to continue oversight.</p> |

2025-2026 Sudbury School Committee Goals

School Committee Goals Approved August 4, 2025

*Mid-Year Report Approved **DATE***

2025-2026 Sudbury School Committee Goals (MID-YEAR GOALS UPDATE-DRAFT)

| | | | | |
|--|---|---|---|---|
| <p>Goal Area: Fiscal Stewardship and Long-Term Planning</p> | <p>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.</p> | | | |
| <p>Strategic Actions</p> | <p>Who is Responsible</p> | <p>Outcomes & Deliverables (Evidence & Data)</p> | <p>Mid-Year Deliverable(s)</p> | <p>EOY Deliverable (s)</p> |
| <p>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.</p> | <p>School Committee, Combined Facilities Director, Administration</p> | <p>Short- and long-term Capital Plan.</p> | <p>Share the draft Capital Plan.</p> <p>COMPLETED</p> <p>The Sudbury School Committee reviewed a presentation and provided input regarding the 15-Year SPS Capital Planning at its October 23, 2026 meeting.</p> | <p>Final Capital Plan approved and posted publicly.</p> <p>SCHEDULED</p> |

2025-2026 Sudbury School Committee Goals (MID-YEAR GOALS UPDATE-DRAFT)

| <p>Goal Area: After-School Care & Enrichment</p> | <p>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.</p> | | | |
|---|---|--|--|---|
| <p>Strategic Actions</p> | <p>Who is Responsible</p> | <p>Outcomes & Deliverables (Evidence & Data)</p> | <p>Mid-Year Deliverable(s)</p> | <p>EOY Deliverable (s)</p> |
| <p>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.</p> | <p>School Committee</p> | <p>Documentation of space constraints and available areas by school; website section created with space usage info</p> | <p>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.</p> <p>COMPLETED</p> <p>At its September 9, 2025 meeting, the School Committee divided and advanced its work on this goal across key areas, including peer district models, the current provider landscape, SPS building availability, and stakeholder engagement. The Committee received an update on the current landscape through a report included in the December 18, 2025 Consent Calendar, and discussed all reports at its January 20, 2026 meeting.</p> | <p>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.</p> <p>IN PROGRESS</p> |

Sudbury School Committee
Meeting Minutes - DRAFT
October 6, 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
Ellen Vedora, SEA Representative

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 will 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 meeting of September 22, 2025. Vice Chair Jessica McCready seconded the motion.

ROLL CALL VOTE:

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

Vote: 4-0 Motion carries.

Vice Chair Jessica McCready confirmed that the Sudbury School Committee will be entering into executive session and will 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 meeting of September 22, 2025.

Open Regular Session

Chair Karyn Jones opened the regular session at 7:11 p.m.

1. Public Comment

- a. Sarah Maller, Sudbury resident, urged the Committee to reconsider the LGBTQ+ PAC.
- b. Bill Fox, Sudbury resident, urged the Committee to focus on student education and shared his opposition to the LGBTQ+ PAC or any other special interest PAC.
- c. Kathleen Parente, Sudbury resident, shared her concerns about the LGBTQ+ PAC due to potential loss of federal funding.
- d. Rich Thalmann, Sudbury resident, shared his concerns about recent policies regarding the LGBTQ+ policy and PAC.
- e. Colleen Gleason-Epple, Sudbury resident, noted that federal funding is tied to all DEI efforts and not specifically to LGBTQ+.

2. Special Matters

- a. SMILE and Explore Presentation (Annette Doyle, Rebecca Amaral, Sarah Rivera and Annya Pedreschi)
 - i. The annual presentation on the summer SMILE and Explore Programs was presented to the Committee. The presentation covered the program objectives, changes to the program, educational impacts on subject matters and proposed changes to next year's program.
 - ii. The Committee asked questions related to the percentage of families who do not participate in the program, what steps are being taken to increase participation, and how students showing regression can be better supported. Additional questions focused on student data, the program's impact on learning, and absentee rates.

3. Educational and Operational Matters

- a. SEA Report (Ellen Vedora)
 - i. Ms. Vedora shared the work Sudbury educators do beyond classroom instruction including planning, grading and participating in professional learning. She also emphasized the many roles teachers assume such as mentors, counselors, mediators all which help support students academic and emotional growth.
- b. District Reports
 - i. Director of Business and Human Resources' Report
 1. An update was provided on the federal shutdown and any potential impacts to the schools.
 2. Questions from the Committee were related to the impact on free school lunches.
 - ii. Assistant Superintendent's Report
 1. The release of the MCAS Family Portal was put on hold by DESE. Those results should be available to families soon.
 2. The Sudbury Foundation recently awarded the Disability Awareness Committee a grant to continue teaching students in grade 3-5 about disabilities.

- iii. Superintendent's Report
 - 1. Department of Elementary and Secondary Education Award - 2025 MCAS Recognition: Sudbury Public Schools was honored as one of 63 districts in Massachusetts whose students have met or exceeded pre-pandemic MCAS performance
 - a. Sudbury was recognized as one of 63 districts who surpassed pre-pandemic MCAS scores - specifically in math.
 - b. During recent school visits, Superintendent Crozier was able to see the new EL curriculum in progress.
 - c. He recently participated in professional development titled Leading Now.

4. Consent Calendar

- a. Minutes (08/18/25)
- b. Community Budget Letter Describing the 2025-2026 Budget Planning Process With The Administration
 - i. Minor edits to the minutes 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. Nicole Burnard: Aye
 - b. Betsy Sues: Aye
 - c. Mandy Sim: Aye
 - d. Jessica McCready: Aye
 - e. Karyn Jones: Aye
 - i. **Vote: 5-0. Motion carries.**

5. New Business and Policy Matters

- a. Policy BGB Step 1 - Informational Item Only: SPS Members of the Tri-District Calendar Review Subcommittee Recommended Policy IMDA (Accommodations for Religious and Cultural Observances) for Potential Adoption
 - i. An update on this agenda item will be provided during Liaison Reports.
- b. Policy BGB Step 2 - Policy FA (Facilities Development Goals)
 - i. No further feedback was provided. This item will be voted on at the next meeting.
- c. Combined Facilities Memorandum of Agreement: Update, Next Steps
 - i. Member Nicole Burnard provided the Committee with an overview and highlights of discussions regarding the MOA with a goal to decide whether the MOA is meeting the needs of SPS.
 - ii. Questions from the Committee focused on the new tracking system—specifically the data it will provide, current capacity concerns, and anticipated next steps. They also sought clarification on whether our needs are being met, whether there is a backlog of work, and when data from the new system will be available. Additional questions surrounded whether other MOA models were considered, the language used regarding employee deployment, and whether Council review is required.

- iii. Combined Facilities Director Sandra Duran clarified that the dollar amount under discussion represents three salaries: those of the Director, the electrician, and the administrator. She also addressed capacity concerns and referenced an update on maintenance assignments, noting that she is awaiting additional data before finalizing the report.
 - iv. Next steps are a meeting with both the Sudbury School Committee and Select Board on October 31st.
- d. Preliminary Discussion of Potential Special and Annual Town Meeting Warrant Articles: School Committee members will share initial ideas and identify items requiring additional information or cost analysis from the administration
- i. Chair Karyn Jones reviewed the Committee's suggested items for potential warrant articles. Clarification on the UDL retrofit was provided. All members agreed to move forward with the proposed articles. Questions were raised regarding solar initiatives, as well as the timeline for when the articles would be presented.
 - ii. Vice Chair Jessica McCready motioned for the administration to provide additional information on the following to discuss at a future meeting: Chapter 70 Funding Transfer, MSBA Roof Articles / ADA, UDL School Classroom Instructional Equipment, SPS Solar Revolving Fund and Safety Doors. Karyn Jones seconded the motion.
 - 1. ROLL CALL VOTE:
 - a. Nicole Burnard: Aye
 - b. Mandy Sim: Aye
 - c. Betsy Sues: Aye
 - d. Jessica McCready: Aye
 - e. Karyn Jones: Aye
 - i. **Vote: 5-0. Motion carries.**
- e. LGBTQ+ Parent Advisory Council: Finalize Proposal for Establishment, Possible Vote for Liaison Assignment and Next Steps
- i. Vice Chair Jessica McCready motioned to approve the proposal for the establishment of a LGBTQ+ Parent Advisory Council as amended. Betsy Sues seconded the motion.
 - ii. Questions related to the cost of the PAC, the source of funding, and whether any budget cuts would be needed to accommodate the expense was asked.
 - iii. A member asked for legal review of both the PAC and the process for forming the PAC.
 - 1. ROLL CALL VOTE:
 - a. Jessica McCready: Aye
 - b. Betsy Sues: Aye
 - c. Mandy Sim: No
 - d. Nicole Burnard: No
 - e. Karyn Jones: Aye
 - i. **Vote: 3-2. Motion carries.**
 - iv. Mandy Sim made a motion to send this proposal for establishment of the LGBTQ Parent Advisory Council Sudbury Public Schools to our lawyer to review. "I just

- b. Mandy Sim: Aye
- c. Jessica McCready: Aye
- d. Betsy Sues: Aye
- e. Karyn Jones: Aye
- i. **Vote: 4-1. Motion carries.**

6. Liaison and Subcommittee Reports

- a. Updates from a recent Select Board meeting included the DEI Commission's request for clarity on its role with the Sudbury School Committee and other town departments. In addition, there was discussion about vocational education, specifically how the town would fund reintroducing Sudbury back into the program.

7. Adjournment

- a. Vice Chair Jessica McCready motioned to adjourn the October 6th School Committee Meeting at 10:19 p.m. Betsy Sues seconded the motion.

- i. ROLL CALL VOTE:

- 1. Nicole Burnard: Aye
- 2. Mandy Sim: Aye
- 3. Betsy Sues: 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 October 6, 2025 School Committee Meeting

1. Summer Learning Programs 2025
2. 081825_Sudbury School Committee Minutes_DRAFT
3. 2-DRAFT Community Budget Letter
4. 1-BGB - POLICY ADOPTION
5. 2 - Policy Subcommittee Memo - FA Facilities Development Goals.docx
6. 3-Current SPS Policy - FA Facility Development Goals
7. 4-DRAFT -FA Facilities Development Goals with Redlines
8. 5-DRAFT -FA Facilities Development Goals without RedLines
9. 1-Dec19EmailFacilities Department MOA
10. 2-Dec19MOA AgreedUponEdits
11. 3-Jan31EmailFacilities Department MOA
12. 4-Jan31MOA AgreedUponEdits
13. 5-Current MOA
14. 6-01312025Redlined Changes w_ Current MOA
15. 7-MOA Edit Summary_Currentv01312025vs
16. 09082025AgendaPacket_PAC
17. 1-SPS Calendar Review Timeline_Aproved09222025
18. 2-Policy IC-ICA - School Year School Calendar
19. 3-Policy IMD - School Ceremonies and Observances

20. 4-Policy JBB - Educational Equity
21. 5-SPS Memos - Calendar Review .docx
22. 6-25-26 SPS Current Calendar
23. 6-25-26 StateFederal DRAFT
24. 7-25-26 Additional Holidays DRAFT
25. 8-26-27 SPS Current Calendar DRAFT
26. 9-26-27 StateFederal DRAFT
27. 10-26-27 Additional Holidays DRAFT
28. 11-27-28 SPS Current Calendar DRAFT
29. 12-27-28 StateFederal DRAFT
30. 13-27-28 Additional Holidays DRAFT
31. 14-Community Requested Holidays_10062025
32. 14-SPS Absentee Data
33. sudbury.k12.ma.us Mail - [school_committee] Park and Recreation Commission Liaison to the SPSC
34. 1-2025–2026 Policies and Procedures Tasked to the Policy Subcommittee.xlsx - Sheet1
35. 2-SEPAC October Events

Sudbury School Committee
Meeting Minutes - DRAFT
November 24, 2025

Members Present:

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

Also Present:

Brad Crozier, Superintendent
Annette Doyle, Assistant Superintendent
Don Sawyer, Director of Business and Human Resources
Angela Spirito, SEA Representative

Open Executive Session

Chair Karyn Jones motioned 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 & C) because an open discussion may have a detrimental effect on the bargaining position of the Committee. The Committee will return to Open Session. Nicole Burnard seconded the motion.

ROLL CALL VOTE:

Betsy Sues: Aye
Nicole Burnard: Aye
Karyn Jones: Aye

Vote: 3-0. Motion carries.

Chair Karyn Jones confirmed the Committee will convene in executive session and will 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 & C) because an open discussion may have a detrimental effect on the bargaining position of the Committee and will return to open session.

Open Regular Session

Chair Karyn Jones opened the regular session at 7:10 p.m. and announced that Vice Chair, Jessica McCready will be joining the meeting remotely.

1. Public Comment
 - a. Coleen Fishman, Sudbury resident advocated to keep the Jewish and Good Friday holidays on the school calendar.

- b. Kay Bell, Sudbury resident, urged the School Committee to review policy JRA, Student Records and questioned how student records will be protected.
 - c. Rabbi Yisroel Freeman advocated to keep the Jewish holidays on the school calendar and urged the Committee to find a solution on inclusivity for everyone.
 - d. Stephen Ashkinos, Sudbury resident, urged the Committee to preserve the high Jewish holidays affirming that all students are valued.
 - e. Sasha Papalilo, Sudbury resident, urged the Committee to keep the Jewish holidays on the school calendar.
 - f. Carol Daniels, Sudbury resident, noted removing Jewish holidays and replacing them with other cultural events sends the wrong message.
 - g. Jackie Sousa, Sudbury resident, urged the Committee to consider the message to Jewish students if their most important holidays are removed from the calendar.
 - h. Peter Fishman, Sudbury resident, noted his family moved to Sudbury where Jewish families are welcomed and urged the Committee to keep the holidays on the school calendar.
2. Nicole Burnard motioned to move up agenda item 4a “Determination around No School and half days in regards to cultural and religious observances as guidance to the Superintendent in development of the FY27 school calendar.” Betsy Sues seconded the motion.
- a. ROLL CALL VOTE:
 - i. Jessica McCready: Aye
 - ii. Betsy Sues: Aye
 - iii. Nicole Burnard: Aye
 - iv. Karyn Jones: Aye
 - 1. **Vote: 4-0.** Motion carries.
 - b. SPS is considering two variations of calendars. The current calendar and a state and federal only calendar.
 - c. A community member asked whether the decision on the school calendar could be made at a later date.
 - d. Each Committee member had an opportunity to share their preferences on the two calendars being presented and the rationale behind their decisions.
 - e. Vice Chair Jessica McCready motioned to direct the Superintendent to prepare a draft FY27 calendar that reflects the Committee's preferred approach which we are now calling the federal and state supplemented option. Betsy Sues seconded the motion.
 - i. ROLL CALL VOTE:
 - 1. Betsy Sues: Aye
 - 2. Nicole Burnard: Aye
 - 3. Jessica McCready: Aye
 - 4. Karyn Jones: Aye
 - a. **Vote: 4-0.** Motion carries.
 - f. Vice Chair Jessica McCready excused herself from the meeting.
3. Educational and Operational Matters
- a. SEA Report (Angela Spirito)
 - i. Ms. Spirito shared that the schools recently recognized National ESP Day by celebrating ESP, clerical, and custodial staff with small gifts such as treats, gift

cards and handwritten notes. She also highlighted the work of the custodians who go above and beyond keeping the buildings safe, clean and ready for students.

- b. District Reports
 - i. Director of Business and Human Resources' Report
 - 1. New agreements were signed with the Department of Labor, State Department, Department of Interior Health and Human Services all related to the federal reorganization of the Department of Education. No impacts are expected for the remainder of this year.
 - ii. Assistant Superintendent's Report
 - 1. Haynes recently hosted an all-school presentation featuring The Bionic Project. The presentation included adaptive athletes and focused on helping students understand physical disabilities.
 - 2. At Loring, they recently celebrated Balloons Over Broadway, honoring the award-winning picture book and the inventor behind the Macy's Thanksgiving Day Parade balloons.
 - iii. Superintendent's Report
 - 1. All schools recently held their Food Pantry drive where each school had over 1,000 items donated.
 - 2. The Nixon and Haynes roof projects will be presented at the upcoming Town Meeting. The Special Town Meeting is December 1, with a vote scheduled for December 16 if the articles pass.
 - 3. Questions related to whether principals are sending reminder emails related to Town Meeting was asked.
- 4. Consent Calendar
 - a. Approval of Community Letter from the Sudbury School Committee Regarding Special Town Meeting
 - b. Receipt of Open Meeting Law Complaints and Legal Counsel Responses (R. Sax, A. Sax, K. Hayes, and W. Fox), including associated legal service costs
 - c. Receipt of School Improvement Plans: Curtis, Haynes, Loring, Nixon and Noyes
 - d. Appointment of Members to the LGBTQ+ Parent Advisory Council
 - e. Monthly Accounts Payroll Warrants Submissions
 - f. Approval of Minutes (10/06/25 and 10/23/25)
 - i. A request was made to bring the School Improvement Plans to a future meeting; clarification was requested regarding the members of the LGBTQ+ PAC; and a request to pull the October 6, 2025 meeting minutes for review of the warrant article language.
 - ii. Chair Karyn Jones motioned to vote on removing item f, October 6, 2025 minutes and voting on approving items a, b, c, d, e and only the October 23, 2025 minutes. Nicole Burnard seconded the motion.
 - 1. ROLL CALL VOTE:
 - a. Betsy Sues: Aye
 - b. Nicole Burnard: Aye
 - c. Karyn Jones Aye

i. **Vote: 3-0.** Motion carries.

5. New Business and Policy Matters

- a. Determination around No School and Half-Days in regards to Cultural and Religious Observances as Guidance to the Superintendent in Development of the FY27 School Calendar (***moved to earlier in the meeting***)
- b. Discuss and Take Positions on Special Town Meeting Articles
 - i. The Committee asked questions about the solar canopy project and requested updates on due diligence items for additional information related to the project.
 - ii. Chair Karyn Jones motioned to support Article 1 - Haynes Elementary School Roof Replacement and Repair. Betsy Sues seconded the motion. **All in favor. 3-0.** Motion carries.
 - iii. Chair Karyn Jones motioned to support Article 2 - Nixon Elementary School Roof Replacement and Repair. Betsy Sues seconded the motion. **All in favor. 3-0.** Motion carries.
 - iv. Chair Karyn Jones motioned to support Article 3 - Curtis Middle School Solar Canopy Project. Betsy Sues seconded the motion. **All in favor. 3-0.** Motion carries.

6. Special Matters

- a. MCAS Presentation, Annette Doyle, Lauren Egizio and Karen Wolfson
 - i. Lauren Egizio and Karen Wolfson presented the latest MCAS data. Ms. Egizio reviewed English and Civics achievement, curriculum, and impact, and Ms. Wolfson presented math and STEM achievement, curriculum, and impact data.
 - ii. Questions focused on ELA assessment changes, addressing the writing production dip, and timing of feedback for the 6th-grade EL pilot. For math, the Committee asked about strategies to continue improving scores. Clarification was also requested on how MCAS calibration is shared with the district and feedback for EL and other vulnerable learners.

7. New Business and Policy Matters, Continued

- a. Three Year Fiscal Outlook for Sudbury Public Schools and Initial Review of Administration and School Committee FY27 Prioritization of Initiatives
 - i. Mr. Sawyer presented a future forecast, noting that negotiations and budget planning are not yet finalized. There are no changes to the current year's budget. The FY27 budget reflects a 7.11% increase over the current year, leaving it out of balance by \$1,588,104. Most of the increases are due to special education, a new utility contract, out-of-district transportation, additional elementary positions, a part-time math position at Curtis, and an additional LPN.
 - ii. Committee questions focused on enrollment forecasts across all three years, initiatives, the bus contract, previous override amounts, circuit breaker, and teacher line items.
- b. Policy BGB, Step 2:
 - i. Per recommendation of the Sudbury School Committee on 10/23/25:
 1. IMDA, Accommodations for Religious and Cultural Observances

- ii. Per recommendation of the Policy Subcommittee on 10/24/25:
 - 1. BEDH, Public Comment at School Committee Meetings
 - 2. BEA, Hybrid Meetings and Remote Participation
 - 3. ECAB, Access to Buildings and Grounds
 - 4. EFBA, School Food and Nutrition - Meal Modification
 - 5. IJOA, Field Trips
 - 6. JJE, Student Fund-Raising Activities
 - 7. KBE, Relations with Parent/Booster Organizations
 - 8. KHB, Advertising in the Schools and Use of School Name/Logo
 - 9. KI, Visitors to the School
 - a. The Committee noted that Policy IMDA includes as many accommodations as possible to ensure families feel supported when keeping their child home for a holiday.
 - b. SEPAC provided recommendations on IJOA (Field Trips) and KBE (Relations with Parent/Booster Organizations). The Committee reviewed the recommendations and approved the discussed changes.
 - c. Questions were raised regarding Public Comment, remote and hybrid participation, and School Food and Nutrition.
 - i. Chair Karyn Jones motioned to have counsel review Policy KI, Visitors to the School. Nicole Burnard seconded the motion. **All in favor. 3-0.** Motion carries.
 - c. Sudbury School Committee Vacancy: Review and Discuss Select Board Process
 - i. The Committee reviewed the Select Board Process.
 - ii. They seeked clarification on how questions would be asked.
 - 1. Chair Karyn Jones motioned to follow the Select Board process for the appointment. Nicole Burnard seconded the motion. **All in favor. 3-0.** Motion carries.
8. Future Agenda Items
- a. Future meetings will include curriculum discussions. December meetings will focus on building the FY27 budget.
9. Adjournment
- a. Chair Karyn Jones motioned to adjourn the meeting. Betsy Sues seconded the motion. **All in favor. 3-0.** Motion carries.

Respectfully Submitted,
 Julie Williams
 Executive Assistant to the Superintendent

Documents Reviewed During the November 24, 2025 School Committee Meeting

- 1. 1 - 3.a. Coversheet
- 2. 2- 3.a. Community Letter from the Sudbury School Committee Regarding Special Town

Meeting

3. 3 - 3.b. Coversheet
4. 4 - Legal Services Costs
5. 5 - R. Sax Legal Counsel Response
6. 6 - R. Sax OML Complaint
7. 7 - A. Sax Legal Counsel Response
8. 8 - A. Sax OML Complaint
9. 9 - K. Hayes Legal Counsel Response
10. 10 - K. Hayes OML Complaint
11. 11 - W. Fox Legal Counsel Response
12. 12 - W. Fox OML Complaint
13. 13 - 3.c. Coversheet
14. Curtis School Improvement Plan 2025-26
15. FY26 Haynes SIP
16. School Improvement Plan Loring 2025-2026
17. Nixon SIP 25-26
18. Noyes SIP 25-26 19
19. 3.d. Coversheet
20. 20 - Appointment of Members Memo
21. 21 - 3.e. Coversheet
22. SC Meeting Warrant Summary - 112025
23. 23 - 3.f. Coversheet
24. 100625_Sudbury School Committee Minutes_DRAFT
25. 102325_Sudbury School Committee Minutes_DRAFT
26. 1-Policy JBB - Educational Equity
27. 2- Policy IC-ICA - School Year School Calendar
28. 3-Trends_Religious and Cultural Observations by County and District
29. 4-RAW DATA_Religious and Cultural Observations by County and District
30. 5-Calendar Survey (1)
31. Special Town Meeting Articles 1, 2, 3
32. SC 2025 MCAS Data Presentation (1)
33. 1-SPS FY27 Budget Guidance 11-17-25
34. Memo_SC_FY27 Draft 3 Year Budget Forecast_251124
35. SudburySchoolCommitteeFY27BudgetGuidelines
36. 00-Policy Subcommittee Memo
37. 01-SEPAC Memo
38. 1 - IMDA Coversheet
39. 2-POLICY IMDA - Current, Clean, Redlined.docx
40. 3- BEDH Coversheet
41. 4- POLICY BEDH - Current, Redlined
42. 5- BEA Coversheet
43. 6-Policy BEA - New Draft
44. 7- ECAB Coversheet
45. 8-DRAFT NEW ECAB Policy.docx
46. 9 -Coversheet EFBA
47. 10-DRAFT EFBA Policy NEW.docx
48. 11 -Coversheet IJOA

49. 12-Draft_IJOA, Current, Policy Subcommittee Draft, SEPAC Redlines
50. 13 - Coversheet JJE
51. 14-DRAFT JJE
52. 15- Coversheet KBE
53. 16-Redlined KBE by Policy Subcommittee and SEPAC Redlines
54. 17- Coversheet KHB
55. 18- DRAFT KHB
56. 19 - Coversheet KI
57. 20-Current Policy and DRAFT KI Policy
58. 1 - Memo to SB SC Vacancy 11 18 25
59. 2025-2026 SC Agenda Setting & Materials - Rolling Agenda (3)

Sudbury School Committee
Meeting Minutes - DRAFT
December 4, 2025

Members Present:

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

Also Present:

Brad Crozier, Superintendent
Annette Doyle, Assistant Superintendent
Don Sawyer, Director of Business and Human Resources
Andy Sheehan, Sudbury Town Manager
Victor Garofalo, Assistant Town Manager/FD

Open Regular Session

Chair Karyn Jones opened the regular session meeting.

ROLL CALL VOTE:

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

Vote: 4-0. Motion carries.

1. Public Comment
 - a. Kay Bell, Sudbury resident, spoke regarding SPS Policy JRA, Student Records and asked that it be added to a future agenda.

2. Consent Calendar
 - a. Communication to the Community about Special Town Election on December 16, 2025
 - b. Vote for Policy Adoption: Policy BGB, Step 3:
 - i. IMDA, Accommodations for Religious and Cultural Observances
 - ii. BEDH, Public Comment at School Committee Meetings
 - iii. BEA, Hybrid Meetings and Remote Participation
 - iv. ECAB, Access to Buildings and Grounds
 - v. EFBA, School Food and Nutrition - Meal Modifications
 - vi. JJE, Student Fund-Raising Activities
 - vii. KHB, Advertising in the Schools and Use of School Name/Logo
 1. A small amendment to the special town election flyer was approved.
 2. Vice Chair Jessica McCready motioned to accept the Consent Calendar as amended. Nicole Burnard seconded the motion. **All in favor. 4-0.** Motion carries.

3. Business and Policy Matters

- a. Discussion and possible vote regarding the establishment of a Budget Subcommittee, including appointment of members
 - i. The Committee discussed creating a Budget Subcommittee to bring greater transparency to budget planning. A draft Subcommittee Charge was presented. Recommended edits were discussed and accepted.
 - ii. Chair Jones recommended Betsy Sues and Jessica McCready to be on the Committee.
 - iii. Vice Chair Jessica McCready motioned that the Sudbury School Committee establish a Budget Subcommittee for the purpose of supporting the Committee's work related to annual budget development, long-term fiscal planning, financial review, and oversight of school capital needs and capital planning efforts, as outlined in the Subcommittee's Charge. Betsy Sues seconded the motion. **All in favor. 4-0.** Motion carries.
 - iv. Vice Chair Jessica McCready motioned to appoint members Betsy Sues and Jessica McCready to the Budget Subcommittee. Betsy Sues seconded the motion. **All in favor. 4-0.** Motion carries.

- b. FinCom Documents for Budget Pressures Meeting, December 11, 2025
 - i. Exhibit 1
 1. The Committee reviewed the submission presented for the December 11th Finance Committee.
 2. Questions related to process, feedback and detail provided in the submission was asked.

- c. FY27 Budget Planning
 - i. Town Manager's Budget Guidance
 - ii. Business Manager to Present Drivers of Cost Escalation in Three Year Forecast
 - iii. Review FY27 Budget Drivers
 - iv. Presentation of Administrative FY27 Priorities and Initial Discussion on Prioritization of School Committee and Administrative Priorities
 - v. Review Budget Timeline and Communications
 1. Town Manager, Andy Sheehan, and Finance Director, Victor Garofalo, joined the meeting.
 2. They shared a presentation to address the issues and challenges in building the annual budget.
 3. They reviewed Chapter 70 fund history, SPS Net School Spending Trends, SPS school spending vs. comparable communities, budget to actual revenues, previous budget increases, insurance & benefits, a review of SPS Capital Projects, school expenditures on the town side, current and projected financial summaries, FY26 expenditures and FY27 guidelines.
 4. The Committee asked clarifying questions regarding funding and budget development, including the use of Chapter 70 overages, planning for years with decreased funding, Medicaid receipts, circuit breaker

applicability, and one-time revenue sources. Additional clarification was sought on the budget process between SPS and the Town, the frequency of revisiting assumptions, enrollment and early intervention projections, and how the current deficit was identified and managed. Questions also addressed prior budget projections, tools to keep the budget on track, and key timelines for budget approval, with the Town and Committee expressing shared concern about the unexpected deficit and a desire to work collaboratively on solutions.

- d. Superintendent Attendance and Participation in Capital Planning; Collaboration with the Town Manager Regarding the FY27 Preliminary Budget
 - i. The Committee expressed their desire for Superintendent Crozier to attend capital-related meetings and asked for clarification on how attendance is coordinated and communicated.
 - ii. He shared concerns about meetings being added to his calendar without confirming his availability.
 - iii. The Committee emphasized the need for improved collaboration and communication with the Town regarding attendance and representation at meetings.
4. Adjournment
- a. Chair Karyn Jones motioned to adjourn the meeting. 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 December 4, 2025 School Committee Meeting

1. 2.a. Community Letter from the Sudbury School Committee
2. 2b. DRAFT POLICY IMDA - Clean, Redlined.docx
3. 3b- DRAFT POLICY BEDH - Redlined
4. 4b-Policy BEA - Draft
5. 5.b. DRAFT EFBA Policy.docx
6. 6b. DRAFT NEW ECAB Policy.docx
7. 7.b. DRAFT JJE
8. 8b. DRAFT KHB
9. DRAFT Budget Subcommittee Charge
10. FY26 SPS FinCom Exhibit I_251211
11. SPS FY27 Budget Guidance 11-17-25
12. Three Year Forecast vs 11242025
13. FY27 Budget Drivers_251204 Sudbury
14. School Committee FY27 Budget Guidelines
15. Sudbury Public Schools Community Budget Letter (1)

Additional Documents Reviewed

1. **Financial Review (SPS) - provided by Andrew Sheehan, Town Manager and Victor Garofalo, Assistant Town Manager/FD**

Sudbury Public Schools School Committee Meeting

Date: January 20, 2026

Agenda Item: 3a

Policy BGB, Step 1: Informational Only

Note: Because this agenda must be posted prior to the Policy Subcommittee meeting scheduled for Friday, January 16, 2026, the items listed below are tentative and reflect policies that may be included following that meeting.

- i. *New* - BDFC, Parent Advisory Councils, ELPAC
- ii. *New* - IJNDG Generative Artificial Intelligence Policy for Teachers and Students
- iii. IHBA, Observations of Special Education Programs
- iv. AD, Mission Statement
- v. CBI, Evaluation of the Superintendent

Recommendation:

Background Information:

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

1. **Information** – The proposed policy is distributed in the agenda packet for Committee members to review. (***We are at this step.***)
2. **Discussion** – The policy is read and discussed at a public meeting. This includes feedback from the Superintendent and/or relevant advisory committees, and may result in suggested edits or directions for redrafting.
3. **Action** – The Committee may vote to adopt or reject the policy.
 - If significant changes are made during this step, the Committee may choose to extend discussion.

Additional Notes:

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

Attachments:

1- CBI
1-DRAFT_ BDFC
2-DRAFT IJNDG
3-AD

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

DRAFT: Current File: CBI - EVALUATION OF THE SUPERINTENDENT

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

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

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

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

The Sudbury School Committee believes that the responsibility for improving the quality of instruction and administration is best achieved through collaboration with the Superintendent.

The School Committee is committed, therefore, to a constructive evaluation of the Superintendent. This formal evaluation should serve the Superintendent as a guide for future change and improvement. It is designed to aid in the further development of the Superintendent's skills and abilities in working with the entire School Community toward the continuous improvement of the Sudbury Public Schools.

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

SOURCE: MASC – Updated 2022

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

(Modeled on BDFB – SEPAC)

DRAFT: BDFC – ENGLISH LEARNER PARENT ADVISORY COUNCIL (ELPAC)

Sudbury Public Schools is committed to providing all students with equitable access to academically rigorous curricula within a learning environment that supports social-emotional development and fosters a sense of belonging. The District recognizes the importance of partnering with families and values meaningful collaboration with parents and guardians in supporting the educational success of English Learners.

It is the general goal of the District to foster relationships with parents and guardians that encourage cooperation between home and school in establishing and achieving shared educational goals for students.

In accordance with Massachusetts General Laws and applicable state and federal guidance, the School Committee shall establish an English Learner Parent Advisory Council (ELPAC), or Multilingual Learner Parent Advisory Council (MLPAC) when required by law.

An ELPAC or MLPAC shall be established when the District:

- Operates a language acquisition program serving one hundred (100) or more English Learners, or in which English Learners comprise at least five percent (5%) of the District's student population, whichever threshold is met first; and/or
- Has a school designated as underperforming or chronically underperforming that operates a program for English Learners.

Membership shall be offered to all parents or guardians of current or former English Learners, as well as other interested parties.

English Learner Parent Advisory Councils are intended by law to advise school districts and schools regarding matters that impact English Learners. This includes, but is not limited to, providing advice on English Learner education programs; meeting regularly with school officials regarding educational opportunities for English Learners; and providing input on school or district improvement plans as they relate to English Learners.

Consistent with this purpose, the duties of the English Learner Parent Advisory Council shall include advising the School Committee on matters pertaining to the education, safety, and equitable access of English Learners, and participating in the planning, development, and evaluation of the District's English Learner education programs.

The English Learner Parent Advisory Council shall establish bylaws regarding officers and operational procedures. In the course of its duties under this policy, the ELPAC shall receive assistance from the District without charge, upon reasonable notice, and subject to the availability of staff and resources.

The District shall provide annual notification to parents and guardians of English Learners regarding the ELPAC in a language that is accessible to them.

LEGAL REFS.:

M.G.L. c. 71A, §§ 2, 6

M.G.L. c. 71B, § 3

Title III of the Elementary and Secondary Education Act

603 CMR 28.07(4)

603 CMR 28.03(1)(a)(4)

An Act Relative to Language Opportunity for Our Kids (LOOK Act), Chapter 138 of the Acts of 2017

CROSS REFS.:

BDFC-R, English Learner Parent Advisory Council (ELPAC)

IHBEA, English Learner Education

OTHER REFS.:

DESE Guidance for English Learner Parent Advisory Councils (2018)

DRAFT IJNDG – Artificial Intelligence

Sudbury Public Schools recognizes the increasing role of artificial intelligence (AI), including generative artificial intelligence, in education, work, and civic life. When used thoughtfully and responsibly, AI has the potential to enhance teaching and learning, support creativity and problem-solving, increase efficiency, and expand access to educational opportunities.

The District is committed to ensuring that the use of artificial intelligence supports high academic standards, ethical practice, and equitable access to learning for all students, including students with disabilities, multilingual learners, and other students who may rely on instructional supports or accommodations, and does not exacerbate bias, inequity, or barriers to participation.

Accordingly, Sudbury Public Schools will incorporate age-appropriate instruction related to AI literacy, ethical use, and the critical evaluation of AI-generated content into relevant aspects of the K–8 curriculum, consistent with the Massachusetts Digital Literacy and Computer Science Curriculum Framework.

Given the evolving and rapidly changing nature of artificial intelligence, the School Committee directs the Superintendent or designee to develop, implement, and periodically update developmentally appropriate administrative procedures or guidelines governing the instructional and professional use of AI by students and staff. Such procedures or guidelines shall address, as appropriate, ethical and responsible use, academic integrity and transparency, data privacy and student protections, accessibility and equitable use, and awareness of bias, accuracy limitations, and misinformation risks.

These administrative procedures or guidelines shall be reviewed regularly to ensure alignment with emerging best practices, legal requirements, and educational research, and shall be communicated to students, families, and staff through appropriate district publications, including the Family Handbook.

The School Committee retains oversight of this policy and shall periodically review the policy and any related administrative procedures or guidelines to ensure continued alignment with legal requirements, educational best practices, and community values.

LEGAL REFS.:

M.G.L. c. 71

Title I and Title III of the Elementary and Secondary Education Act

Family Educational Rights and Privacy Act (FERPA)

Children's Online Privacy Protection Act (COPPA)

IJNDB -USE OF TECHNOLOGY IN INSTRUCTION

IJNDC - ACCEPTABLE USE OF DIGITAL RESOURCES

DRAFT File: AD - MISSION STATEMENT

Mission

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

District Vision

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

Equity Statement

Sudbury Public Schools are committed to welcoming, affirming, and celebrating all students, staff, and families.

Sudbury Public Schools are committed to creating and sustaining a culture that promotes advocacy, equity, and justice for marginalized groups who have been systemically oppressed and excluded.

Sudbury Public Schools are committed to an anti-bias and anti-racist education that includes and values the perspectives and histories of diverse peoples.

Inclusion Statement

All means all.

Sudbury Public Schools is committed to being an inclusive environment where all students are full members of our school community. We hold to the belief that all individuals should be respected, valued, and included by peers, teachers, parents/guardians, and the community at large. We are an inclusive environment where all students feel safe and thrive socially, emotionally, physically and academically.

Theory of Action

If the Sudbury Public Schools provides:

- Differentiated high quality instruction

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

Then:

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

CROSS REFS.: IA, Instructional Goals

Approved by the Sudbury School Committee: 

**Sudbury Public Schools
School Committee Meeting**

Date: January 20, 2026

Agenda Item: 3c

Review of Draft After-School Care Request for Proposals (RFP) Prepared by the Administration; Possible Action to Approve the RFP and Authorize the Superintendent or their delegate to issue the RFP and establish and Evaluation Committee

Recommendation:

Move that the Sudbury School Committee vote to approve the After-School Care RFP as presented/amended and authorize the Superintendent or his delegate to issue it in accordance with applicable procurement requirements and within the timeline approved by the School Committee.

Move to authorize the Superintendent or his delegate to form an evaluation committee to review and score proposals within the timeline approved by the School Committee.

Background Information:

Attachments:

RFP_Facilities Lease_260113 (1)

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



Sudbury Public Schools

40 Fairbank Road
Sudbury, MA 01776

REQUEST FOR PROPOSALS

FACILITIES LEASE FOR **EXTENDED DAY PROGRAM OPERATION**

RFP#: 26-001
Bid Due Date: **March 26, 2026 – 12:00 PM**
Bids Opened At: Sudbury Public Schools Central Office
40 Fairbank Road
Sudbury, MA 01776

Contact

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

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LEGAL NOTICE

Request for Proposals

FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION 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.~~ **for the operation of an Extended Day Program (Facilities-Based Program) serving students enrolled in grades K–8 within Sudbury Public Schools facilities outside the regular school day.** Specifications may be obtained beginning after 10:00 AM on ~~Wednesday, November 17, 2021~~ **Thursday, January 22, 2026** via email request to donald_sawyer@sudbury.k12.ma.us or at the Sudbury Public Schools Central Office, 40 Fairbank Road, Sudbury, MA. ~~Bids~~ **Proposals** must be received, by 12:00 PM, ~~December 17, 2021~~ **March 26, 2026**. 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. **Sudbury Public Schools reserves the right to accept or reject any or all proposals, in whole or in part, if it is deemed to be in the best interest of the Sudbury Public Schools to do so.**

The designation "**RFP #26-001 FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION**" must be clearly marked on the envelope. 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 | January 22, 2026 | 10:00 a.m. | Central Register |
| Advertise | January 22, 2026 February 12, 2026 | | Metrowest Daily News |
| Questions Due Date | March 11, 2026 | By 4:00 p.m. | Email to donald_sawyer@sudbury.k12.ma.us |
| Proposal Submission Due Date | March 26, 2026 | 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, 2027 through three business days after the last day of school, 2030 . The contract term may be extended for two (2) additional one year terms. | | |

REQUEST FOR PROPOSALS:

FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION

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 Sudbury Public Schools which seeks proposals for **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION** for the operation of a comprehensive Extended Day Program serving students enrolled in Sudbury Public Schools in grades K-8.

The Extended Day Program is intended to provide a safe, structured, and developmentally appropriate environment before and after the school day, supporting students' social, emotional, and academic development while remaining affordable and accessible to families.

The selected provider will operate the Program within Sudbury Public Schools facilities on a shared-use basis. Educational programs and operations of the Sudbury Public Schools shall at all times take precedence over use by the Program.

The Program is anticipated to operate on Mondays through Fridays during the school year and may also offer programming during designated school vacation weeks, subject to District approval.

These proposals are to be provided to 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 **January 22, 2026** through the following means:

- a. Email request: donald_sawyer@sudbury.k12.ma.us
- b. Available ~~onsite~~ **in person** 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 **March 11, 2026** 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 (2) **business** days prior to the **proposal** 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 **March 19, 2026** by 4:00 p.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 and shall be considered part of the RFP. 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 **March 26, 2026 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. **Proposals submitted by email, fax, or other electronic means will not 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), 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 #26-001 FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION”

AND

“Non-Price Proposal for RFP #26-001 FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION”

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 **the same individual** 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.

Sudbury Public Schools reserves the right, in accordance with Massachusetts General Laws Chapter 149, to request clarification of proposal materials, including non-price proposal components, provided that such clarification does not result in a material modification of the proposal.

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. Provide a transition plan for implementing an after school day care program in five (5) school buildings, including staffing, coordination with Sudbury Public Schools, family communication, and program readiness prior to the first day of each school year.
- g. Provide a family and community engagement plan to include a description of how educational, social, parental, and community involvement will be maintained.
- h. A plan for financing the program which demonstrates sufficient revenue to cover program expenses including 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.
- i. A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.
- j. **An inclusion and Accessibility Plan describing how the program will support equitable participation by students of all abilities, including students with disabilities, medical needs, or individualized plans. The plan shall address staffing, training, reasonable accommodations, inclusive program design, and communication with families and the District.**

- k. **A description of staff training including training related to social-emotional learning.**
- l. 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.
- m. 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.
- n. A description of your procedures for student enrollment and registration. The Program will begin on first day of school.
- o. A description of your procedure for providing financial assistance to students, whose families face income limitations in affording program fees.
- p. 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).
- q. A sample quarterly enrollment report for each location.
- r. Parent late pick up fee policy.
- s. A description of training your staff has received in general and in social/emotional learning programs.
- t. All Amendments / Addenda posted for this RFP must be included with all bid submissions.
- u. All Amendments / Addenda and information given on our Questions and Answers postings will be included in the final contract awarded for **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION RFP.**

4. **REQUIRED SITE-SPECIFIC SUBMISSIONS:** Proposers 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. 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 Proposal (Form A) and Non Price Proposal (Form B) for Sudbury Public Schools as requested by RFP
- c. Proposed Tuition Rate Form (Form C)
- d. **EXTENDED DAY PROGRAM OPERATION** Offerings (Form D)
- e. **EXTENDED DAY PROGRAM OPERATION** 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 and 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 EXTENDED DAY PROGRAM OPERATION** 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 sixty (60) 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, 2027 through three business days after the last day of school, 2030. 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 in August 2027 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 EXTENDED DAY PROGRAM OPERATION** 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 EXTENDED DAY PROGRAM OPERATION**. 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 to 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 by a Bidder to the lowest rent proposed by a Bidder.

Year 1: 2022-2023 Rent = \$106,000

Year 2: 2023-2024 Rent = \$109,000

Year 3: 2024-2025 Rent = \$112,000

Option Years:

Year 4: 2026-2027 Rent = \$115,000

Year 5: 2027-2028 Rent = \$118,000

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. Subject to District approval, 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, 2027 through three business days after the last day of school, 2030. 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 (Responsiveness)

Proposals will be first reviewed to determine whether they meet the minimum requirements set forth in this RFP. Only Proposals that are deemed responsive and responsible, and that include all required elements of the Non-Price Proposal will be eligible for further evaluation.

COMPARITIVE EVALUATION CRITERIA

Proposals that meet the Minimum Evaluation Criteria will be evaluated comparatively based on the criteria outlined below.

The purpose of the information requested in this section is to assist the District in evaluating each Proposer's overall qualifications, including, but not limited to:

- Financial strength and stability
- Management capacity and operational experience
- Program quality and alignment with District goals
- Commitment to the communities it serves, including Sudbury Public Schools

Responses should be clear, concise, and complete, and should address each evaluation area as specifically as possible.

IMPORTANT

Sealed proposals must be received by **March 26, 2026 at 12:00 p.m.** Any proposals submitted after 12:00 p.m. on **March 26, 2026** 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:

The Proposer’s experience operating before-school and after-school care programs for K-8 public school students, comparable in size (defined as within 10% of enrollment) will be evaluated as follows:

| | | |
|----|--|---------------------|
| 1. | Ten (10) Five (5) years or more of operating experience with public school before school and after school care programs for K-8 grade students. | Highly Advantageous |
| 2. | Three (3) or more years or more of operating experience with public school before school and after school care programs for K-8 grade students. | Advantageous |
| 3. | Two (2) years or less of operating experience with public school before school and after school care programs for K-8 grade students. | Not Advantageous |
| 4. | No experience in operating experience with public school before school and after school care programs for K-8 grade students. | Unacceptable |

Qualifications and Experience of the EXTENDED DAY PROGRAM OPERATION Program Director Overseeing Program:

The qualifications and experience of the individual responsible for overall oversight of the District’s before-school and after-school care programs will be evaluated as follows:

| | | |
|----|---|---------------------|
| 1. | Five (5) or more years of experience overseeing and supervising four (4) or more before school and after school structured care programs in public school districts | Highly Advantageous |
| 2. | Three (3) or more years of experience overseeing and supervising two to three before school and after school structured care programs in public school districts. | Advantageous |
| 3. | Two (2) years or less of operating experience with public school before school and after school structured care programs for K-8 grade students. | Not Advantageous |
| 4. | No experience in operating experience with public school before school and after school structured care programs for k-8 grade students. | Unacceptable |

**Qualifications and Experience of the EXTENDED DAY PROGRAM OPERATION
Program Directors Who Will Be Overseeing The Individual District Programs:**

| | | |
|----|--|---------------------|
| 1. | Five (5) or more years of experience conducting a before and after school structured care program for grade K-8 students in a public school district. | Highly Advantageous |
| 2. | Three (3) or more years of experience conducting a before and after school structured care program for grade k-8 students in a public school district. | Advantageous |
| 3. | Two (2) years or less of operating 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 five (5) or more distinct weekly program offerings that reflect a balanced mix of academic support, enrichment, physical activity, creative expression, and social-emotional development. | Highly Advantageous |
| 2. | Vendor provides four (4) weekly program offerings that include multiple areas of enrichment and student engagement. | Advantageous |
| 3. | Vendor provides three (3) program offerings with a limited variety. | Not Advantageous |
| 4. | Vendor provides fewer than three (3) program offerings or fails to demonstrate age-appropriate and developmentally appropriate programming | Unacceptable |

Inclusive Practices and Student Support

| | | |
|----|---|---------------------|
| 1. | Vendor demonstrates a clear, proactive approach to inclusive programming, staff training, and collaboration with school personnel to support participation and belonging for students with diverse needs, backgrounds, identities, and abilities. | Highly Advantageous |
| 2. | Vendor describes inclusive practices and staff awareness, with some training or experience supporting diverse learners and fostering respectful, welcoming environments. | Advantageous |
| 3. | Vendor references inclusion generally, with limited detail on implementation or staff preparation. | Not Advantageous |
| 4. | Vendor does not address inclusive practices or student support. | Unacceptable |

Staff to Child Ratio

| | | |
|----|--|---------------------|
| 1. | 1 staff member per 10 or less students | Highly Advantageous |
| 2. | 1 staff member per 11-14 | Advantageous |
| 3. | 1 staff member per 15-20 | 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 schools 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 = \$106,000

Year 2: 2023-2024 Rent = \$109,000

Year 3: 2024-2025 Rent = \$112,000

Option Years:

Year 4: 2026-2027 Rent = \$115,000

Year 5: 2027-2028 Rent = \$118,000

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 : 2028-2029 School Year | |
| Year 2 : 2029-2030 School Year | |
| Year 3 : 2030-2031 School Year | |
| Year 4 : 2031-2032 School Year | |
| Year 5 : 2032-2033 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
EXTENDED DAY PROGRAM OPERATION

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 2028-2029 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 EXTENDED DAY PROGRAM OPERATION:**

FORM E – Weekly Program Schedule

List Below or Insert a sample weekly program schedule for **FACILITIES LEASE FOR EXTENDED DAY PROGRAM OPERATION:**

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 at 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 | |
| <input type="text"/> | |
| * PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE | |
| Prefix: <input type="text"/> | * First Name: <input type="text"/> Middle Name: <input type="text"/> |
| * Last Name: <input type="text"/> | Suffix: <input type="text"/> |
| * Title: <input type="text"/> | |
| * SIGNATURE: <input type="text"/> | * DATE: <input type="text"/> |

Disclosure of Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

| | | |
|---|---|--|
| 1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance | 2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award | 3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____ |
| 4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> 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: 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 (including address if different from No. 10a) <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 GAO 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) |

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

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
School Committee Meeting**

Date: January 20, 2026

Agenda Item: 3d

Discussion and Potential Vote on the 2026-2027 School Calendar

Recommendation:

Move to approve the 2026-2027 School Calendar as presented / amended.

Background Information:

Attachments:

2026-2027 School Calendar_DRAFT

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

Sudbury Public Schools

DRAFT - 2026-2027 Calendar

XX ESY Programming

JULY

4 NO SCHOOL

| JULY 2026 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 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 | |

| JANUARY 2027 (18) | | | | | | |
|-------------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 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 | | | | | | |

JANUARY

1 NO SCHOOL
 13 Early Release
 18 NO SCHOOL
 XX Kickoff to Kindergarten
 27 Prof Development Day (NO SCHOOL)

AUGUST

26-27 New Teacher Orientation
 27 New (to Sudbury) Student Orientation
 31 Prof Development (Staff Return)

| AUGUST 2026 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 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 | | | | | |

| FEBRUARY 2027 (15) | | | | | | |
|--------------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 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 | | | | | | |

FEBRUARY

15 NO SCHOOL
 16-19 February Break (NO SCHOOL)
 24 Early Release

SEPTEMBER

1 Prof Development Day 2
 2 First Day Grades 1-8
 2-4 K & PK Welcome Days
 7 NO SCHOOL
 8 First Day K & PK
 16 Early Release
 21 NO SCHOOL
 30 Early Release

| SEPTEMBER 2026 (19) | | | | | | |
|---------------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 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 | | | |

| MARCH 2027 (22) | | | | | | |
|-----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 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 | | | |

MARCH

3 Early Release P/T Conferences
 10 Early Release P/T Conferences
 17 Early Release P/T Conferences
 26 NO SCHOOL

OCTOBER

7 Early Release
 12 NO SCHOOL
 21 Early Release

| OCTOBER 2026 (21) | | | | | | |
|-------------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 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 |

| APRIL 2027 (17) | | | | | | |
|-----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 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 | |

APRIL

7 Early Release
 19 NO SCHOOL
 20-23 April Break (NO SCHOOL)
 28 Early Release

NOVEMBER

4 Early Release P/T Conferences
 11 NO SCHOOL
 18 Early Release P/T Conferences
 25 Early Release
 26-27 NO SCHOOL

| NOVEMBER 2026 (18) | | | | | | |
|--------------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 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 | | | | | |

| MAY 2027 (20) | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 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 | | | | | |

MAY

19 Early Release
 31 NO SCHOOL

DECEMBER

2 Early Release
 16 Early Release
 24-31 NO SCHOOL

| DECEMBER 2026 (17) | | | | | | |
|--------------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 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 | | |

| JUNE 2027 (13) | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 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 | | | |

JUNE

2 Early Release
 17 Last Day of School (180) - Early Release
 18 NO SCHOOL
 25 185th Day of School - Early Release

Sudbury Public Schools is religiously and culturally diverse. In recognition of this diversity and in keeping with the Districts' core values, the District intends to raise awareness and respect for religious and cultural holidays that are observed by employees and families by including the observance in our yearly District School Calendar. Please be advised that the observance of Jewish, Baha'i and Muslim holidays begins at sundown of the preceding day. [Click here to learn more about our District's policy on Accommodations for Religious and Cultural Observances.](#) To add additional religious and cultural observances to our school calendar, contact Brad Crozier, Superintendent at brad_crozier@sudbury.k12.ma.us.

| | | | |
|--|------------------|--|------------------|
| Ashura (Islamic) | 06/26/2026 | Beginning of Lent, Ash Wednesday (Christian) | 02/10/2027 |
| Independence Day (S&F) | 07/04/2026 | President's Day (S&F) | 02/15/2027 |
| Martyrdom of the Bab (Baha'i) | 07/10/2026 | Ayyam-i-Ha (Baha'i) | 02/26/2027 |
| Mawlid al-Nabi (Islamic) | 08/25/2026 | Maha Shivaratri (Hindu) | 03/07/2027 |
| Krishna Janmashtami (Hindu) | 09/04/2026 | Ramadan (Islamic) | 03/08/2027 |
| Labor Day (S&F) | 09/07/2026 | Eid al-Fitr (Islamic) | 03/10/2027 |
| Rosh Hashanah (Jewish) | 09/11-09/13 2026 | Beginning of Lent (Orthodox Christian) | 03/15/2027 |
| Ganesh Chaturthi (Hindu) | 09/14/2026 | Laylat Al-Qadr (Islamic) | 03/16/2027 |
| Samvatsari (Jainism-Hindu) | 09/15/2026 | Naw-Rúz (Baha'i New Year); Palm Sunday (Christian) | 03/21/2027 |
| Mexico's Independence Day | 09/16/2026 | Purim (Jewish) | 03/22-03/23 2027 |
| Yom Kippur (Jewish) | 09/21/2026 | Holi (Hindu) | 03/22/2027 |
| Sukkot (Jewish) | 09/25-10/02 2026 | Hola Mohalla (Sikh) | 03/23-03/25 2027 |
| Shemini Atzeret (Jewish) | 10/03/2026 | Greek Independence Day; Holy Thursday (Christian) | 03/25/2027 |
| Simchat Torah (Jewish) | 10/04/2026 | Good Friday (Christian & Orthodox Christian) | 03/26/2027 |
| Indigenous Peoples' Day (S&F) | 10/12/2026 | Easter (Christian) | 03/28/2027 |
| Dussehra (Hindu) | 10/20/2026 | Navratri (Hindu) | 04/07-04/15 2027 |
| Diwali (Hindu) | 11/08/2026 | Ugadi (Hindu) | 04/07/2027 |
| Bestu Varas (Hindu); Birth of the Báb (Baha'i) | 11/10/2026 | Vaisakhi (Sikhism) | 04/14/2027 |
| Veteran's Day (S&F); Birth of Bahá'u'lláh (Baha'i) | 11/11/2026 | Rama Navami (Hindu) | 04/15/2027 |
| Thanksgiving (S&F); Guru Nanak Jayanti (Sikhism) | 11/24/2026 | Patriots Day (S&F) | 04/19/2027 |
| Chanukah (Jewish) | 12/04-12/12 2026 | First Day of Ridvan (Baha'i) | 04/21/2027 |
| Bodhi (Buddhist) | 12/08/2026 | Passover (Jewish) | 4/21-4/29 2027 |
| Christmas Day (S&F) | 12/25/2026 | Easter (Orthodox Christian) | 05/02/2027 |
| Kwanzaa (African American) | 12/26/2026 | Cinco De Mayo | 05/05/2027 |
| New Year's Day (S&F) | 01/01/2027 | Eid al-Adha (Muslim) | 05/17/2027 |
| Orthodox Christmas (Orthodox Christian) | 01/07/2027 | Declaration of the Bab (Baha'i) | 05/23-05/24 2027 |
| Makar Sankranti (Hindu); Pongal (Hindu) | 01/15/2027 | Ascension of Bahá'u'lláh (Baha'i) | 05/28-05/29 2027 |
| Martin Luther King Day (S&F) | 01/18/2027 | Memorial Day (S&F) | 05/31/2027 |
| Tu B'Shvat (Jewish) | 01/23/2027 | Muharram al Hijra (Islamic) | 06/06/2027 |
| Setsubun-sai (Shinto-Japanese) | 02/03/2027 | Shavuot (Jewish) | 06/10-06/12 2027 |
| Lunar New Year | 02/06/2027 | Juneteenth (S&F) | 06/19/2027 |

**Sudbury Public Schools
School Committee Meeting**

Date: January 20, 2026

Agenda Item: 3e

2025-2026 School Committee Goal: After-School Care and Enrichment: Initial Findings on Space Usage, District Practices and Local Provider Landscape

Recommendation:

Background Information:

Attachments:

- 1- 2025-2026 Goal Area_ Responsibilities_After-School Care & Enrichment (2) (2)
- 2 - Peer District Memo
- 3-SPS_Afterschool_Care_Provider_Outreach_Package 1.16.26 FINAL
- 4 - Afterschool Space Usage .docx
- 5- Stakeholder Engagement

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

2025-2026 Goal Area: After-School Care & Enrichment

-As discussed at September 9, 2025 Sudbury School Committee meeting-

1. Responsibilities

- **Peer District Models:** Nicole will research peer district models and provide a memo/report of findings to the Committee.
- **Current Provider Landscape:** Betsy will research current after-school care and enrichment providers that SPS students attend immediately after the school day, including how students are transported; provide a memo/report of findings.
- **SPS Building Availability:** Jessica will work with the Superintendent to document current building space usage and identify any potential areas for future enrichment programming; provide a memo/report of findings.
- **Stakeholder Engagement:** Karyn will invite a representative of Sudbury Extended Day to come to a School Committee meeting this fall to provide an update about the current after-school care landscape in Sudbury. In addition, the School Committee will notify the public in its communication announcing a November listening session that topics can include input regarding the after-school care. Any feedback given regarding after-school care during the listening sessions will be provided to the School Committee as a memo. The School Committee will decide in January if we need to do a community survey or not, depending on community feedback received.

2. Timeline

- **TBD (October-December 2025):** Presentation from Sudbury Extended Day regarding after-school care landscape in Sudbury
- **TBD November 2025:** Listening Session
- **January 13:** Email memos and reports for January 20th meeting to the Chair to include in the agenda packet.
- **January 20th:** Mid-Year Deliverable Discussion – Review memo/reports on space availability, peer practices, provider landscape, and summary from listening sessions.
- **March/April 2026:** End-of-Year Deliverable – comprehensive summary of findings and recommendations, including survey results.

MEMORANDUM

To: School Committee

From: Nicole Burnard

Re: After-School Care Models – Equity, Access, Cost, and Waitlist Pressures (Peer District Comparison)

Date: January 20, 2025

Purpose

This memo provides a comparative overview of after-school care models (K–8) in Sudbury and peer districts (Lincoln, Wellesley, Belmont, Needham, Wayland, Weston, Acton-Boxborough, Concord, Winchester and Lexington), with specific attention to equity, access, waitlist pressure, cost and structure.

Summary of Findings

Across peer districts, after-school care is consistently high-demand, capacity-constrained, and mostly established outside of school operations. Sudbury’s model aligns with regional norms.

Structure

Peer districts generally fall into three models:

1. **Independent Nonprofit (School-Affiliated / 3rd Party Vendor):**

Sudbury, Lincoln, Lexington, Wellesley, Needham

- Operate on school campuses
- Financially self-supporting
- Enrollment capped by space and staffing

2. **Town/Community/Park & Rec Programs:**

Acton-Boxborough, Wayland, Concord

- Operated through community education or school-based programs
- Still fee-based and capacity-limited
- Often use annual or rolling waitlists

3. **Mixed Provider Models:**

Belmont, Weston

- Patchwork of PTO, recreation, and private providers
- Fee-based and limited capacity

Key Point:

No peer district guarantees universal access to after-school care; all rely on enrollment caps often driven by staffing shortages as well as waitlists.

Equity

Across districts, equity challenges are structural rather than program-specific:

- Fee-based access is standard across all peers.
- Financial assistance exists in some programs but is very limited by available slots, not demand.
- Families with:
 - inflexible work schedules,
 - multiple children (most offer 5% sibling discount), or
 - students with disabilities are evaluated and accepted on a case by case basis, inclusive and adaptive options offered meet the standards of reasonable accommodations set forth in Section 504 of the Rehabilitation Act and the ADA

Sudbury Comparison:

Sudbury's Extended Day Program mirrors peer Districts in structure and cost.

Access & Transportation

- Dedicated bussing to after-school care is extremely rare across all peer districts.
- Most programs require:
 - on-site transition at dismissal, or
 - parent/guardian pickup.
- Sudbury, Acton-Boxborough, Winchester, Wayland and Weston, are regional outliers in a positive sense by offering limited internal transport for some students to a nearby licensed provider site and/or on an already constructed bus route.
- Sudbury and Concord are the only Districts offering full after school care through 8th grade. Most middle schools only offer enrichment, clubs and sports.

Sudbury Comparison:

Although not guaranteed, Sudbury offers limited bus transportation on a case by case basis which is unique compared to other peer Districts. Still, transportation constraints limit access for families without flexible end of school day availability, regardless of district.

Waitlists

- High demand and early registration are universal.
- Most districts open enrollment March–April for the following Fall.
- Families who miss initial registration are frequently placed on waitlists with no guaranteed placement.
- Majority of Districts operate registration on a lottery system with incentives for returning families

Sudbury Comparison:

Sudbury's waitlist pressure is comparable to peers due to:

- strong community reliance on Extended Day, and

- limited alternative providers* with guaranteed space and transportation

(*multiple new provider centers opened in Sudbury marketing after-school options with a potential for transportation in the FY26 year)

Key Takeaways

- Sudbury's after-school care challenges are not anomalous; they reflect peer and regional constraints.
 - Equity and access limitations stem from:
 - staffing, cost, transportation and potentially students with high needs disabilities as providers evaluate students with disabilities on a case by case basis to confirm if they can be reasonably accommodated
 - Expansion or policy changes would require:
 - explicit prioritization, and
 - clarity about the District's role versus nonprofit or community partners.
-

Conclusion

Sudbury's after-school care model is consistent with peer districts in structure, cost, and access limitations. Persistent waitlists and equity concerns reflect system-wide regional pressures, not isolated program shortcomings. Any future discussions should weigh against the reality that no peer district currently provides universal after-school coverage.

District Comparison Notes

all programs charge additional fees to cover early release days

LEXINGTON (main provider): <https://kidsborough.com/locations/lexington/>

Grades: K - 5

Length: 180 days, only after-school programs including early release days, minimum 2 days/week, closes at 6pm

Offers:

Options for various schedules and half-day Fridays. Onsite at elementary schools. No summer program. Traditional after-school provider with an option for an ABA service program. Families are often waitlisted.

Cost:

\$3,350 - \$5,500 yearly based on number of days. ABA service program has additional fees.

Additional providers:

Lexington Community Education: offers enrichment programs on Friday afternoons in music and Mandarin language.

Multiple private vendors, transportation not provided.

Park and Recreation: offers day off and vacation camps

CONCORD (main provider): <https://www.concordrec.com/162/Childcare-Service-Programs>

Grades: K - 5 and 6-8

Length: 180 days, before and after-school programs including early release, minimum 2 days/week, closes at 6pm

Offers:

Options for various schedules and half-days. Onsite at elementary schools, half days students are bussed to Park & Rec. Traditional after-school provider. Middle school students have the option for enrichment and club sign ups. Covers professional

development days off and school vacations for an additional cost. Families are often waitlisted. Summer care options available at an additional cost.

Cost:

\$2,810 - \$6,470 after-school care, yearly based on number of days

\$690 - \$2,530 before school care, yearly based on number of days

Additional providers:

Minimum private vendors for full after-school care, transportation not provided.

Multiple enrichment courses offered at various centers, transportation not provided.

WELLESLEY (main provider): <https://www.wcccwellesley.org/asp/about/>

Grades: K - 5

Length: 180 days, after-school programs including early release, minimum 2 days/week, closes at 6pm

Offers:

Options for various schedules and half-days. Onsite at elementary schools, traditional after-school provider. Covers “no school” days and school vacations for an additional cost. Families are often waitlisted.

Cost:

\$6,050 - \$9,150 after-school care, yearly based on number of days

Additional providers:

Minimum private vendors for full after-school care, transportation not provided.

Multiple enrichment courses offered at various centers, transportation not provided.

Park & Rec offers robust enrichment courses on-site at public schools, one day a week for one hour. Price varies from \$288 - \$440 a program. Examples:

<https://wellesleyma.gov/DocumentCenter/View/48763/Bates-Winter-2026-Afterschool-Enrichment>

ACTON-BOXBOROUGH (main provider): <https://abschools10.smartsiteshost.com/register>

Grades: K - 6

Length: 180 days, before and after-school programs including early release, minimum 1 day/week, closes at 6pm

Offers:

Options for various schedules and half-days. Onsite at elementary schools, traditional after-school provider. Covers most “no school” days and school vacations for an additional cost. Summer camps offered. Families are often waitlisted.

Cost:

\$1,500 - \$6,350 after-school care, yearly based on number of days

\$\$840 - \$292 before school care, yearly based on number of days

***Half day ONLY option:** \$3,700, yearly for half days

Additional providers:

Multiple private vendors for full after-school care, transportation not provided. Two offer care for K-8 with transportation provided by the school because they're on the bus route. Several others available, no transportation.

Multiple enrichment courses offered at various centers, transportation not provided.

LINCOLN (main provider): <https://lincolnleap.com/about/>

Grades: K - 8

Length: 180 days, after-school programs including early release, minimum 2 days/week, closes at 6pm

Offers:

Options for various schedules and half-days. Onsite at elementary schools, traditional after-school provider. Traditionally covers “no school” days and school vacations for an additional cost but not for the 2025-2026 school year. Includes half day field trips and enrichment classes as well as summer camps for an additional cost. Families are often waitlisted.

Cost:

\$3,490 - \$7,930 after-school care, yearly based on number of days

Additional providers:

Minimal private vendors for full after-school care, transportation not provided.

Enrichment courses offered at the elementary school (K-5) on dedicated days, it is strictly volunteer and parent run. The classes are eight week sessions and average \$250.

WINCHESTER (main provider):

https://winchesterma.myrec.com/info/activities/program_details.aspx?ProgramID=30777

Grades: K - 6

Length: 180 days, after-school programs including early release, minimum 2 days/week, closes at 6pm

Offers:

Options for various schedules and half-days. Care takes place at Park & Rec, transportation provided by the District. Covers most "no school" days and school vacations for an additional cost; single day holiday coverage varies. Includes half day field trips and enrichment classes as well as summer camps for an additional cost. Families are often waitlisted.

Cost:

\$2,900 - \$5,750 after-school care, yearly based on number of days

Additional providers:

Minimal private vendors for full after-school care. Transportation is provided from the elementary schools by the District (potential additional cost) to Kids Corner, serving grades K-6.

NEEDHAM (main provider): <https://www.nedpkids.com/>

Grades: K - 5

Length: 180 days, before and after-school programs including early release, minimum 2 days/week, closes at 6pm

Offers:

Options for various schedules and half-days. Care takes place at the elementary schools. Covers most “no school” days and school vacations for an additional cost; single day holiday coverage varies. Summer camp is available for an additional cost. Families are often waitlisted.

Cost:

\$3,060 - \$6,830 after-school care, yearly based on number of days

\$1,020 - \$2,040 before school care, yearly based on number of days

Additional providers:

Minimal private vendors for full after-school care.

Needham Park & Rec offer enrichment programs at the elementary schools.

Charles River Center's Aspire after-school program is offered in Needham, open to all students with developmental disabilities, including autism spectrum disorders, from area elementary, middle and high schools, regardless of their place of residence. Children range in age from 7-22. Unclear if transportation is provided and additional cost for the program.

WAYLAND (main provider): https://www.wayland.k12.ma.us/district_info/after_school_programs

Grades: preK - 5

Length: 180 days, after-school programs including early release, minimum 2 days/week, closes at 6pm. Offers two scheduled pick up times: 4:30pm or 6pm.

Offers:

Options for various schedules and half-days, onsite at elementary schools. No coverage on holidays other than February and April vacation. Includes robust enrichment classes as well as summer camps for an additional cost. Families are often waitlisted.

Cost:

preK: \$2,867 - \$6,597 after-school care, yearly based on number of days. 4:45pm pick up on full days, 2:45pm pick up on half days.

K-5: \$1,796 - \$4,137 after-school care, yearly based on number of days. 4:30pm pick up.

K-5: \$3,140 - \$7,2240 after-school care, yearly based on number of days. 6pm pick up.

6-12: cost varies greatly based on type and length of enrichment classes, no full after school program for these grade levels.

Additional providers:

Multiple private vendors and Park & Rec for full after-school care. Transportation is provided from the elementary schools (some only if on the same WPS bus route) by the District (potential additional cost) to Chicami, Longfellow and, Park & Rec.

<https://www.wayland.ma.us/afterschool>

WESTON: <https://www.ccweston.org/about>

Grades: K - 5

Length: 180 days, after-school programs including early release, minimum 4 days/week, two pick up times at 4:30pm or 6pm.

Offers:

Options for half-days mostly onsite at elementary schools, if bus is needed between the schools it's scheduled through the District. Covers school vacations for February and April for an additional cost; no single day holiday coverage. Includes enrichment classes for an additional cost. Families are often waitlisted.

Cost:

4:30pm pick up: \$5,950 - \$7,200 after-school care, yearly based on number of days

6:00pm pick up: \$8,950 - \$10,900

Additional providers:

Minimal private vendors for full after-school care. Transportation is provided from the lower elementary schools (K-3) by the District to Wayland Community Center Mon-Thur only for enrichment courses.

SUDBURY: <https://www.sudburyextendedday.org/>

Grades: K - 8

Length: 180 days, after-school programs including early release, minimum 2 days/week, for after school coverage, pick up time 6:15pm.

Offers:

Options for before (SPS locations only) and after-school programs as well as half days. Covers school vacations for February and April and select “no school” days for an additional cost. Families are often waitlisted.

Cost:

Before school: \$400 - \$1,250

4:30pm pick up: \$5,950 - \$7,200 after-school care, yearly based on number of days

6:15pm pick up: \$3,350 - \$8,000

Additional providers:

Several area providers and many new private vendors opened for full after-school care. If a private vendor is on the bus route, the District may be able to provide transportation. Minimal enrichment classes offered for an additional fee.

BELMONT: <https://belmontbasec.org/belmont/>

Grades: K - 5

Length: 180 days, after-school programs including early release, minimum 1 day/week, for after school coverage, pick up time 5:50pm.

Offers:

Options for before and after-school programs as well as half days. Covers school vacations for February and April, tutoring/workshops/enrichment, and minimal “no school” days for an additional cost. Families are often waitlisted.

Cost:

Before school: \$218 - \$605, yearly based on the number of days

After-school: \$2,495 - \$7,595 yearly based on number of days

Additional providers:

The middle school offers coverage for grades 6-8 until 6pm. It is PTO and family governed offering enrichment courses and homework assistance, fees vary based on number of days. Several area providers for full after-school care. Minimal enrichment classes offered for an additional fee.

Memorandum

| | |
|------|--|
| To | Sudbury School Committee |
| From | Betsy Sues |
| Date | January 16, 2026 |
| Re | Afterschool Care Provider Outreach - Preliminary Landscape Summary (Supports 2026-27 RFP Planning) |

Purpose and context

As part of preparation for a Request for Proposals (RFP) for afterschool care beginning in the 2026-27 school year, members of the School Committee conducted preliminary outreach to afterschool care and enrichment providers serving Sudbury families and/or nearby communities. The purpose of this outreach was to (1) better understand the current afterschool landscape and (2) identify potential partnership opportunities that could help address capacity, waitlist, and accessibility challenges for SPS families.

This memo summarizes information voluntarily provided by organizations in response to a standardized set of questions. It is descriptive only and does not represent an evaluation, ranking, or recommendation of any provider.

Outreach process

An email questionnaire was sent to a list of local providers requesting information on program model, ages served, staffing, transportation, hours/days, enrollment flexibility, capacity/waitlist, and fees.

- Responses and/or supporting materials were received from:
 - Sudbury Extended Day (SED)
 - BASEC
 - Sudbury Parks & Recreation
 - Sudbury Montessori School (Afterschool Program)
 - WoodsEdge Children's Center
 - Aruna's Place
 - Primrose School of Sudbury
 - Boys and Girls Club of Maynard
 - Celebree School of Sudbury

Outreach email sent to providers

The following email questionnaire was used to request information from afterschool care and enrichment providers.

Subject: Sudbury Public Schools - Afterschool Care Landscape Inquiry (2026-27 RFP)

Dear [Director Name],

My name is Betsy Sues, and I serve on the Sudbury School Committee. Our committee supports Sudbury Public Schools (SPS): Peter Noyes Elementary School, General John Nixon Elementary School, Josiah Haynes Elementary School, Israel Loring Elementary School, and Ephraim Curtis Middle School.

We are preparing for our request for proposal (RFP) process for after-school care for the 2026-2027 school year. As part of this work, we're reaching out to local providers to understand the current after-school care landscape for SPS students and families.

I'd be grateful to learn more about your current and/or planned programming for SPS students. Please feel free to share information in whatever format is easiest - a reply by email is great, or I'm happy to meet in person or talk by phone at your convenience.

To guide your response, any details you can share on the following would be helpful. Please answer only what you're comfortable sharing - none of these are required:

Nature of the after-school program

- How do students spend their time (e.g., enrichment activities, homework help, open play, indoor/outdoor time)?
- Which ages/grades do you serve?
- Who cares for students? What staff roles/certifications do you require (e.g., EEC, CPR/First Aid)?

Transportation

- Do you provide transportation from SPS schools? If so, which schools?
- Do you rely on parent/guardian drop-off?
- Is your site an SPS bus drop-off point? If so, from which schools?

Days and times

- What are the daily hours of care coverage?
- Which religious and cultural observances does your program close for?
- Is the program available only on Early Release Wednesdays (ILAP) or on additional days (e.g., snow days, school holidays)?

Enrollment structure

- May families choose specific days (e.g., Tue/Thu), or is enrollment a Mon-Fri schedule?

Capacity and waitlist

- What is your licensed capacity and current enrollment?
- Do you have open spaces?
- If there's a waitlist, approximately how long is it/what is the typical wait time?

Cost

- Current or projected tuition/fees, including any fees specific to Early Release Wednesdays, transportation, etc.

We welcome any materials you are able to share (fee schedules, calendars, etc.) as well as your feedback on how we can best support after-school care for SPS students and families.

Thank you in advance for your time as we evaluate how to best support the after-school care needs of Sudbury students and families.

Warmly,

Betsy Sues

Sudbury School Committee

Elizabeth_Sues@sudbury.k12.ma.us

Programs Contacted

- Sudbury Extended Day (SED): 365 Boston Post Rd, Suite 209 - office@sudburyextendedday.org - (978) 443-5829.
- Sudbury Parks & Recreation (incl. Wild Wednesdays): 40 Fairbank Rd - recreation@sudbury.ma.us - (978) 443-1092
- The Goddard School of Sudbury: 437 Boston Post Rd - (978) 209-0500
- Celebree School of Sudbury: 631 Boston Post Rd - (978) 219-0133 - Director: Nicole Dwyer
- WoodsEdge Children's Center: 41 Prides Crossing Rd - WoodsEdgeChildrenCtr@gmail.com - (978) 760-6510
- Sudbury Montessori (After School Program): 142 North Rd - monoshini@sudburymontessori.org - (978) 883-8000
- Springboard Schools / Sudbury Children's Learning Center: 142-Q North Rd - (978) 369-4045 - Director: Caryn Remillard - cremillard@springboardschools.com.
- Kids' Corner at the Pines (Sudbury Pines): 642 Boston Post Rd - info@sudburypines.com - Main: (978) 443-4646
- Boys & Girls Club of Assabet Valley (Maynard): 212 Great Rd - (978) 461-2871 - Exec. Director: Annalisa Campanile - campanile@bgcav.org
- Bright Horizons at Sudbury: 56C Union Ave - (978) 216-3724
- Primrose School of Sudbury: 225 Boston Post Rd - (508) 975-8965
- BrightPath Maynard: 13 Digital Way, Suite 10 - (617) 245-8900 - info@brightpathkids.com - Director: Adriana Lopez.
- Maynard KinderCare: 4 Mill & Main Pl - (978) 461-6044
- Little Hands Academy (Sudbury): 31B Union Ave - (978) 440-7220 - info@littlehandsma.com
- The Performing Arts Connection (Sudbury): 31 Union Ave - (978) 443-2400 - office@performingartsconnection.com
- Next Generation Children's Center (Sudbury): 307 Boston Post Rd - (978) 440-9494
- Aruna's Place (Sudbury): 8 Stone Road - (978) 440-8900
- BASEC - Sudbury @ Maynard (Green Meadow & Fowler): Green Meadow School, 5 Tiger Drive, Maynard, MA 01754; Fowler School, 3 Tiger Drive, Maynard - (978) 801-1334 (Maynard BASEC); (781) 296-2471 (BASEC HQ) - info@maynardbasec.org; greenmeadow@maynardbasec.org; fowler@maynardbasec.org

Summary of information received

1. Program models

Responding organizations reflect several different models:

- School-based, EEC-licensed childcare operating in or directly tied to SPS buildings (e.g., SED; BASEC).
- Private, EEC-licensed childcare operating at an off-site licensed facility (e.g., WoodsEdge, Aruna's Place, Primrose, Sudbury Montessori, Celebree).
- Municipal recreation/enrichment programming (not licensed childcare) offered as individual programs or sessions (Sudbury Parks & Recreation).

2. Ages and grades served (as reported)

- Coverage varies by provider and may be limited by licensing or program design:
 - SED: grades K-8 across multiple SPS and community locations.
 - BASEC: programs across K-12 in other districts; expressed interest in SPS-based programming. (BASEC also described a prior Sudbury@Maynard effort that did not sustain registrations.)
 - Sudbury Parks & Recreation: primarily K-8, with some offerings for older youth.
 - Primrose: licensed for grades K-2.
 - Sudbury Montessori: currently offering afterschool care for ages 5-7 (first year offering to SPS students).
 - WoodsEdge: currently offers afterschool care for children approximately K-9 years old and reported plans to extend to age 14 pending licensing.
 - Aruna's Place: licensed for ages 2 years 9 months through 8 years.
 - Celebree School of Sudbury: licensed for grades K-2.
 - Boys and Girls Club of Maynard: primarily K-8, with some offerings for older youth.

3. Location and facilities

Providers described both school-based and off-site delivery:

- SED currently rents and operates in seven locations, including all SPS elementary schools and Curtis Middle School, as well as community sites.
- BASEC indicated that its school-year model typically operates in the public school buildings
- Sudbury Parks & Recreation reported that programming operates at the Fairbank Community Center.
- Several private providers reported operating in their own licensed facilities and not seeking SPS space at this time (e.g., Aruna's Place; Sudbury Montessori).

4. Transportation

Transportation is a key differentiator across providers and was repeatedly identified as a key constraint on accessibility and/or expansion:

- SED uses SPS bus routes for specific cross-site transitions (e.g., some 5th grade and K/1 transitions) and reported paying for certain afternoon routes.
- Sudbury Montessori reported providing transportation from all four SPS elementary schools.
- Primrose reported current transportation arrangements for some students from Loring and stated that lack of predictable/guaranteed bus access limits expansion to additional SPS schools.
- Aruna's Place and WoodsEdge reported relying primarily on parent/guardian drop-off (with limited SPS bus stop/drop-off arrangements).
- Sudbury Parks & Recreation reported limited transportation for select programs (e.g., a small mini-bus from Curtis to the Fairbank Community Center for certain offerings).
- BASEC described transportation as a challenge in its prior Sudbury@Maynard effort (including differences in school calendars and logistics).

5. Hours, early release, and non-school days

Most childcare providers reported coverage from school dismissal until approximately 5:30-6:15 p.m., with early release (ILAP) coverage varying by provider. Coverage on school vacations, holidays, and snow days varies significantly; some providers offer optional vacation/holiday programming for additional fees, while others do not operate on those days.

6. Enrollment flexibility, capacity, and waitlists

Many providers reported allowing families to choose specific days per week (often with a minimum number of days). Capacity and waitlist status vary widely by provider and location. For example, SED reported system-wide capacity and waitlist information across multiple locations, while several smaller providers reported current open space.

7. Fees and fee structures

Fee structures vary across providers. Some organizations use monthly tuition tied to weekly schedules, while others use session-based program fees (especially enrichment/recreation programs). Some providers noted additional charges for early release coverage, transportation, and/or vacation programming.

Provider responses - At a glance

This table summarizes key information provided by respondents via email and/or phone contact. Items marked "Not specified" were not included in the materials received.

| Provider | Program model | Ages/grades (reported) | SPS transportation (reported) | Hours (reported) | Capacity / waitlist (reported) |
|---|--|---|---|--|--|
| Sudbury Extended Day (SED) | EEC-licensed childcare; multi-site including SPS schools and community locations | Grades K-8 | On-site at most SPS locations; uses SPS buses for certain cross-site transitions; pays for some afternoon routes | Elem: 2:25-6:15; Curtis: 3:10-6:15; ILAP coverage; optional vacation/holiday days | Licensed capacity 572/day; serves 725+ total; waitlist reported as 97 across locations |
| BASEC | EEC-licensed (school-year) model described as enrichment/academics/community; typically school-based | K-12 across existing communities; interest in SPS-based programming | Not specified for SPS; noted transportation/logistics challenges for prior Sudbury@Maynard effort | Before care opens 7:00-7:25; after care dismissal-6:00 (incl. early release) in existing communities | Reported open space and approach of expanding capacity; shared capacity/enrollment examples from other sites |
| Sudbury Parks & Recreation | Recreation/enrichment programming (not licensed childcare) | Primarily K-8 (some opportunities up to 18) | Limited mini-bus Curtis->Fairbank for select programs; otherwise parent drop-off | Typical program window ~3:30-6:00; select early release offerings; no snow day programs | Varies by program; waitlists managed by MyRec; some programs cancel if low enrollment |
| Sudbury Montessori School (Afterschool) | Licensed childcare at private facility (first year offering to SPS students) | Ages 5-7 (reported) | Reported transportation from all 4 SPS elementary schools; SPS bus drop-off from Haynes (Bus 6) | Mon-Fri 2:40-6:00; Wed 11:45-6:00 | Capacity 20; reported open space; reported interest in adding group (25) next year |
| WoodsEdge Children's Center | Licensed childcare at private facility | K-9 years old (reported); plans to extend to age 14 pending licensing | No provider transportation reported; parent drop-off; reported SPS bus drop-off from Peter Noyes | 2:30-5:30 | Capacity 20; enrollment 12; no waitlist reported |
| Aruna's Place | Licensed childcare at private facility | Ages 2y9m-8 | No transportation (except field trips); parent drop-off; reported limited SPS bus drop-off from Loring for 3 children | Mon-Fri 7:30-6:00; year-round; early release coverage (except weather closings) | Capacity 52; enrollment 39; open spaces 13; no waitlist reported (typical wait time 3-5 months) |

| Provider | Program model | Ages/grades (reported) | SPS transportation (reported) | Hours (reported) | Capacity / waitlist (reported) |
|--------------------------------|---|-------------------------------|--|--|---|
| Primrose School of Sudbury | Licensed childcare at private facility | Grades K-2 | Reported limited bus access for Loring; stated transportation is primary constraint on expansion | School days and early release; optional full-day programs on holidays/vacation weeks | Capacity not specified; provider reported having space to serve more students |
| Celebree School of Sudbury | Licensed childcare at private facility | Licensed up to Second Grade | Reported limited bus access | Before and afterschool hour programming | At time of discussion, in the process of enrolling. |
| Boys and Girls Club of Maynard | Licensed childcare at private facility/ Recreation/enrichment programming | Primarily K-8 | Reported limited bus access; Boys and Girls provides transportation for a limited number of students from Haynes | School days and early release; ILAP program was created to align to SPS; optional full-day programs on holidays/vacation weeks in alignment with the Maynard school day. | Reported having space to serve more students |

Provider response details

The sections below compile provider responses and supporting documents in a consistent format. All information is self-reported by providers.

Sudbury Extended Day (SED)

Structured summary

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|------------------------------|--|
| Program model | EEC-licensed before- and after-school childcare serving grades K-8; multi-site program including SPS schools and community locations. |
| Locations (reported) | Seven locations: all four SPS elementary schools, Curtis Middle School, First Parish Church, and St. Elizabeth's Church. |
| Transportation (reported) | Primarily on-site; reported cross-site transportation for some students (e.g., Loring/Noyes 5th grade to Curtis; Noyes K/1 to First Parish). Reported paying for certain afternoon routes. |
| Hours (reported) | Elementary afterschool 2:25-6:15; Curtis afterschool 3:10-6:15; ILAP/early release coverage provided. Holiday/vacation programming offered on select days. |
| Capacity/waitlist (reported) | Licensed capacity 572 students/day; 725+ total served (full and part-time). Waitlist reported as 97 across locations. |
| Cost (reported) | Monthly tuition varies by schedule; additional fees for ILAP and vacation/holiday programming (see appendix). |

Source materials: "SPS School Committee Survey Response" (2 pages), "SED Approved FY26 Tuition Rates" (2 pages), and "SED 2025-2026 Calendar" (1 page).

BASEC

Structured summary

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| Program model (reported) | EEC-licensed afterschool programming during the school year (summer camps licensed by local boards of health). Described three pillars: enrichment, academics (including homework support), and community. |
| Ages/grades served (reported) | Programs span K-12 across existing communities. |
| Location/facilities (reported) | Stated that BASEC typically operates directly in the school buildings it serves; expressed interest in renting SPS facilities. |
| Transportation (reported) | Shared that a prior "BASEC Sudbury @ Maynard" effort did not sustain registrations, citing logistics and differences in school calendars as contributing factors. |
| Hours (reported) | Before-school programs open 7:00-7:25 (varies by school); after school runs from dismissal-6:00 including early release days; vacation camp hours typically 8:30-5:30. |
| Enrollment (reported) | Families may enroll 1-5 days/week in any combination; "Add-a-Day" option described. Reported that BASEC does not give enrollment preference to preexisting families and aims to expand capacity to meet demand. |
| Capacity/waitlist (reported) | Reported an approach of expanding programs to avoid waitlists; |

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| | shared capacity and enrollment examples from existing sites and stated it has open spaces. |
| Cost (reported) | Shared 5-day annual tuition examples varying by site (see appendix). |

Source materials: "BASEC - SPS Q&A Document"

Sudbury Parks & Recreation

Structured summary

| | |
|--------------------------------|--|
| Program model (reported) | Recreation, enrichment, and youth development programming (not licensed childcare). |
| Ages/grades served (reported) | Primarily K-8; select opportunities for older youth up to 18. |
| Location (reported) | Programs operate at the Fairbank Community Center. |
| Transportation (reported) | Limited mini-bus from Curtis MS to Fairbank for select programs; Wild Wednesday field trips pick up from Curtis; other programs rely on parent/guardian drop-off; Fairbank is not an SPS bus stop. |
| Hours/days (reported) | Typical youth program window ~3:30-6:00 PM; select ILAP/early release offerings; no programs on snow days; schedule varies by season. |
| Enrollment/capacity (reported) | Registration is program/session-based (first-come, first-served); capacities vary by activity and space; waitlists managed in MyRec; some programs cancel if enrollment is low. |
| Cost (reported) | Session-based fees vary by program; transportation add-on reported as \$3/trip; financial assistance is available for qualifying families. |
| Additional notes (reported) | Suggested SPS support through expanded bus access to Fairbank and additional outreach/communications. |

Source materials: Provider email response (Sudbury Parks & Recreation)

Sudbury Montessori School (Afterschool Program)

Structured summary

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| Program model (reported) | Licensed childcare at private facility; provider indicated first year offering afterschool programming to SPS students. |
| Ages/grades served (reported) | Ages 5, 6, and 7 only (reported). |
| Location/facilities (reported) | Provider stated it does not use SPS facilities and does not intend to use SPS facilities. |
| Transportation (reported) | Provider reported transportation from all four SPS elementary schools and noted being an SPS bus drop-off point from Haynes (Bus 6). |
| Days/times (reported) | Mon-Fri 2:40-6:00; Wed (early release) 11:45-6:00. |
| Enrollment (reported) | Families may choose specific days; minimum 2 days/week. Sibling priority reported. |
| Capacity/waitlist (reported) | Reported capacity 20 this year; interest in adding another group of |

| | |
|-----------------|--|
| | 25 next year; reported open space. |
| Cost (reported) | Monthly tuition varies by schedule; transportation fee reported as additional monthly charge (see appendix). |

Source materials: Provider email response plus attached "Sudbury Montessori School After School Program 2025/2026" parent handbook.

WoodsEdge Children's Center

Structured summary

| | |
|------------------------------------|---|
| Program model (reported) | Licensed childcare at private facility. |
| Ages/grades served (reported) | After school care for K-9 years old (reported) with plans to extend to age 14 pending licensing. |
| Staffing/certifications (reported) | EEC licensed teacher with CPR/First Aid. |
| Location (reported) | 41 Prides Crossing Rd, Sudbury (provider facility). |
| Transportation (reported) | No provider transportation reported; relies on parent/guardian drop-off. Reported being an SPS bus drop-off point from Peter Noyes. |
| Hours (reported) | 2:30-5:30 PM. |
| Enrollment/capacity (reported) | Licensed capacity 20; current enrollment 12; open spaces reported; no waitlist reported. |
| Cost (reported) | Provider referenced an attached tuition sheet (not included in materials received). |

Source materials: Provider email response included in outreach compilation document.

Aruna's Place

Structured summary

| | |
|------------------------------------|--|
| Program model (reported) | Licensed childcare at private facility. |
| Ages/grades served (reported) | Licensed for ages 2 years 9 months through 8 years. |
| Activities (reported) | Projects, games, and curriculum-centered activities; examples included arts & crafts, science experiments, cooking activities, puzzles/board games, sports/physical activities; indoor and outdoor play. |
| Staffing/certifications (reported) | Teachers and staff First Aid and CPR certified and complete EEC Essentials training prior to starting. |
| Location (reported) | 8 Stone Road, Sudbury; provider stated it is not currently looking to rent SPS facilities. |
| Transportation (reported) | No school transportation reported (except field trips); relies on parent drop-off/pick up. Reported being an SPS bus drop-off point for three children from Loring. |
| Days/times (reported) | Open Mon-Fri 7:30 AM-6:00 PM; year-round including summer; early release coverage; closes for inclement weather. |
| Enrollment/capacity (reported) | Licensed capacity 52; enrollment reported as 39 (with 3 additional |

| | |
|-----------------|---|
| | starting later); open spaces reported as 13. No waitlist currently; typical wait time reported as 3-5 months. |
| Cost (reported) | Provider referenced a fee structure document (not included in materials received). |

Source materials: Provider email response included in outreach compilation document.

Primrose School of Sudbury

Structured summary

| | |
|-------------------------------|--|
| Program model (reported) | Licensed childcare at private facility. |
| Ages/grades served (reported) | Licensed for grades K-2. |
| Transportation (reported) | Provider reported receiving limited bus space from Loring and serving as a bus stop for Loring students. Provider stated transportation predictability/availability is the primary constraint on serving additional SPS schools. |
| Days/times (reported) | School days and early release days; optional full-day programming on some school holidays and vacation weeks. |
| Capacity/waitlist (reported) | Capacity not specified; provider reported having space to serve more students if transportation can be addressed. |
| Cost (reported) | Not specified in response. |
| Additional notes (reported) | Provider described planning challenges due to late/single-year bus confirmation timelines and suggested multi-year/predictable bus planning to support sustainable enrollment. |

Source materials: Provider email response included in outreach compilation document.

Celebree School of Sudbury

Structured summary

| | |
|-------------------------------|--|
| Program model (reported) | Licensed childcare at private facility. |
| Ages/grades served (reported) | Licensed for grades K-2. |
| Transportation (reported) | Provided noted transportation challenges |
| Days/times (reported) | School days |
| Capacity/waitlist (reported) | Capacity not specified; provider is a new facility and in the process of enrollment. |
| Cost (reported) | Not specified in response. |
| Additional notes (reported) | Provider has extensive experience in childcare and afterschool care; interested in developing transportation solution. |

Source materials: Provider phone conversation

Boys and Girls Club of Maynard

Structured summary

| | |
|-------------------------------|--|
| Program model (reported) | Licensed childcare / enrichment at private facility. |
| Ages/grades served (reported) | Licensed for K-8. |
| Transportation (reported) | Provider reported transportation constraints for one van to service Haynes on school days. Additional capacity for multiple van runs on ILAP days. |
| Days/times (reported) | School days and early release days; optional full-day programming on some school holidays and vacation weeks. ILAP days follow SPS calendar; no school days follow Maynard calendar. |
| Capacity/waitlist (reported) | Capacity not specified; provider reported having space to serve more students if transportation can be addressed. |
| Cost (reported) | \$80 annual membership fee; \$712 annual transportation; \$555 annual early release Wednesday program |
| Additional notes (reported) | Provider has created an SPS ILAP program to help meet SPS needs. |

Source materials: Provider phone conversation

Verbatim provider email responses

For reference, provider email responses received as part of the outreach are included below. Two respondents provided verbal feedback which was summarized above.

WoodsEdge Children's Center

From: WoodsEdge Children's Center <administration@woodsedgecenter.org>

Date: Tue, Sep 30, 2025 at 2:49 PM

Subject: Re: Sudbury Public School - After School Care Questionnaire

To: Elizabeth Sues <elizabeth_sues@sudbury.k12.ma.us>

Hi Elizabeth,

This is Lydia, Program Director from the Woodsedge Children's center in Sudbury. Please see the blue highlight for my response. below. Please let me know if you have any questions.

Nature of the after-school program

- How do students spend their time (e.g., enrichment activities, homework help, open play, indoor/outdoor time)?

- enrichment activities indoor and outdoor and open play as well.

- Which ages/grades do you serve?

Currently, we offer k-9 years old after school programs conjunct with our pre-K program. We are planning to extend our care to 14 years old after we get the license from EEC.

- Who cares for students? What staff roles/certifications do you require (e.g., EEC, CPR/First Aid)?

our EEC licensed teacher with CPR/ First Aid

- Location of services provided (please include whether you currently use SPS facilities or would potentially be interested in renting SPS facilities in the future).

Our after care program will be in our own prosperity where we have the daycare service

41 Pride Crossing rd, Subury, MA

Transportation

- Do you provide transportation from SPS schools? If so, which schools?

Not yet!

- Do you rely on parent/guardian drop-off?

Yes

- Is your site an SPS bus drop-off point? If so, from which schools?

Yes. Peter Noyes Elementary School

Days and times

- What are the daily hours of care coverage?

2:30-5:30pm

- Is programming available on Early Release Wednesdays (ILAP) or on other no school days (e.g., snow days, professional development, religious/ cultural observances)?

yes

Enrollment structure

- May families choose specific days (e.g., Tue/Thu), or is enrollment a Mon–Fri schedule?

yes

- If a family has an older child enrolled, do younger siblings receive priority placement?

yes

Capacity and waitlist

- What is your licensed capacity and current enrollment?

We have 20 and current enrollment is 12

- Do you have open spaces?

Yes

- If there's a waitlist, approximately how long is it/what is the typical wait time?

No waiting list currently

Cost

Current or projected tuition/fees, including any fees specific to Early Release Wednesdays, transportation, etc.

Please see the attached tuition sheet.

WoodsEdge Children's Center

<https://www.woodsedgechild.com>

<https://www.facebook.com/woodsedgechildrenctr>

41 Prides Crossing Road | Sudbury MA 01776

Office: (978)443-0000



WoodsEdge Children's Center Monthly Tuition Rates

Effective: January 1, 2025 – December 31, 2025
After school Program

| After school Program | 2:30-5:30 pm | 10% discount WoodsEdge students | |
|----------------------|--------------|---------------------------------|--|
| | | | |
| <i>2 Days</i> | \$415 | \$375 | |
| <i>3 Days</i> | \$475 | \$425 | |
| <i>4 Days</i> | \$585 | \$525 | |
| <i>5 Days</i> | \$695 | \$625 | |

- The minimum day for enrolment is two days per week.
- Tuition is due by the 5th of the month. Tuition received after the 5th is subject to a late charge of \$60.00. Tuition received after the 10th is subject to a late charge of \$110.00.
- Extended Hours - \$25 per hour per child of any age. Please note: Extra days may be added based on space availability in your child's class. We ask that you give at least 24-hour notice when canceling a scheduled extra day. If you do not give 24-hour notice, you will be billed for the day.
- The center hour 7:30 - 5:30pm
- After school Program hour 2:30 – 5:30pm

Aruna's Place

----- Forwarded message -----

From: Aruna's Place <arunasplace@gmail.com>

Date: Thu, Oct 2, 2025 at 11:43 AM

Subject: Re: Sudbury Afterschool Care

To: Elizabeth Sues <elizabeth_sues@sudbury.k12.ma.us>

Hi Elizabeth,

Thanks for reaching out!

1. Aruna's Place for Children

Children complete projects, games, and activities centered around the curriculum, as well as playing outside and inside to stimulate different aspects of development. Examples can include arts & crafts, science experiments, cooking activities, puzzles/board games, sports and other physical activities.

We are licensed for children ages 2 years 9 months – 8 years old.

All teachers and staff at Aruna's Place are First Aid and CPR certified and have completed EEC's Essentials training for educators before starting. Additional experience, training, and coursework supplements these, and can vary from teacher to teacher.

We are located at 8 Stone Road, Sudbury MA 01776. At this time we are not currently looking to rent or make use of SPS facilities.

2.

We do not provide transportation to or from school, except in the case of field trips off-site.

Parents are responsible for drop off and pick up.

We are a drop-off point for (3) children who currently take the bus from Loring.

3.

Aruna's Place is open Monday – Friday from 7:30 AM – 6:00 PM. We are open year-round including the summer and provide care during regular Early Release days, except during closings for inclement weather. We observe all federal holidays as well as the Winter/New Year's Break and follow the Sudbury Public Schools calendar.

4.

We do offer both 3-Day and 5-Day morning and afternoon programs, and we are flexible and always open to accommodating schedules or tuition payment plans on a case-by-case basis or as indicated/requested by parents.

Siblings of current or previously alumni do receive priority placement, and there is a discount for the enrollment fee for siblings.

5.

Aruna's Place is licensed to care for a maximum capacity of 52 children. At this time, we have 39 children enrolled, of whom (3) will begin in a few months.

We do currently have open spaces for 13 children.

There is not currently a waitlist. The typical wait time can vary depending on time of year, intended start date, and other factors, but averages about 3- 5 months.

6.

Please see below document for current fee structure

Tuition/Programs.docx

If you have any questions feel free to email or give us a call!

- Anuraag Bagepalli

Administrator & Program Coordinator

Aruna's Place Fee Schedule Effective February 1, 2026



Aruna's Place For Children
Early Child Education Enrichment Program (Preschool)
with extended day care hours
8 Stone Road
Sudbury, MA 01776
(978) 440-8900

Monthly Fees

5 Day Programs

| Full Time | Preschool | Afterschool |
|--------------------------|---------------------------|--------------------------|
| \$1,770 | \$1,085 | \$725 |
| 7:30 am – 6:00 pm | 8:30 am – 12:30 pm | 3:00 pm – 6:00 pm |

3 Day Programs

| Full Time | Preschool | Afterschool |
|--------------------------|---------------------------|--------------------------|
| \$1,428 | \$810 | \$593 |
| 7:30 am – 6:00 pm | 8:30 am – 12:30 pm | 3:00 pm – 6:00 pm |

For more information, contact us at (978) 440-8900 or at arunasplace@gmail.com

Primrose School of Sudbury

----- Forwarded message -----

From: Suzanne Cohn <scohn@primrosesudbury.com>

Date: Sun, Oct 5, 2025 at 11:11 AM

Subject: RE: Sudbury after school care

To: Elizabeth Sues <elizabeth_sues@sudbury.k12.ma.us>

Hi Elizabeth,

Thank you so much for reaching out. If the opportunity allows, I'd love to chat more to learn about how we can partner with SPS to support the demand for after school care.

Primrose School of Sudbury opened a month ago and we were able to work with SPS transportation department to receive some bus space from Loring Elementary to Primrose and serve as a bus stop for Loring students. We would love to be able to serve more students and received a lot of calls from families that had students starting kindergarten at Peter Noyes but unfortunately, we were unable to provide transportation. So, we have space in our school and the ability to provide more after school care but would need to partner with SPS on transportation.

We are licensed for grades K-2 and our teachers are all EEC certified, as well as first aid and CPR certified for infants, children and adults. We offer a robust program and curriculum for school age students and a large playground for outdoor play. Our school age/after school students attend on school days and early release days. We provide an optional full day program on school holidays and vacation weeks.

My biggest feedback is around transportation. I own another Primrose School in Natick and Natick Public Schools (NPS) has worked with us to provide a set # of spaces on a bus to our school for after care and it continues each year. This allows us to plan ahead for the # of students we can accommodate and give parents assurance that their child is being transported safely to an after-school program. My experience with SPS was that we had to wait until late August to find out if there was any space on a bus and that we would not be guaranteed space again the following year. Since we did not find out until late August that SPS was able to accommodate a few bus spaces to our school, we were not able to offer after school care to families until the last minute. And since we have to go through this process annually, it makes it difficult to sustain a program even though we have capacity to accommodate students. While I fully appreciate there are complicated logistics with transportation planning and this is a benefit to us if SPS can transport, this was a big challenge for us and families. I would love to be able to partner with SPS to provide much needed after care for families and be a bus stop for students attending both Loring and Peter Noyes ideally.

I welcome the opportunity to speak with you further and see how we can partner with SPS to offer after school care for more students.

Please don't hesitate to reach out to discuss further. I'd be happy to schedule a time for you to stop by and take a tour of our school too!

Kind regards,

Suzanne Cohn | Owner

Primrose School of Sudbury

225 Boston Post Road | Sudbury, MA 01776

Phone: 508.975.8965

Email: scohn@primrosesudbury.com

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Visit our Website

Primrose Schools® | The Leader in Early Education and Care®

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Sudbury Parks & Recreation

----- Forwarded message -----

From: DeBraga, Brent <DeBragaB@sudbury.ma.us>

Date: Thu, Oct 9, 2025 at 2:53 PM

Subject: RE: Sudbury Public Schools After School Care

To: Mannone, Dennis <MannoneD@sudbury.ma.us>, Sturniolo, Christine <SturnioloC@sudbury.ma.us>, elizabeth_sues@sudbury.k12.ma.us <elizabeth_sues@sudbury.k12.ma.us>

Dear Betsy,

Thanks for reaching out. Below is a concise overview in response to your questions.

1) Nature of the After-School Program

Our offerings focus on recreation, enrichment, and youth development (not licensed child care). Students engage in sports skills, structured games, creative arts, STEM, field trips, and social-emotional programming.

Primary ages/grades served: K–8 (select opportunities for older youth up to 18).

Representative programs (examples):

High Point Athletics Basketball Clinic (Gr. 3–8)

Youth Dodgeball (Gr. 3–8)

Middle School Pick-Up Basketball

Skyhawks Tennis for Beginners (Gr. K–5)

Beast Mode & Rockstar Runners (Gr. 2–8)

On the Mark Archery (Youth & Adult mixed) – Fridays, 6:15–7:15 PM

Wild Wednesday Field Trips (Middle School, ILAP early-release; return 5–6 PM, pickup by 6 PM)

Early Release LEGO Club (Elementary)

I'm the Chef Too! (Elementary STEAM/cooking)

Paint Your Piece Art (Elementary)

Strong Bonds (social-emotional; offered through the Sudbury Social Worker's Office, led by Kirstin Wilcox)

Staffing/certifications: Mix of in-house instructors and vendor-led coaches/teachers. Supervised staff hold CPR/First Aid/AED certifications. (EEC licensure does not apply to these recreation/enrichment

programs.)

Location: All programs currently operate at the Fairbank Community Center (FCC).

2) Transportation

Curtis MS → FCC mini-bus (limited): 12-passenger, wheelchair-accessible; \$3/trip; 12 seats/day. Supports Tue/Thu runners, Tue Dodgeball, Thu High Point Athletics Basketball Clinic, and Fri Middle School Pick-Up Basketball.

Wild Wednesday (ILAP) field trips: Pickup directly from Curtis MS as part of this program.

Ski Club: After-school transport for ~150 students.

All other participants use parent/guardian drop-off. FCC is not an SPS bus stop.

3) Days & Times

Typical youth program window: Mon–Fri, ~3:30–6:00 PM (directly after dismissal).

Evening options: e.g., On the Mark Archery Fridays 6:15–7:15 PM; Ski Club runs later due to travel.

ILAP/PD days: Select offerings run; no programs on snow days.

Scheduling varies by season; low-enrollment offerings may be canceled.

4) Enrollment Structure

Separate registration per program/session (each with its own budget).

Families choose specific programs/days (e.g., Tue Dodgeball, Thu Basketball).

Mix of in-house and vendor-led; first-come, first-served via MyRec registration software.

No sibling priority policy.

5) Capacity & Waitlist

Capacities vary by activity, space, and instructor. Examples:

High Point Athletics Basketball Clinic: ~20 per grade group

Middle School Pick-Up Basketball: 25 registered (avg ~15 attend weekly)

Ski Club: 100–150 participants

Waitlists are managed in MyRec; some programs cancel if enrollment is low.

6) Cost (session-based; examples)

High Point Athletics Basketball Clinic: \$195R / \$199NR (5 weeks)

Youth Dodgeball: \$100R / \$110NR (6 weeks)

Skyhawks Tennis: \$150R / \$160NR (5 weeks)

Strong Bonds: \$5R / \$10NR (Social Worker's Office)

On the Mark Archery: \$225 (4 weeks; Fridays 6:15–7:15 PM)

Wild Wednesday Field Trips: \$85R / \$95NR per trip

Transportation add-on: \$3/trip

Financial assistance is available for qualifying families.

Closing

We appreciate the collaboration and want to make it easier for families to access programs. Two immediate ways SPS could help:

Bus access: Add FCC—and ideally routes from each elementary school—as after-school bus stops (space-permitting). This would meaningfully increase participation and expand access without adding vehicles or staff.

Outreach: Help spread the word through school emails, flyers, and newsletters so families know what's available. Something a bit more robust than the digital thing in the emails SPS does.

Thanks again for your partnership. We're glad to meet anytime if a deeper dive is helpful.

Warm regards,

Dennis Mannone

Director, Sudbury Parks & Recreation

mannoned@sudbury.ma.us | 978-443-1092

Dennis Mannone

Town of Sudbury

Park & Recreation Atkinson Pool Dir

40 Fairbank Rd

Sudbury, MA 01776

978-443-1092

Appendix: Source documents provided

The following source documents were provided by respondents and are included here for completeness.

Sudbury Extended Day - Survey Response

[SPS_School_Committee_Survey_Response-1.png](#)

Sudbury Extended Day, Inc.

Nature of the after-school program

Sudbury Extended Day (SED) provides after school care for Sudbury students in grades K-8. SED is licensed by the Department of Early Education and Care. Upon hire, all staff have completed EEC Essentials 2.0 training and are First Aid and CPR certified. In addition, staff are required to complete annual training related to the field.

SED rents space in 7 locations: all four elementary schools, Curtis Middle School, First Parish Church, and St. Elizabeth’s Church.

Program Overview

Our programs at each location follow the structure outlined below; activities vary by location and are determined based on teacher input and student interests. Timing is slightly different for our Curtis middle school location based on student arrivals (5th grade students transported via bus) and middle school dismissal time.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|---|---|---|---|---|
| 2:15 - 3:15 pm | Arrival & Check-In; Snack and Open Gym/Recess. Snack and Open Gym times are often split between grades | | | | |
| 3:15 - 3:30 pm | Meeting Time: Discuss plans for the day, Share a story. Answer student questions and create groups for different structured activities | | | | |
| 3:30 - 4:15 pm | Gym/Recess Planned Activity Free Choice | Gym/Recess Planned Activity Free Choice | Gym/Recess Planned Activity Free Choice | Gym/Recess Planned Activity Free Choice | Gym/Recess Planned Activity Free Choice |
| 4:15 - 5:00 pm | Gym/Recess Clubs Free Choice | Gym/Recess Clubs Free Choice | Gym/Recess Clubs Free Choice | Gym/Recess Clubs Free Choice | Gym/Recess Clubs Free Choice |
| 5:00 - 5:45 pm | Homework Reading Second Snack | Homework Reading Second Snack | Homework Reading Second Snack | Homework Reading Second Snack | Homework Reading Second Snack |
| 5:45 - 6:15 pm | Wrap up Time: Clean up, Student-Selected Activities & Games, Dismissal | | | | |

Transportation

The majority of students remain on site for SED programming and walk to the cafeteria/gym. There are some students who attend SED at other locations:

- Loring and Noyes 5th grade students attend SED at Curtis (bus transportation)
- Noyes K/1 Students attend SED at First Parish (bus transportation)
- Nixon K/1 Students attend SED at Saint Elizabeth’s (supervised walk to location)

While SED relies on the same fleet of buses used by SPS, we pay for the afternoon routes that we currently utilize from both Loring and Noyes.

365 Boston Post Road Suite 208
Sudbury MA 01776
(978) 443-5829

Sudbury Extended Day, Inc.

Days and times

SED follows the SPS calendar including weather related closings. There is no programming when the public schools are closed due to bad weather or other emergencies.

Program Hours

| Program Type | Elementary SED Hours | Curtis SED Hours |
|---------------------|-----------------------------|-------------------------|
| Before-School Care | 7:00 am – 7:45 am | 7:00 am – 8:30 am |
| After-School Care | 2:25 pm – 6:15 pm | 3:10 pm – 6:15 pm |
| ILAP/Early Release | 11:45 am – 6:15 pm | 12:30 pm – 6:15 pm |

SED offers holiday and vacation programs on select days during the school year when SPS is closed. There are 12 program days offered at an additional fee for the 2025-2026 school year. The holiday and vacation program hours are 8:00 am to 5:30 pm. Enrollment is first come, first served and typically capped at 80 students per day. Holiday program days are noted in our calendar (attached).

Enrollment structure

Families may customize their schedules to meet their needs, however a minimum enrollment of 2 afternoons per student is required. Sudbury Extended Day will offer currently enrolled families the opportunity to renew their existing contracts for the upcoming academic year. These families are guaranteed their current enrollment spots in their current school/SED location. Younger siblings are given priority consideration, but the same schedule is not guaranteed.

Capacity and waitlist

Each site is licensed to a specific capacity based on available square footage and staffing. Overall, our licensed capacity is 572 students per day and we serve over 725 students in total (full and part time schedules). We have limited availability at certain locations and waitlists at other locations. Our current waitlist is 97 students across all locations. Wait times are contingent on many factors and difficult to predict; because capacity and enrollment demand varies by location, it is hard to provide a specific timeline for enrollment.

Cost

Please reference the attached tuition rate sheet.

365 Boston Post Road Suite 208
Sudbury MA 01776
(978) 443-5829

Sudbury Extended Day - FY26 Tuition Rates and Enrollment Timeline

SED_Approved_FY26_Tuition_Rates-1.png

SUDBURY EXTENDED DAY, INC.

2025-2026 Tuition Rates

Approved by the SED Board of Directors February 4, 2025

| ALL ELEMENTARY SITES, including First Parish & St. Elizabeth's* | | | |
|--|--------------------|-----------------------------|--------------------|
| Grades K-5 | | | |
| Early Morning Program | | After School Program | |
| 7:00 am - 7:45 am | | 2:25 pm - 6:15 pm | |
| Schedule | Monthly Fee | Schedule | Monthly Fee |
| 1 day/week | \$40 | 2 days/week | \$335 |
| 2 days/week | \$60 | 3 days/week | \$465 |
| 3 days/week | \$85 | 4 days/week | \$595 |
| 4 days/week | \$100 | 5 days/week* | \$800 |
| 5 days/week | \$125 | ILAP Fee* | \$100 |

**Morning program at the SPS locations only; First Parish and St. Elizabeth's are PM care only for K/1 students*

| EPHRAIM CURTIS MIDDLE SCHOOL | | | |
|-------------------------------------|--------------------|-----------------------------|--------------------|
| Grades 5-8^ | | | |
| Early Morning Program | | After School Program | |
| 7:00 am - 8:25 am | | 3:10 pm - 6:15 pm | |
| Schedule | Monthly Fee | Schedule | Monthly Fee |
| 1 day/week | \$60 | 2 days/week | \$285 |
| 2 days/week | \$100 | 3 days/week | \$405 |
| 3 days/week | \$140 | 4 days/week | \$515 |
| 4 days/week | \$175 | 5 days/week* | \$715 |
| 5 days/week | \$200 | ILAP Fee* | \$100 |

^Noyes & Loring 5th graders will be transported to Curtis for the after-school program.

| SPACE AVAILABLE FEES (per diem rates) | |
|---|----------------------------|
| Must request care in advance. Drop-in care not available | |
| Elementary Morning: \$15 | Elementary Afternoon: \$45 |
| ECMS Morning: \$20 | ECMS Afternoon: \$35 |

** ILAP fee covers all Early Release Wednesdays over the 180 day school year. This fee includes the additional hours of care plus the cost of activities, and is already accounted for in the 5-day tuition*

Tuition is based on 180 days of care, divided equally into ten monthly payments. SED does not bill based on the number of days in the month. Tuition is due regardless of a child's attendance.

Charges for Holiday & Vacation programs are not included; program fees are billed as they are used. Holiday and vacation tuition is \$100 per day.

Sibling Discount: 5% discount for families who have more than one child in the program and whose tuition totals \$925 or more per month

**SUDBURY EXTENDED DAY, INC.
2025-2026 Enrollment Timeline and Fee Schedule**

| Re-Enrollment and Lottery | Open Date | Close Date |
|----------------------------------|------------------|-------------------|
| Returning Family Re-enrollment | 11-Feb-25 | 24-Feb-25 |
| Community Lottery Requests | 7-Apr-25 | 30-Apr-25 |

**Rising 5th Grade students from Noyes and Loring should submit Curtis re-enrollment requests*

The annual application fee (\$50 per family) is charged during the re-enrollment process and is non-refundable. September tuition deposits are due no later than May 1st. Contracts and payments not received by this date will result in contract and enrollment forfeiture. September tuition deposits are non-refundable.

Application fees for new families are billed when a family is offered enrollment.

| Monthly Tuition | Billing Date: | Due No Later Than* |
|------------------------|----------------------|---------------------------|
| October tuition | September 5th | October 1st |
| November tuition | October 6th | November 1st |
| December tuition | November 5th | December 1st |
| January tuition | December 5th | January 1st |
| February tuition | January 5th | February 1st |
| March tuition | February 5th | March 1st |
| April tuition | March 5th | April 1st |
| May tuition | April 6th | May 1st |
| June tuition | May 5th | June 1st |

**Payments received after the 1st of the month are subject to a \$20 late payment fee*

Schedule Change Policy

Schedule changes can only be implemented on or after January 1st and will be processed on a quarterly basis. Exceptions will only be made in the case of extenuating circumstances or with administrative approval.

Families may choose to reduce schedules prior to January, but will be responsible for their contracted tuition through the month of December, unless the enrollment slot can be filled by a waitlisted student.

There is a \$45 per student change fee for each request processed. Requests must be submitted by the deadlines below. Requests received after deadline but before the start of the calendar month will see adjustments made in the next billing cycle.

| <u>Schedule Change Effective Date</u> | <u>Request submitted by:</u> | <u>Revised billing:</u> |
|--|-------------------------------------|--------------------------------|
| January 1st | November 14th | December 5th |
| April 1st | February 13th | March 5th |

Sudbury Extended Day - 2025-2026 Calendar

2025_2026_School_Year_Calendar_External-1.png

SUDBURY EXTENDED DAY | 2025-2026 CALENDAR

| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center; gap: 5px;"> 1st/Last Day of School</div> <div style="display: flex; align-items: center; gap: 5px;"> No School</div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center; gap: 5px;"> Early Release Day</div> <div style="display: flex; align-items: center; gap: 5px;"> Leadership Meetings</div> </div> <div style="margin-top: 5px;"> <p>18-22 Leadership Meetings</p> <p>25 All Staff Welcome</p> <p>26 All Staff and Site Meetings</p> <p>27 1st Day of School</p> </div> </div> </div> | <div style="background-color: #333; color: white; padding: 2px 5px; font-weight: bold;">AUGUST '25 (3)</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: 8px;"> <thead> <tr style="background-color: #eee;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td style="background-color: yellow;">18</td><td style="background-color: yellow;">19</td><td style="background-color: yellow;">20</td><td style="background-color: yellow;">21</td><td style="background-color: yellow;">22</td><td>23</td></tr> <tr><td>24</td><td style="background-color: yellow;">25</td><td style="background-color: yellow;">26</td><td style="border: 2px solid orange;">27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | | | | 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 | <div style="background-color: #333; color: white; padding: 2px 5px; font-weight: bold;">FEBRUARY '26 (15)</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: 8px;"> <thead> <tr style="background-color: #eee;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td style="background-color: yellow;">10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td style="background-color: red;">16</td><td style="background-color: red;">17</td><td style="background-color: red;">18</td><td style="background-color: red;">19</td><td style="background-color: red;">20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td style="background-color: yellow;">25</td><td>26</td><td>27</td><td>28</td></tr> </tbody> </table> <div style="margin-top: 5px;"> <p>10 BOD Meeting</p> <p>16 Presidents' Day (No SED)</p> <p>17-20 February Break (H&V)</p> <p>25 Early Release Day</p> </div> | S | M | T | W | Th | F | S | 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 |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="margin-top: 5px;"> <p>01 Labor Day (No SED)</p> <p>02 First Day Kindergarten</p> <p>04 BOD Meeting</p> <p>10 Early Release Day</p> <p>23 Rosh Hashanah (H&V)</p> <p>24 Early Release Day</p> </div> | <div style="background-color: #333; color: white; padding: 2px 5px; font-weight: bold;">SEPTEMBER '25 (20)</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: 8px;"> <thead> <tr style="background-color: #eee;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>31</td><td style="background-color: red;">1</td><td style="background-color: red;">2</td><td>3</td><td style="background-color: red;">4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td style="background-color: yellow;">10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td style="background-color: red;">23</td><td style="background-color: yellow;">24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | 31 | 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 | | | | | <div style="margin-top: 5px;"> <p>04 Early Release Day</p> <p>11 Early Release Day</p> <p>18 Early Release Day</p> <p>24 BOD Meeting</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="margin-top: 5px;"> <p>02 Yom Kippur (H&V)</p> <p>08 Early Release Day</p> <p>13 Indigenous Day (No SED)</p> <p>21 BOD Meeting</p> <p>22 Early Release Day</p> <p>31 Halloween</p> </div> | <div style="background-color: #333; color: white; padding: 2px 5px; font-weight: bold;">OCTOBER '25 (21)</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: 8px;"> <thead> <tr style="background-color: #eee;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td style="background-color: red;">2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td style="background-color: yellow;">8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td style="background-color: red;">13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td style="background-color: red;">21</td><td style="background-color: yellow;">22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | | 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 | | <div style="margin-top: 5px;"> <p>03 Good Friday (No SED)</p> <p>08 Early Release Day</p> <p>14 Subcommittee Meeting</p> <p>20 Patriot's Day (No SED)</p> <p>21-24 April Break (H&V)</p> <p>29 Early Release Day</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="margin-top: 5px;"> <p>05 Early Release Day</p> <p>11 Veterans Day (H&V)</p> <p>12 Early Release Day</p> <p>18 BOD Meeting</p> <p>19 Early Release Day</p> <p>26 Early Release: 5 PM CLOSE</p> <p>27-28 Thanksgiving (No SED)</p> </div> | <div style="background-color: #333; color: white; padding: 2px 5px; font-weight: bold;">NOVEMBER '25 (17)</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: 8px;"> <thead> <tr style="background-color: #eee;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td style="background-color: yellow;">5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td style="background-color: red;">11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td style="background-color: red;">18</td><td style="background-color: red;">19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td style="background-color: red;">26</td><td style="background-color: red;">27</td><td style="background-color: red;">28</td><td>29</td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | | | | | 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 | <div style="margin-top: 5px;"> <p>19 BOD Annual Meeting</p> <p>20 Early Release Day</p> <p>25 Memorial Day (No SED)</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="margin-top: 5px;"> <p>01 New Year's Day (No SED)</p> <p>02 Winter Break (No SED)</p> <p>06 BOD Meeting</p> <p>14 Early Release Day</p> <p>19 MLK Day (No SED)</p> <p>28 Professional Day (H&V)</p> </div> | <div style="background-color: #333; color: white; padding: 2px 5px; font-weight: bold;">JANUARY '26 (18)</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: 8px;"> <thead> <tr style="background-color: #eee;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td style="background-color: red;">1</td><td style="background-color: red;">2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td style="background-color: red;">6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td style="background-color: yellow;">14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td style="background-color: red;">19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td style="background-color: red;">28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | | | 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 | <div style="margin-top: 5px;"> <p>4 Independence Day</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Holiday & Vacation Programs: September 23, October 2, November 11, January 28
February 17-20, April 21-24

Registration required; Maximum daily enrollment subject to space and staffing

BASEC - SPS Q&A Document

BASEC_-_SPS_Q&A_Document-1.png

Nature of the after-school program

Which ages/grades do you serve?

BASEC programs serve students spanning from kindergarten through 12th grade.

How do students spend their time (e.g., enrichment activities, homework help, open play, indoor/outdoor time)?

The three pillars to BASEC programming are enrichment, academics, and community. BASEC believes in cultivating a number of exciting and nurturing experiences in a child's afternoon that allows them to intrinsically discover and follow their interests while also supporting the development of their executive function skills and social-emotional learning. The specific programming options for students change across different communities and are scaled in developmentally appropriate ways based on age.

A typical afternoon for a student in a BASEC program begins with a snack and meeting, allowing them time to catch up with a friend, fuel their systems, and find out more about the day's programming. Upon dismissal from the meeting, students are welcome to make a choice to go outside and play, create and build using toys and manipulatives, or join in a structured enrichment activity in art, STEM, or sports. While BASEC is more closely identified by our structured options, we know that children need to play – and need to be outside! – so this is something we always prioritize in our programming.

At a midpoint to their afternoon, students are brought to a quiet, designated space to complete their homework with assistance from a consistent lead teacher. After students have completed their homework (or shown good effort), they rejoin the broader BASEC experience and continue their time in enrichment activities or free play, both of which are strongly valued at BASEC. Our academic programs focus most intensely on building efficient and effective routines. We utilize a number of different resources across our programs to reach these goals including investing in full time roles that develop our academic operations (tracking student participation and work completion), part-time tutors, lead and support homework educators, and tools for parents.

Our emphasis on community connections means that we focus on Social Emotional Learning in every area of BASEC programming. We use initiatives like Relationship Mapping to ensure that each individual child has at least one trusted adult and train staff in the Nurtured Heart Approach to frame making rich connections with students. Moreover, we host community events – such as our annual gala and museum, pumpkin carving, open houses, and more – so that caregivers and family members have many opportunities to connect with us.

Who cares for students? What staff roles/certifications do you require (e.g., EEC, CPR/First Aid)?

During the school year, BASEC programs are licensed by the Department of Early Education and Care (EEC); summer vacation camps are licensed by the local boards of health. The licensing process requires all staff to meet specific qualifications such as a background check, EEC Essentials training, valid CPR and First Aid certification, ongoing professional

development, and education and experience requirements. BASEC also has its own internal professional development requirements organization wide such as the Nurtured Heart Approach, Developing a Culture of Feedback, Classroom Management, and more.

What sets BASEC apart from other providers is our commitment to an organizational structure that opens career pathways for talented educators and administrators interested in the out-of-school time field. Below are the key positions with which this model is designed.

Site Specific Directors

Each site is run and overseen by a Site and Assistant Director who are responsible for the overall safety and experience of its students, including curriculum development, staff management, operations, and licensing. These folks also use observation and evaluation tools that highlight authentic ways for teachers to level up their performance.

Specialists

BASEC employs a variety of curriculum and administrative Specialists. Our Curriculum Specialist role makes our emphasis on enrichment possible. These folks are dedicated experts in particular content areas, such as visual arts, performing arts, STEM, and sports. They are tasked with fostering engagement across a wide spectrum, from creating options for students to try new activities outside of their comfort zone to developing rich, deep dives into projects that require students to progress through skills to meet demanding goals. Programs serving kindergarten also employ a Kindergarten Specialist to implement specific programming for this age-demographic.

BASEC has also developed a separate administrative specialist track. Here we employ Family Engagement and Operation Specialists who work closely with their site director and organization's Operations Director to maintain proper documentation for its students, such as enrollment forms, medication authorization, attendance lists and sign out procedures.

Educators

Working alongside these specialists are a variety of full-time and part-time Educators. Educator positions include individuals who lead homework groups, plan and implement activities, engage students positively in play, and play a major part in the success of each BASEC site. Many of these individuals work exclusively for BASEC (and can have schedules up to 35-40 hours per week); while many others serve in part-time roles, possibly combining their position at BASEC with a position in the public school system. Our competitive pay (including "short shift" positions paying \$35 per hour) make these roles popular with public school faculty.

Assistant Educators

Assistant Educator positions at BASEC are held by high school students who demonstrate strong teaching skills in our popular Future Teacher Program (FTP). FTP is a 4-part community service program that teaches important pedagogical strategies in a part-classroom, part-onsite experience where interested high school students can learn skills and be vetted as potential

employees by our leadership team. BASEC does not rely on assistant educators for ratio or overall staffing.

Other Director Level Leadership

Overseeing and supporting all BASEC programs is the executive team, which consists of the Executive Director, Operations Director, and Director of Impact. The Executive Director and the organization are governed by a board of directors, all of whom are community members and/or BASEC parents. These roles contribute to implementing best practices in management and program leadership, evaluate our impact and find programming options to better meet each student at their developmental level, and build our operations tools so that our systems are the most accurate, clear, and useful for smooth day-to-day programming.

Location & Transportation

BASEC operates its school year programming directly in the school buildings in which we serve. We also partner with local businesses/organizations –such as First Church of Belmont, Beth El Temple Center and Saint John’s Lutheran in Sudbury– to serve its students when the school buildings are closed during certain times of the year, such as school vacations.

BASEC has found it most beneficial and effective in terms of cost, time, and safety to operate its programs directly in the schools we serve. Programs housed in public schools can most effectively build on the school culture, partner with school faculty to address concerns that arise during the school day, and eliminate potentially stressful transitions that reduce the amount of enrichment – and fun – that should be part of each child’s afternoon. Our experience has also shown that such a structure aligns more closely with the needs of our communities and families.

Our experience working with SPS families has shown support for this model as well. Last year, BASEC launched the BASEC Sudbury @ Maynard program to support Sudbury families with K-3rd students in need of after school. Our aim was to generate enough registrations to provide transportation from the Loring School. Unfortunately, the logistical challenges for families and differences in school calendars contributed to low registration. The handful of families that registered for the program ended up dropping.

Overall, we are very interested in renting SPS facilities to operate before and after school programs and would very much look forward to partnering with SPS as we do with Belmont and Maynard Public School systems.

Days and Times

BASEC before school programs open between 7:00 - 7:25 AM, depending on the school. After school programs run from the time of school dismissal until 6:00 PM including early release days. During the vacation camps, BASEC typically runs from 8:30 AM - 5:30 PM.

Currently, BASEC does not offer programming on snow days, district-run professional development days, days of religious/cultural observance, or federal holidays when schools are

closed. However, we make an effort to create as many out-of-school time program options as possible. For example, BASEC plans a variety of additional special activities and field trips to enhance the schedule on extended days, like early releases. We provide all-day field trip based programming on "Kindergarten Days", when school is closed for current kindergarten students for screening. We run vacation programs during February and April vacation weeks, and operate Summer Camps for 9 weeks of summer (including that impossible-to-find week leading into Labor Day weekend).

We also run some specialty programs on weekends, including our very popular Model UN Workshop, in which participants attend conferences that are typically held on weekends.

Enrollment structure

A central BASEC core value is broad program accessibility, and this is demonstrated in our enrollment structure. All of our before and after school programs allow for families to choose any consistent schedule, from 1-day per week to all 5. Parents can choose days in any combination that works for their family. We also provide an "Add-a-Day" option to give that extra flexibility for a last-minute work meeting or unforeseen need.

BASEC does not give enrollment preference to preexisting families, as it aims to provide a fair and equitable enrollment process for all. We also are able to continuously expand our enrollment capacity – while maintaining quality – to ensure any and all families can receive programming.

Capacity and Waitlist

What is your licensed capacity and current enrollment?

BASEC @ Burbank: licensed capacity 180 students. Current enrollment 163 students.

*BASEC @ Chenery: licensed capacity 390 students. Current enrollment: 397 students.

BASEC @ BMHS Grades 7-8: licensed capacity 91 students. Current enrollment: 90 students.

**BASEC @ BMHS Grades 9-12 Current enrollment: 32 students.

*BASEC @ Green Meadow: licensed capacity 91 students. Current enrollment: 118 students.

BASEC @ Fowler: licensed capacity 65 students. Current enrollment: 31 students.

*Not every student attends every day; therefore no day is at capacity.

**Academic program only – not EEC licensed, due to students' ages.

If there's a waitlist, approximately how long is it/what is the typical wait time?

BASEC believes that no after school program should have a wait list, and we have always expanded programs to meet the needs of each community. An example of this was this past summer when BASEC opened a second camp location in Belmont the last two weeks when it

had an extensively long waiting list. By opening another location nearby, it ensured all but a few children were able to attend. This waiting list went from 60+ children to three.

BASEC's largest program, BASEC @ Chenery which serves up to 331 students a day has had a waitlist of one student, for a single day of the week, for a duration of about a week. The BASEC @ Burbank kindergarten program is currently at "classroom capacity" meaning that the room by EEC regulation cannot hold more students, though no students currently sit on a waitlist. We experienced a similar challenge in our Maynard kindergarten program last year and quickly adapted the student schedule utilizing alternative spaces to ensure that all families that needed care could access it.

Do you have open spaces?

Absolutely!

Cost

BASEC tuition is set on a site-by-site basis in order to balance the price sensitivity of the community the site serves. Our model that makes enrichment options available (and invests in Curriculum Specialists to plan and implement that curriculum) has variations for lower annual tuition rates (which feature fewer Specialists and lower operating expenses), as well as higher annual tuition rates, which allow us to make investments to provide more enrichments for that site.

Since our flexible enrollment options translate to dozens of different tuition totals, below are the tuition rates for a five-day enrollment for each respective site/program.

BASEC @ Burbank

Before School: \$3,025

After School: \$7,595

BASEC @ Chenery

After School: \$6,585

BASEC @ BMHS Grades 7-8

After School: \$4,115

BASEC @ BMHS Grades 9-12

4-5 Day Support (Annual): \$2,515

BASEC @ Green Meadow

Before School: \$2,430

After School: \$5,395

BASEC @ Fowler Grades 4-6

Before School: \$2,030

After School: \$5,050

BASEC @ Fowler Grades 7-8

Before School: \$2,030

After School: \$3,160

Sudbury Montessori School

----- Forwarded message -----

From: monoshini@sudburymontessori.org <monoshini@sudburymontessori.org>

Date: Wed, Oct 1, 2025 at 11:40 AM

Subject: RE: Sudbury Public Schools - Afterschool Care Questionnaire

To: Elizabeth Sues <elizabeth_sues@sudbury.k12.ma.us>

Dear Elizabeth,

I did my best to respond to the specific information requested-

Nature of the after-school program

How do students spend their time (e.g., enrichment activities, homework help, open play, indoor/outdoor time)? See Attached

Which ages/grades do you serve?

This is our first year offering Afterschool Program to the SPS students. Currently, we are ONLY offering after school care for children ages 5,6 and 7 years.

Who cares for students? What staff roles/certifications do you require (e.g., EEC, CPR/First Aid)?

All our staff are CPR/First Aid Certified. They must meet the requirement by EEC to care for the children over the age of 5 years.

· Location of services provided (please include whether you currently use SPS facilities or would potentially be interested in renting SPS facilities in the future).

We DO NOT use SPS facilities. We DO NOT intend to use SPS facilities. We have our own licensed facility.

Transportation

· Do you provide transportation from SPS schools? If so, which schools?

We provide transportation from ALL the 4 Elementary Schools.

· Do you rely on parent/guardian drop-off?

NO

· Is your site an SPS bus drop-off point? If so, from which schools?

Yes. For Bus 6 coming from Haynes.

Days and times

- What are the daily hours of care coverage?

See Attached

- Is programming available on Early Release Wednesdays (ILAP) or on other no school days (e.g., snow days, professional development, religious/ cultural observances)?

AFTER SCHOOL PROGRAM IS AVAILABLE ON THE EARLY RELEASE WEDNESDAYS.

Enrollment structure

- May families choose specific days (e.g., Tue/Thu), or is enrollment a Mon–Fri schedule?

YES. Families can choose specific days in a week. Its part of the attachment. Minimum requirement is 2 days a week.

- If a family has an older child enrolled, do younger siblings receive priority placement?

YES.

Capacity and waitlist

- What is your licensed capacity and current enrollment?

This year our capacity is 20 children. Next year we would like to add one more group of 25 children.

- Do you have open spaces?

YES.

- If there's a waitlist, approximately how long is it/what is the typical wait time?

Cost See Attached

Current or projected tuition/fees, including any fees specific to Early Release Wednesdays, transportation, etc. See Attached

Please let me know if you have any questions.

Regards,

Monoshini

Sudbury Montessori School - After School Program Parent Handbook (2025/2026)

After_school_handbook_1_1_1-01.png



Sudbury Montessori School After School Program 2025/2026

Dear Parents,

Thank you for the opportunity of having your children enrich our school. Our staff takes enormous pride in providing the highest quality program for our students. It is with great excitement and anticipation that we look forward to growing and learning with you and your family for the upcoming school year. The contents of this parent handbook provide an outline of our policies and a general guideline for our code of conduct. Please take the time to read through it so that you may familiarize yourself with important information about the day-to-day operations of Sudbury Montessori.

Sincerely,

Monoshini & Joel Gordon

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Welcome to Sudbury Montessori Afterschool Program!

Welcome to Sudbury Montessori Afterschool Program, a nurturing space where children continue their journey of exploration, discovery, and growth after the school day ends. Our program is rooted in Montessori principles, honoring each child's natural curiosity and unique rhythm. We offer a peaceful and engaging environment designed to support independence, creativity, and meaningful connection. We are delighted to partner with your family as we guide children toward becoming confident, capable, and compassionate individuals.

Vision Statement

Our vision is to cultivate a peaceful and joyful after-school environment where children are empowered to grow into thoughtful, resilient, and responsible members of their communities. We envision each child developing a strong sense of self and purpose through hands-on learning, freedom with responsibility, and collaborative experiences.

Mission Statement

The mission of Sudbury Montessori After School Program is to extend your child's school day with intention and warmth by offering a child-centered environment that supports independent work, purposeful play, and respectful relationships. Through guidance rooted in Montessori philosophy, we seek to nurture each child's development across all domains—physical, emotional, social, and cognitive.

Program Philosophy

Our program is guided by the belief that every child is a capable, curious, and active learner. We create an environment where children feel safe, respected, and free to explore their interests at their own pace. Inspired by the Montessori approach, we offer activities and routines that foster independence, promote intrinsic motivation, and support social-emotional growth. We follow the child, observing their needs and offering gentle guidance to help them develop self-discipline, empathy, and a love for learning.

Classroom Spaces and Learning Areas

Our classroom environments are carefully prepared to be inviting, orderly, and child sized. Each area supports a different aspect of development, including practical life, art, sensorial exploration, cultural studies, and quiet reading. Children are encouraged to choose their work and move freely between areas, promoting independence and concentration. The space is designed to be calm, respectful, and accessible, allowing children to care for their environment and themselves.

Materials and Activities Offered

Children have access to a rich variety of hands-on materials that support exploration and creativity. Our offerings include Montessori-based activities, open-ended art, nature exploration, puzzles, games, music, movement, and dramatic play. Materials are chosen with intention and are rotated regularly to reflect the interests of the children and the seasons. All materials are self-correcting, developmentally appropriate, and promote active engagement.

Outdoor Exploration and Movement Time

Outdoor time is essential for children's physical, emotional, and cognitive development. If the weather permits every afternoon includes time for free movement, nature play, and physical activity in our outdoor environment. We offer opportunities for gardening, observation of seasonal changes, cooperative games, and simple structured play. Nature is an extension of the classroom where children can connect with the earth and develop a sense of peace and responsibility.

Independence and Responsibility

Children flourish when given opportunities to do things for themselves. We provide the tools and guidance to help children build independence through daily routines, classroom jobs, and decision-making. From cleaning up materials to solving everyday problems, children develop a strong sense of responsibility and ownership. Adults guide, observe without unnecessary interference, stepping in only when needed.

Staff and Adult Role Modeling

Our staff members serve as quiet, respectful guides rather than direct instructors. Adults model kind behavior and support children through observation, encouragement, and gentle redirection. Staff are continually trained in child development and Montessori principles to uphold the highest standards of care.

Communication with Families

We strive to maintain open, transparent, and respectful communication with all families. Updates may be shared through emails and photos. Our goal is to keep families informed, engaged, and connected to their child's experience. We welcome your questions, insights, and concerns at any time. We kindly ask that parents refrain from engaging teachers in conversation during drop-off and dismissal times. During these transitions, our teachers are fully focused on welcoming and supporting the children, and may not be able to give their full attention to a conversation. If you have any questions or concerns, please feel free to reach out to us via email—our team is responsive and happy to help. Should you wish to speak more in-depth, we're always glad to schedule a phone call or parent-teacher conference at a convenient time.

Health Care Policy and Medication Policy

At Sudbury Extended Day, children's health and well-being are our top priorities. To maintain a safe environment for all, we follow clear protocols related to illness, hygiene, emergency care, and medication administration.

When to Keep a Child Home

Children must stay home if they are unable to participate in regular activities or show signs of illness, including:

- **Fever (100°F or higher)** – May return after being fever-free for 24 hours without medication.
- **Vomiting or Diarrhea** – Return after 24 hours of normal activity, symptom-free.
- **COVID-19** – We follow EEC and Sudbury Board of Health guidelines.
- **Conjunctivitis (pink eye)** – May return after 2 doses of treatment and no discharge.
- **Impetigo, Strep Throat** – Return after 24 hours of antibiotics.
- **Head Lice** – Return only when lice and nits are completely cleared.
- **Scarlet Fever, Chickenpox, Hand-Foot-Mouth, etc.** – Return with a doctor's note stating the child is no longer contagious.
- **Ear Infections** – Attendance allowed with a doctor's note.

Parents will be notified immediately if a child becomes ill at school. Children will rest in a supervised, designated area until picked up. All personal belongings must be taken home and washed.

Medical Emergencies

- In a serious emergency, 911 will be called immediately. A staff member will accompany the child to the hospital with their medical file.
- Parents or emergency contacts will be notified as quickly as possible.
- Emergency cards and first-aid kits are brought on all field trips and walks.

Medication Policy

We administer medication only with proper documentation:

- **Prescription Medications:** Require physician's instructions and parental authorization.
- **Non-Prescription Medications:** Require both physician's note and parental consent.
- **Topical Ointments:** Diaper cream, sunscreen, and bug spray need written parental authorization.

All medications must be labeled, stored safely, and documented in a medication log. Leftover medication will be returned to parents.

Fire Safety & Emergency Preparedness

- Monthly fire drills are conducted using different evacuation routes.
- Classrooms have emergency backpacks with first aid, contact forms, and supplies.
- The facility includes a fire alarm and sprinkler system, extinguishers, and posted evacuation plans.
- Staff carry phones and emergency contact lists during all outdoor or off-site activities.
- Emergency training, CPR, and First Aid certification are reviewed annually.

Drop Off and Dismissal time

Monday - Friday 2:40pm - 6:00pm

Wednesdays Early Release Days 11:45am - 6:00pm

Tuition and Bus Transportation Information

The following is the tuition schedule for Sudbury Extended Day. Fees are based on your selected weekly attendance. Payments are due on the 1st of each month.

| Schedule | Monthly |
|--|----------------|
| 1 day/week – Wednesdays | \$150.00 |
| 2 days/week – Tuesdays & Thursdays | \$425.00 |
| 2 days/week – Mondays & Fridays | \$425.00 |
| 4 days/week – Monday, Tuesday, Thursday & Friday | \$850.00 |
| 5 days/week – Monday through Friday | \$1,000.00 |

Bus Transportation:

If your child requires transportation from their elementary school to Sudbury Montessori School, an additional transportation fee will be applied as follows:

| Schedule | Monthly |
|--|----------------|
| 1 day/week – Wednesdays | \$40.00 |
| 2 days/week – Tuesdays & Thursdays | \$70.00 |
| 2 days/week – Mondays & Fridays | \$70.00 |
| 4 days/week – Monday, Tuesday, Thursday & Friday | \$125.00 |
| 5 days/week – Monday through Friday | \$140.00 |

Canceling or Withdrawing

In the event a student's enrollment is canceled mid-year, the parents/guardians must provide notice of withdrawal prior to the 1st day of the child's last month attending the school. The deposit provided at enrollment will be applied to the final month's tuition. Emailing the Director qualifies as written notice.

Termination Policy

The center's procedures for termination of services are as follows (a child may be terminated from the program for several reasons; these are just a few examples)

- Non-Payment of tuition after being served a written request and notification of potential termination of enrollment.
- Continuous behavior difficulties that interfere with the care and safety of the other children or the overall operation of the program.
- Refusal of parents to follow the policies outlined in the parent handbook.
- The Director reserves the right of immediate termination.

Sudbury Montessori Parent Handbook Acknowledgement Form

We, the parents/guardians, have read and understand the policies outlined in this handbook. We agree to follow the handbook policies accordingly. I do understand that all policies written in this handbook will be enforced, and failure to comply is reason for immediate termination. Print, legibly, the following information:

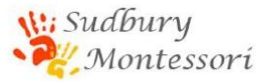
Child's Name: _____

Parent's Name: _____

Signature: _____

Relationship to Child: _____

Date: _____



Snack Time and Grace & Courtesy Moments

Snack time is a peaceful part of our daily rhythm where children participate in food preparation, table setting, and clean-up—developing practical life skills and a sense of community. We emphasize grace and courtesy through modeling and conversation, fostering polite interactions, gratitude, and empathy. Children are invited to offer help, and acknowledge each other’s contributions in a natural, respectful way. School offers afternoon snacks to children (snack menu is attached at the end of the handbook)

SAMPLE MENU

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| <u>SNACK TIME</u> | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------------------------|--|--|--|--|--|
| <u>MORNING</u> | MILK & CHEERIOS + FRUIT | MILK & CHEERIOS + FRUIT | MILK & CHEERIOS + FRUIT | MILK & CHEERIOS + FRUIT | MILK & CHEERIOS + FRUIT |
| <u>AFTERNOON</u> | CRACKERS & APPLESAUCE or YOGURT or CHEESE STICKS | CRACKERS & APPLESAUCE or YOGURT or CHEESE STICKS | CRACKERS & APPLESAUCE or YOGURT or CHEESE STICKS | CRACKERS & APPLESAUCE or YOGURT or CHEESE STICKS | CRACKERS & APPLESAUCE or YOGURT or CHEESE STICKS |

Fruit Options:

- Apples
- Bananas
- Grapes
- Pears
- Orange / Clementine
- Melon

- Fruits will be served according to the availability

Contact Us

School Phone- 978-883-8000

Joel Gordon Program Director admin@sudburymontessori.org

Monoshini Gordon Executive Director monoshini@sudburymontessori.org

Available spaces on weekdays until 6pm

https://docs.google.com/spreadsheets/d/1ez4LaPBrBPicBBCeces0g5NIZQ76_AnK17n1pLcLVHA/edit?gid=1700170262#gid=1700170262

Haynes –

1. Conference rooms from 3-6 (M-Fri)

Loring –

1. **Art Room 2:25-6 (M-Thu)**
2. Conference rooms 3-6 (M-Fri)

Nixon –

1. **Art Room 2:25-6 MWF**
2. Learning studio 4-6 M-F
3. **Spanish Room 2:25-6 MWF**
4. Library 3-6 Tues-Thurs (excluding book fair days)

Curtis Middle and Noyes Elementary have NO available space

Questions –

1. Is a space available from 3 or 4pm onward useful for afterschool programs?
Where would the students go from 2:25-3 or 4?
2. Would it be useful to have programs only certain on days of the week? Might be able to fill a gap for SED coverage/waitlisted families?



Per your request, outlined below is an overview of Sudbury Extended Day’s current enrollment capacity as well as a list of additional after-school care options that also serve our community. While we have done our best to understand the breadth of options, this list may not fully represent what is available to families across our community. Rather, it is focused on providers who either provide a specific after-school care program offering or have expressed interest in expanding their programs to include after-school care.

Sudbury Extended Day: Current Capacity and Waitlist by Location

| Location | Licensed Capacity | Fully Enrolled | Partially Enrolled | Waitlist |
|-------------------|-------------------|----------------|--------------------|-----------|
| Curtis | 65 | 57 | 0 | 0 |
| First Parish | 39 | 44 | 0 | 18 |
| Haynes | 117 | 128 | 8 | 14 |
| Loring | 130 | 132 | 9 | 37 |
| Nixon | 78 | 71 | 0 | 0 |
| Noyes | 104 | 104 | 0 | 0 |
| Saint Elizabeth’s | 39 | 43 | 3 | 3 |
| TOTAL | 572 | 579 | 20 | 72 |

Licensed Capacity: The maximum number of students who can attend each location on a given day. Because not every student attends all five afternoons, SED can serve more students than is listed in our daily licensed capacity

Fully Enrolled: SED can honor the student’s full registration request

Partially Enrolled: SED can honor some days of care, but the student is waitlisted on other days

After-School Care and Enrichment: Alternate Options for Families in our Community

| Provider | Days of Care | Enrollment Capacity | Waitlist? | Transportation |
|-------------------------|--------------|---------------------|-----------|--|
| Aruna’s Place (Rt. 20) | Mon-Fri | 12 | No | Loring Bus |
| Celebree (Rt. 20) | Mon-Fri | 20 | No | Shared SED Bus |
| Code Ninjas (Rt. 20) | Tues-Fri | 50 | No | Parent transportation |
| Code Ninjas @ Loring | Fri | 20 | No | N/A; Onsite at Loring |
| Goddard School (Rt. 20) | Mon-Fri | 14 | No | Loring Bus, private transportation |
| LHA (Chiswick Park) | Mon-Fri | 6 | No | Parent and Private transportation |
| Maynard B&G Club | Mon-Fri | 13 | No | B&G Club Van from Haynes |
| Montessori (Rt. 117) | Mon-Fri | unknown | unknown | Private Bus contract via First Student |
| Primrose (Rt. 20) | Mon-Fri | 20 | No | ~5 seats on Loring bus; parent transport |
| Springboard (Rt. 117) | Mon-Fri | unknown | unknown | |
| TPAC (Chiswick Park) | Wed only | 20 | Yes | Parent and Private transportation |



Notable Trends, Challenges and Opportunities

1. Demand for after-school care has increased considerably since 2020, due to more dual-income households in our community. With the anticipated enrollment growth in SPS (NESDEC data), continuing to focus on after-school care expansion through town-wide collaboration remains a priority for Sudbury Extended Day.
2. Access to care is limited by:
 - a. SED licensed capacity, determined by available square footage and staffing by location
 - b. Limited after-school transportation to off-site care providers
 - c. Some providers noted challenges with staffing and access to outdoor space as barriers to expanding care
3. Opportunities – Near and Long Term:
 - a. Expanded transportation options: available buses/vans at each elementary school to transport students to alternate, offsite after-care providers. Transportation can be funded by care providers, offset by tuition or transportation fees passed along to families via providers at enrollment.
 - b. Use of town real estate/properties for expanded enrichment (Park and Rec, Sewataro)
 - i. Both locations would require transportation resources to maximize use of space and program offerings.
 - ii. Sewataro properties will likely need renovations in order to establish licensed programming in their space (heating, plumbing, ADA compliance)

**Sudbury Public Schools
School Committee Meeting**

Date: January 20, 2026

Agenda Item: 3f

Review At-A-Glance Newsletter and Letter to Update Community about Adopted Policies; Discussion of School Committee webpages need to be updated; *Time Permitting Based on Budget Deliberations*

Recommendation:

Move to approve the January At-A-Glance Newsletter as presented / amended.

Move to approve the letter to the community regarding adopted policies as presented / amended.

Background Information:

The Sudbury School Committee when it voted on its 2025-2026 Goals indicated that the community should be informed about its newly adopted policies BEDH and BEA.

Attachments:

January 2026 At-A-Glance.docx
Community Letter DRAFT

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



Sudbury School Committee

At-A-Glance, January 2026

WHO WE ARE

The **Sudbury School Committee** consists of five publicly elected members

Karyn Jones, Chair

Jessica McCready, Vice-Chair

Nicole Burnard

Julie Durgin-Sicree

Elizabeth Sues

Mandy Sims (resigned October 2025)

WHAT WE DO

Our Primary Areas of Responsibility

1. Establishing and reviewing **POLICIES** of the District
2. Approving and monitoring the school **BUDGET**
3. Oversight of the **SUPERINTENDENT**
4. Employer of Record for **COLLECTIVE BARGAINING AGREEMENTS**

HIGHLIGHTS OVER THE LAST SIX MONTHS

Approved

- **FY27 Budget (if approved on 1/14 or 1/15)**
- **2026-2027 School Calendar *with link**
- **[Collective Bargaining Agreements with the Sudbury Education Association \(SEA\), the Educational Support Professional Association of Sudbury \(ESPAS\), and the Sudbury Educational Association of Custodial Employees](#) (as of 1/13 the new contracts are not on the website)**
- **New: Budget Subcommittee**
- **New: LGBTQ+ Parent Advisory Council**
- **[2025-2026 Family Handbook](#)**
- **[New: Policy: JBG Gender Identity and Inclusivity](#)**
- **[Superintendent Goals](#) for FY26**
- **[School Committee Goals](#) for FY26**

Budget, Contract, Grant and Gift Approvals

- Grant from Sudbury Foundation: Expanding Disability Awareness
- **[Review and approved FY27 Budget Guidelines](#)**
- Donation from the Loring PTO for new bike racks at Israel Loring Elementary School
- Attended Special Town Meeting, the following articles passed:
 - Haynes and Nixon Elementary School Roof Replacement and Repair

Capital

- **[Small Capital Plan Presentation](#) *should we include this?**
- Joined the Select Board Meeting to Review and Discuss the Capital Improvement Plan

School Committee Business

- Participated in the Tri-District meeting with Lincoln-Sudbury Regional High School and Lincoln Public School
- School Safety Update, Chief of Police, Scott Nix
- **New: Appointed Liaisons to:**
 - Energy and Sustainability Committee
 - Parks and Recreation Committee
 - LGBTQ+ Parent Advisory Council

- Appointed Town Manager to the SPS Negotiations and Labor Relations Subcommittee
- School Committee Goal: Held Fall Listening Sessions (hybrid and in-person)
- Received Presentations on the following:
 - [MCAS Presentation](#)
 - [Policy Update: JICJ - Student use of Technology in Schools](#)
 - [SMILE and EXPLORE 2025](#)
 - [ELA Update](#) and [Math Course Sequence Update](#)
 - [Student Services](#)
 - Reviewed and Accepted [School Improvement Plans](#)
- Held joint meeting with the Select Board to Appoint New School Committee Member: Julie Durgin-Sicree
- [Reviewed and updated School Committee policies](#) (list them out?)

WHAT'S NEXT

- Approve FY27 Budget Book
- METCO Presentation
- Conduct the Superintendent's Mid-Cycle Goals Progress Report as part of the Superintendent Evaluation process
- Academic Benchmarking Presentation
- Prepare for May Town Meeting: Vote on Sudbury Public Schools Related Town Meeting 2026 Warrants

KEY INFORMATION

- WEBSITE: Please visit the [Sudbury School Committee Website](#) to learn more
- CONNECT: Please reach out. Here is our [contact information](#) and [meeting schedule](#)



Dear Sudbury Community,

We are pleased to share this at-a-glance update highlighting the Sudbury School Committee's work over the past several months. Our goal is to provide a clear snapshot of recent decisions, ongoing priorities, and upcoming work, while encouraging continued community engagement.

During this six-month period, the School Committee focused on its core responsibilities, including review and approval of the FY27 budget and budget guidelines, policy review and adoption, collective bargaining agreements, approval of grants and gifts, and coordination with Town leadership on capital planning and long-term infrastructure needs.

This work also included important governance and engagement efforts. The Committee created a Budget Subcommittee to strengthen oversight of the budget and budget development process, established a new LGBTQ+ Parent Advisory Council to support connection, inclusion, and community voice, and updated the School Committee Handbook to clarify processes that support effective participation by parent advisory councils, consistent with their role and charge.

Expanding opportunities for community participation has been a key School Committee priority. This year, the Committee adopted updated policies that formalize hybrid meeting practices and allow for both in-person and remote public comment. The Committee also introduced community listening sessions, holding one in November and planning a second session in March (date forthcoming).

To support informed participation, agenda packets for regularly scheduled School Committee meetings are now posted on the School Committee website no later than noon on the day of the meeting. This allows additional time to review materials, ask questions, or submit public comment by email or during the meeting.

Policy work continues to be a major focus of the Committee. Over the past several months, we have reviewed, updated, and adopted a number of policies to strengthen transparency, accessibility, inclusion, and alignment with current law and best practices. Rather than listing each policy in detail here, we encourage you to visit the School Committee website to explore recently adopted policies and learn more about the thoughtful, community-informed process behind them.

Looking ahead, the School Committee will:

- Finalize and approve the FY27 Budget Book
- Receive presentations on METCO and academic benchmarking
- Conduct the Superintendent's Mid-Cycle Goals Progress Review
- Prepare for May Town Meeting, including votes on Sudbury Public Schools–related warrant articles

We value community questions, feedback, and participation and encourage you to attend a meeting, whether in person or remotely, or to reach out to us at any time:

School-Committee@sudbury.k12.ma.us.

Thank you for your continued engagement and partnership in supporting Sudbury Public Schools.

Warmly,

The Sudbury School Committee

Karyn Jones (Chair), Jessica McCreedy (Vice-Chair), Nicole Burnard, Julie Durgin-Sicree, and Elizabeth Sues