

**Sudbury Public Schools  
SPS Calendar Subcommittee Meeting**

**Date: February 27, 2026  
Agenda Item: 2A**

**Updated Calendar Subcommittee Charge**

**Recommendation:**

**Review and discuss the amended SPS Calendar Subcommittee charge.**

**Background Information:**

**At the December 15, 2025 Sudbury School Committee meeting, the Committee amended the SPS Calendar Subcommittee's charge to require the Subcommittee to develop a framework and timeline for the annual School Committee review of no-school days and half-days related to religious and cultural observances.**

**Attachments/ References:**

**Calendar Review Subcommittee Charge:**

**[https://resources.finalsite.net/images/v1766226434/sudburyk12maus/abyczxvoiixfxm2e9yom/Tri-DistrictCalendarReviewSubCommitteeCharge\\_121525.pdf](https://resources.finalsite.net/images/v1766226434/sudburyk12maus/abyczxvoiixfxm2e9yom/Tri-DistrictCalendarReviewSubCommitteeCharge_121525.pdf)**

**Action:**

**Report:**

**Discussion: XX**

**Sudbury Public School Committee  
Tri-District Calendar Review Subcommittee Charge  
Amended 8/4/2025 and 12/15/2025**

**Mission Statement:**

The Tri-District Calendar Review Subcommittee shall be composed of two members from each of the three participating School Committees—Sudbury Public Schools, Lincoln Public Schools, and Lincoln-Sudbury Regional High School. Each district shall designate one alternate member who may participate in meetings when a regular appointee is unavailable.

The purpose of the Subcommittee is to review how religious and cultural observances are reflected in the academic calendars across the three districts, assess opportunities to align school start and end dates as well as Professional Development days, and, when appropriate, recommend calendar or policy updates to the full School Committees of each district.

While full alignment may not be feasible, each district will make a good-faith effort to coordinate calendars where possible. The respective School Committee has final say over its calendar by vote of the full committee.

**Committee Members:**

Elizabeth Sues  
Nicole Burnard  
Brad Crozier, Superintendent

**Designated Alternate:**

In the event that one of the two appointed Sudbury School Committee representatives on the Tri-District Calendar Review Subcommittee is unable to attend a meeting, Karyn Jones shall serve as the designated alternate and may participate fully in that meeting in their place.

**Goals and Objectives: (process)**

The Sudbury School Committee hereby establishes the Tri-District Calendar Review Subcommittee in collaboration with the Lincoln Public Schools and Lincoln-Sudbury Regional High School to examine the inclusion of religious and cultural observances in the academic calendar and explore opportunities for greater alignment across the three districts.

1. Review the current list of school-recognized religious and cultural holidays resulting in "No School" days.
2. Review the absentee data for students and staff on any proposed or existing observance days.
3. Review calendars regarding holiday recognition from comparable districts.
4. Recommend any potential Policy changes and whether to continue recognizing the current holidays and/or to add other holidays as "No School" days.
5. Collaborate with representatives from Lincoln and Lincoln-Sudbury School Committees to establish a good-faith process for aligning school start and end dates, Professional Development days, and holiday observances.
6. Propose a timeline for consistent and coordinated calendar adoption across the three districts.
7. SPS-appointed Subcommittee members will develop a framework and timeline for the annual School Committee review of no-school days and half-days related to religious and cultural observances.

**Reporting Requirements (Deadlines, including to whom, when (dates)):**

The Tri-District Calendar Review Subcommittee shall present a summary of findings and any recommendations to the full Sudbury School Committee by December 15, 2025.

Following each meeting, one Sudbury representative of the subcommittee will inform the Sudbury School Committee Chair and coordinate a future meeting date to provide an update to the full Committee, as needed.

The SPS members of the Tri-District Calendar Review Subcommittee will present a proposed process to the full School Committee by March 2026 for review. Upon approval, the final process may be incorporated into the Sudbury School Committee Handbook.

The subcommittee will remain in effect until its work is complete or until otherwise dissolved by a vote of the participating School Committees

**Compliance with Open Meeting Law (OML):**

The Tri-District Calendar Review Subcommittee shall operate in compliance with the Massachusetts Open Meeting Law. This includes:

- Agendas must be posted at least 48 business hours in advance of each meeting, not including weekends or holidays.
- Meeting agendas and approved minutes must be submitted to each participating district, in accordance with that district's procedures.
- Meeting minutes shall be recorded for each meeting, approved by the subcommittee, and submitted to the SPS Administration.

A quorum shall consist of four (4) members, with at least one representative from each district present.

**Amended by the School Committee on December 15, 2025.**

**Sudbury Public Schools  
SPS Calendar Subcommittee Meeting**

**Date: February 27, 2026  
Agenda Item: 2B**

**Develop the Calendar Review Process document. Potential vote to forward Calendar Review Process document to the full School Committee for consideration / inclusion in the Handbook**

**Recommendation:**

**Review and discuss a Calendar Review Process.**

**Move to present the SPS Calendar Subcommittee's proposed Calendar Review Process as discussed to the full School Committee.**

**Background Information:**

**On November 24, 2025, the Sudbury School Committee voted to direct the Administration to develop a school calendar that includes state and federal holidays, supplemented by additional "no school" days for dates historically associated with low attendance.**

**On December 4, 2025, the Sudbury School Committee voted to approve Policy IMDA: Accommodations for Religious and Cultural Observances, which provides for excused absences for religious and cultural observances and establishes standards for accommodations, including restrictions on scheduling one-time events on broadly observed religious or cultural days**

**Currently, DESE and M.G.L. Chapter 151C §2B require that students be excused for religious observances, but they do not define what constitutes a "religious or cultural holiday." Without this guidance, districts have developed their own definitions and criteria to ensure compliance with instructional hour requirements under 603 CMR 27.00 and to maintain educational continuity.**

**Attachments/ References:**

**Policy IMDA: Accommodations for Religious and Cultural Observances**

**Action: XX**

**Report:**

**Discussion: XX**

## **Calendar Review Subcommittee Ongoing Calendar Review Process — Discussion Packet**

### **Purpose**

Establish a predictable, data-informed annual process for reviewing and approving the SPS school calendar, with particular focus on identifying and periodically reassessing “no school” days that are intended to align with historically low attendance patterns. The process is designed to improve transparency, support family planning, and provide sufficient lead time for administration to plan professional development (PD) and operational impacts.

### **Key Decisions for the Committee**

- How to gather and evaluate attendance/absence data for current instructional days to identify potential candidates for future “no school” days (i.e., days with consistently low attendance).
- How to gather feedback for existing “no school” days (e.g., via survey) to determine whether anticipated absences remain high enough to justify continuing those days in future calendars.
- When to gather the information and conduct the review so families and staff have sufficient notice and the district can plan PD and other programmatic needs.

### **Guiding Principles**

- Data-informed and transparent: decisions are supported by consistent metrics and clearly summarized for the community.
- Predictable timing and adequate lead time: annual measurement at the end of the school year supports summer review and early communication.
- Not expected to change every year: annual review creates “muscle memory,” prevents surprises, and allows timely response if trends shift.
- Operationally feasible: considers staffing/substitute coverage, transportation, and instructional impacts.
- Aligned with policy expectations: recognizes the standards in Policy IMDA regarding accommodations and restrictions for one-time events on broadly observed religious or cultural days.

### **Proposed Annual Cycle**

#### **Step 1 — End-of-Year Data Collection (May–June)**

Objective: Gather the inputs needed to evaluate attendance trends and reassess existing “no school” days before school dismisses for the year.

- Current-year attendance/absence data (students and staff) by day and by school.
- Identification of “days of interest” that may correlate with known cultural/religious observances or recurring low attendance patterns.
- Feedback data regarding existing “no school” days (anticipated absences for those dates in future years).

#### **A. Student Absence Data (for current instructional days)**

- Daily student absence rate by school (and districtwide), with comparison to the same period in the prior year.
- Comparison to an established baseline (e.g., average daily absence rate for the year) to identify outliers.
- Flag days that consistently show significantly higher absenteeism or unusually low attendance.
- Identify when absenteeism appears concentrated in specific schools/ grades.

#### **B. Staff Absence / Coverage Indicators (for current instructional days)**

- Daily staff absence indicators that impact operations and substitute coverage.

- Breakouts that distinguish roles that typically require substitute coverage (e.g., classroom-based instructional roles) versus roles covered differently.
- Identification of dates where staffing constraints materially affect school operations (e.g., elevated substitute demand).

### C. Survey/Input for Existing “No School” Days (forward-looking)

- Administer a brief annual survey (late spring) to staff to indicate whether they anticipate requesting time off on non-state/federal observances currently designated as “no school” days.
- Use structured response options (allow multiple selections; avoid open-ended write-ins) to support consistent year-over-year analysis.
- Report results by school and by role type (substitute-required vs. other coverage models).
- Use results to validate whether existing “no school” days continue to align with expected absences, or whether trends suggest a future reevaluation.

### Step 2 — Summer Review and Recommendations (June–July)

Objective: Review end-of-year data during early summer and determine whether the evidence supports maintaining, adding, removing, or studying any “no school” dates for future calendars.

- Calendar Subcommittee reviews the data package and identifies key findings (outliers, consistent trends, and any changes from prior years).
- Subcommittee develops a recommendation set, including: (a) proposed “no school” days to maintain, (b) any dates to study further, and (c) any potential candidates for future change based on persistent low attendance.
- If changes are contemplated, identify operational and labor considerations early (e.g., PD impacts, potential bargaining implications).

### Step 3 — Committee Consideration and Calendar Milestones (July–November)

Objective: Provide families with early visibility to high-impact dates while preserving later flexibility for PD and program-specific scheduling.

- Summer (July/August): Consider voting on the first day of school and the set of “no school” days.
- Fall (October/November): Consider voting on remaining elements of the calendar that depend on program planning and instructional priorities (e.g., PD days, ILAP days, other program-specific dates).

## Why Annual Measurement Matters

Annual end-of-year measurement creates consistency and institutional “muscle memory,” helps avoid surprises, and ensures that if trends shift—either through changing attendance patterns or evolving community needs—the Committee can respond with ample lead time for families and for administration to plan operational and PD implications. The goal is not to change the calendar every year, but to ensure that decisions remain grounded in current evidence and communicated early.

**Sudbury Public Schools  
SPS Calendar Subcommittee Meeting**

**Date: February 27, 2026  
Agenda Item: 3C**

**Approve Minutes from 9/10/25 and 10/03/25**

**Recommendation:**

**Move to approve minutes as presented from 9/10/25 and 10/03/25.**

**Background Information:**

**Attachments/ References:**

**Action: XX**

**Report:**

**Discussion: XX**

**SPS Calendar Review Subcommittee Meeting Minutes**  
**Wednesday, September 10, 2025**  
**1:00 PM**  
**Hybrid Meeting**

**Calendar Review Subcommittee**

Nicole Burnard  
Elizabeth (Betsy) Sues  
Brad Crozier, Superintendent

1. Elizabeth Sues opened the Calendar Review Subcommittee at 1:05 PM.

a. Roll Call Vote:

1. Nicole Burnard      Aye
2. Betsy Sues          Aye

**Vote:** 2-0 Motion carries.

**2. Public Comment:**

a. The Committee did not receive any public comments.

**3. Business and Policy**

a. The Committee discussed the organization of the Calendar Review Subcommittee.

Nicole Burnard motioned to approve Betsy Sues as the Calendar Review Subcommittee chairperson. Betsy Sues seconded the motion.

Roll Call Vote:

1. Nicole Burnard      Aye
2. Betsy Sues          Aye

**Vote:** 2-0 Motion carries.

b. The Committee reviewed and discussed input from the full School Committee regarding calendar review work to be carried out by the Subcommittee.

c. The Committee discussed the process to review and revise SPS Policy IMDA (Accommodations for Religious and Cultural Observances). The Calendar Review Subcommittee confirmed it has been tasked with this work and will seek input from the full Committee during the review.

d. The Committee reviewed the charge and scope of the Calendar Review Subcommittee.

**4. Adjournment**

a. Nicole Burnard motioned to adjourn the Calendar Review Subcommittee at 1:49 PM. Betsy Sues seconded the motion.

Roll Call Vote:

1. Nicole Burnard      Aye
2. Betsy Sues          Aye

**Vote:** 2-0 Motion carries.

**SPS Calendar Review Subcommittee Meeting Minutes**  
**Wednesday, October 3, 2025**  
**10:00 AM**  
**Hybrid Meeting**

**Calendar Review Subcommittee**

Nicole Burnard  
Elizabeth (Betsy) Sues  
Brad Crozier, Superintendent

1. Elizabeth Sues opened the Calendar Review Subcommittee at 10:00 AM.

a. Roll Call Vote:

1. Nicole Burnard       Aye
2. Betsy Sues           Aye

**Vote:** 2-0 Motion carries.

**2. Public Comment:**

a. The Committee did not receive any public comments.

**3. Business and Policy**

a. The Committee reviewed and discussed data prepared to be presented to the full committee:

1. Scope for Additional Religious and Cultural Observances: Discussed how to identify potential additional observances, incorporating community input and evaluation of absenteeism data.
2. Half-Day/Early Release Impact on Instructional Time: Discussed differences between half days and early release days, including impacts on instructional time.
3. SPS Absenteeism Data Review: Reviewed absenteeism data previously shared at the Tri-District meeting and discussed operational impacts.
4. Mock Calendar Review: Reviewed the accuracy of mock calendar scenarios, including (1) state and federal observances, (2) the current calendar, and (3) the current calendar plus four additional community-requested observances.

b. The Committee reviewed and discussed edits to draft Policy IMDA (Accommodations for Religious and Cultural Observances) considering feedback from the full Committee.

**4. Adjournment**

a. Nicole Burnard motioned to adjourn the Calendar Review Subcommittee at 11:30 AM. Betsy Sues seconded the motion.

Roll Call Vote:

1. Nicole Burnard       Aye
2. Betsy Sues           Aye

**Vote:** 2-0 Motion carries.