



AGENDA and NOTICE SCHOOL COMMITTEE MEETING

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

Regular Session Meeting
Monday, March 2, 2026

LOCATION
Sudbury Public Schools
40 Fairbank Road; Room 214; Sudbury, MA 01776
Dial In: 1 301 715 8592 - Webinar ID: 898 9968 5072
Live Link <https://us02web.zoom.us/j/89899685072>

AGENDA

7:00 p.m. - Open Executive Session

1. Executive Session
 - a. Motion and vote to convene in executive session and to return to open session pursuant to Massachusetts General Laws chapter 30A section 21(a) for the following purposes:
 - i. Purpose (3) to discuss strategy with respect to and in preparation for collective bargaining with the Sudbury Nurses Association.

Open Regular Session (approximately between 7:15 pm-7:30 pm)

1. Public Comment 15 Mins
 - a. At the start of each regularly scheduled School Committee meeting, community members may address the Committee. In-person attendees should sign in; remote attendees on Zoom should use the "Raise Hand" feature (in the Reactions menu, or under "More" on mobile). For remote comments, attendees must also type their full name into the Zoom name field in order to be called on. Per Policy BEDH, each speaker has up to three (3) minutes and must state their name and city/town. The Chair will alternate between in-person and remote speakers. Public comment is not a discussion or debate, but an opportunity to share opinions on matters within the Committee's authority. Meetings are live-streamed and recorded for SudburyTV; participation constitutes consent to be recorded and broadcast.
2. Educational and Operational Matters (Report) 15 Mins
 - a. SEA Report (Ellen Vedora)
 - b. District Reports
 - i. Director of Business and Human Resources' Report
 - ii. Assistant Superintendent's Report
 - iii. Superintendent's Report
3. Consent Calendar (Discussion/Action) 5 Mins
 - a. Monthly Accounts Payable and Payroll Warrants Submissions
 - b. Update Charge of the Negotiations / Labor Relations Subcommittee
4. Continuing Business and Policy Matters (Discussion/Action) 35 Mins
 - a. 2025-2026 School Committee Goal: After-School Care and Enrichment
 - i. Administrative update regarding transportation and equitable access to after-school programs, followed by discussion with Amy Hamilton, Director of Parks,

Recreation & Aquatics, on after-school programming models and opportunities for collaboration between Parks and Recreation and the school district.

5. New Business and Policy Matters

- a. Policy BDB: Step 2 - Review, Discussion, and Potential Vote for Counsel Review (Discussion/Action) 15 Mins
 - i. JLCD, Administering Medicines to Students
 - ii. IHBA, Observations of Special Education Programs
- b. Policy BDB: Step 3 - Potential Vote to Adopt (Discussion/Action) 15 Mins
 - i. New - IJNDG Generative Artificial Intelligence Policy for Teachers and Students
- c. FY27 CPC Application: Superintendent and School Committee Recommendations (Discussion) 10 Mins
- d. Superintendent Update Regarding the Anti Hate/Anti Bias Task Force and Sudbury (Discussion/Action) 10 Mins
 - i. School Committee appointment
- e. Consideration of One-Year Extension of Bus Transportation Contract (Discussion/Action) 10 Mins
- f. Consideration of School Fees for the 2026–2027 School Year (Discussion/Action) 10 Mins
- g. Review of Potential Updates to School Committee Handbook (Discussion/Action) 30 Mins

6. 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, March 16, 2026***

**Sudbury Public Schools
School Committee Meeting**

Date: March 2, 2026

Agenda Item: 3 - Consent Calendar

1. Monthly Accounts Payable and Payroll Warrants Submissions
2. Update Charge of the Negotiations / Labor Relations Subcommittee

Recommendation:

Move to approve the consent calendar as presented/amended.

Background Information:

Attachments:

- SC Meeting Warrant Summary - 030226
2. DRAFT Negotiations-LaborRelationsSubcommitteeCharge

Action:

XX

Report:

Discussion:

XX



SUDBURY PUBLIC SCHOOLS

Office of the Director of Business and Human Resources

To: School Committee

Date: 3/2/26

RE: FY26 Accounts Payable & Payroll Warrants Processed

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

<u>Date:</u>	<u>Warrant Type:</u>	<u>Warrant #:</u>	<u>Amount \$:</u>
2/26/26	Accounts Payable	1248	\$53,920.07
2/19/26	Accounts Payable	1247	\$142,623.31
2/19/26	Accounts Payable	1246	\$540.14
2/12/26	Accounts Payable	1245	\$10.08
2/12/26	Accounts Payable	1244	\$199,501.13
2/13/26	Payroll	P/R 2/19/26	\$1,623,737.42

Donald R. Sawyer
Director of Business and Human Resources

Sudbury Public School Committee
Negotiations / Labor Relations Subcommittee Charge

Amended December 15, 2025

Amended March 2, 2026

Mission Statement:

The Negotiations / Labor Relations Subcommittee supports the School Committee's statutory responsibilities as the public employer under Massachusetts General Laws Chapter 150E related to collective bargaining and labor relations. The Subcommittee assists the School Committee by preparing for collective bargaining negotiations, reviewing labor relations matters within the Committee's authority, coordinating with the Superintendent, legal counsel, and municipal partners administration, and making recommendations to the full School Committee, while ensuring compliance with applicable laws, collective bargaining agreements, and School Committee policies.

Consistent with the School Committee's governance role, the Subcommittee may review and discuss matters related to collective bargaining strategy, contract interpretation at the policy level, grievance or dispute trends, labor-management relations, and workforce issues affecting district operations. The Subcommittee's work shall focus on employer oversight, strategy, and policy considerations and shall not assume or interfere with the Superintendent's responsibility for day-to-day personnel management or administration of the schools.

The Subcommittee may meet at least annually, or as needed, with recognized employee association or union representatives for informational and relationship-building purposes. Such meetings shall be coordinated with the Superintendent and shall not constitute collective bargaining, grievance hearings, or modification of established bargaining procedures.

Members:

Karyn Jones, Chair, Sudbury School Committee
Jessica McCready, Vice Chair, Sudbury School Committee
Brad Crozier, Superintendent
Andy Sheehan, Town Manger

Compliance with Open Meeting Law (OML):

The Negotiations / Labor Relations Subcommittee shall comply with the Massachusetts Open Meeting Law. Agendas shall be posted in accordance with OML requirements. Meetings may be held in executive session when permitted by law, including for purposes related to collective bargaining strategy, litigation strategy, and labor relations matters in accordance with M.G.L. c. 30A §21. Meeting minutes shall be prepared and, upon approval, submitted for posting in accordance with district procedures and legal requirements.

**Sudbury Public Schools
School Committee Meeting**

Date: March 2, 2026

Agenda Item: 4a

After-School Care and Enrichment

Administrative update regarding transportation and equitable access to after school programs, followed by discussion with Amy Hamilton, Director of Parks, Recreation & Aquatics, on after school programming models and opportunities for collaboration between Parks and Recreation and the school district.

Recommendation:

Background Information:

Attachments:

2025-2026 School Committee Goals Mid-Year Target Update - Afterschool Care and Enrichment
Recreation School Programming v2

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

2025-2026 Sudbury School Committee Goals

<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>			
Strategic Actions	Who is Responsible	Outcomes & Deliverables (Evidence & Data)	Mid-Year Deliverable(s)	EOY Deliverable (s)
<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>

2025-2026 Sudbury School Committee Goals

School Committee Goals, Approved August 4, 2025

Mid-Year Targets Update, Approved January 20, 2026



BUILDING STRONGER AFTERNOONS TOGETHER

**A Partnership Between
Sudbury Recreation &
Sudbury Public Schools**

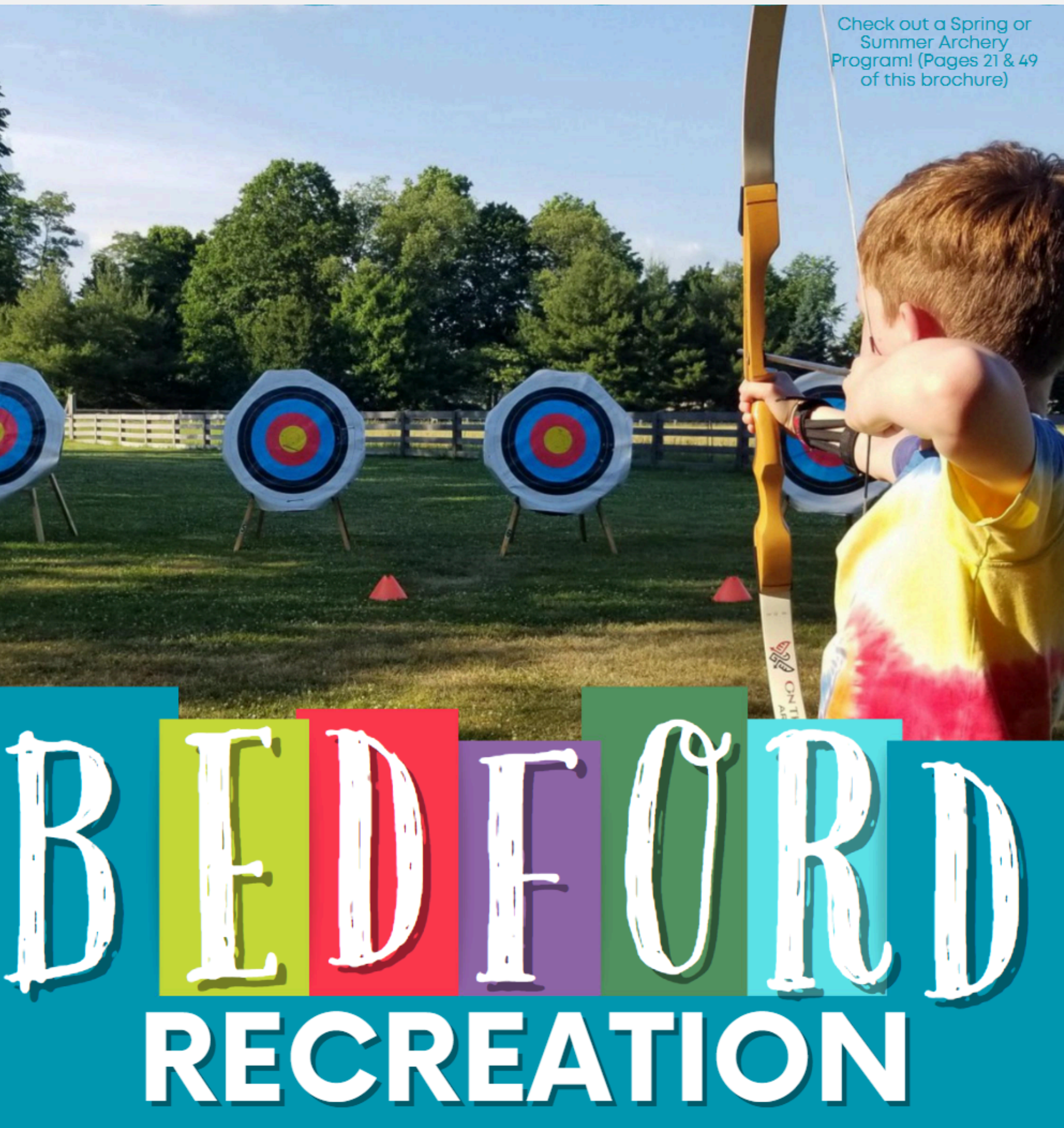


SUDBURY FAMILIES ARE FACING INCREASING CHALLENGES:

- Transportation barriers limit participation in enrichment programs
- Parents need more structured after-school options
- Youth engagement in recreation programming remains low

A school-based partnership can remove barriers and expand opportunity.

THE OPPORTUNITY



A PROVEN MODEL: BEDFORD

FOR OVER 30 YEARS:

- Bedford Recreation has partnered with Bedford Public Schools
- School space enabled thriving after-school enrichment
- Programs became accessible to all families
- Youth participation flourished

**THIS MODEL DEMONSTRATES
WHAT IS POSSIBLE WITH
COLLABORATION.**

BEDFORD SUCCESS OUTCOMES

BEDFORD'S SCHOOL-BASED PARTNERSHIP HAS DELIVERED:

- Consistently high participation in after-school enrichment
- Removes some transportation barriers
- Strong youth engagement across diverse interests
- Seamless coordination between school day and after-school experiences
- Expanded opportunities for social connection and skill-building

**FAMILIES CAME TO RELY ON THESE
PROGRAMS AS A TRUSTED
EXTENSION OF THE SCHOOL DAY.**



F.A.S.T. Floor Hockey & Sports (Grades K-2)

Instructor: F.A.S.T. Athletics

Come join F.A.S.T. Athletics for some floor hockey fun. Fundamentals of hockey will be taught through training stations the first portion of the course. One-timers, passing, shooting and dribbling will be some of the training focus in the beginning. After the instructional period is over, each day will end with a good old fashion street hockey game. At the beginning of class; we will remind the students of safety and good sportsmanship. Please send a snack.



Tue, 4/7-5/26 (No class 4/21) 7 Wks | Dismissal-4:30 PM | Davis Gym | Min 10/Max 24 | Fee: \$121
On 5/19, the class will be held outdoors. On this date, if there is inclement weather we will need to cancel due to a gym conflict.

Afterschool Chess (Grades K-2)

Instructor: Prathiba Gounder



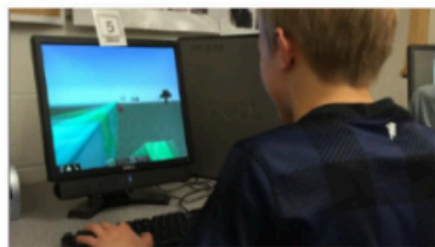
Learn and reinforce basic principles. This class covers the topics like: Piece names/movement, starting position, turn-sequence, piece values, special rules, general board competencies, and checks/checkmates. We'll learn about notations for reading (and writing) games. We'll do lots of problem-solving work, so be prepared to exercise your brain. Students will be able to play with each other as well as their instructor to practice their skills and learn. All equipment is provided for this program. Please send snack for before class.

Tue, 4/7-6/2 (No Class 4/21) 8 Wks | Dismissal-4:30 PM
Davis Cafe | Min 8/Max 14 | Fee: \$258

Davis Minecraft (Grades 1 & 2)

Instructor: Cody Allatt & Staff

This program is for kids who love Minecraft or want to learn what it is all about! This program will use the Minecraft: Education Edition and will take place in the Davis School Library. This program will include introduction to basic mouse and keyboard controls to building, design and decoration, mining and crafting techniques, and farming plants and animals. Student will also have an opportunity to play and explore the game they loving using the education edition. Please send a snack for your child to have before the class.



Option 1: Mon, 4/6-6/8 (No 4/20 & 5/25) 8 Wks | Dismissal-4:30 PM | Davis Library | Min 10/Max 20 | Fee: \$121
Option 2: Thu, 4/9-6/4 (No 4/23) 8 Wks | Dismissal-4:30 PM | Davis Library | Min 10/Max 20 | Fee: \$121

Gymnastics (Age 4-Grade 2)

Instructor: Jennifer McGrath & Staff

This gymnastics program introduces participants to the fundamentals of gymnastics. Jennifer and her staff's contagious energy keeps kids moving as they are introduced to the basic skills required for floor, bar, vaulting and low beam. Participants learn bridges, splits, jumps and much more. Students will participate in bare feet and comfortable clothing and should tie their hair back.



Fri, 4/3-6/12 (No class 4/24) 10 Wks | 4:00-4:45 PM | Lane School Gym | Min 25/Max 50 | Fee: \$250

Little Dodgers (Grades K-2)

Instructor: Sports Zone 101



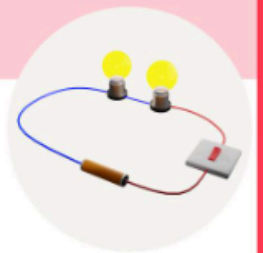
This program will introduce children to the nearly endless different styles of dodgeball. We will be teaching Dr. Dodgeball, Prize Ball, Elimination, Army, Ring of Fire, and many more... Each week will be a new adventure of team, individual, or tournament dodgeball. Sports cards will also be given out at the end of each program. Time to find the next Ultimate Dodgeball Player!

Fri, 4/10-5/15 (No class 4/24) 5 Wks | Dismissal-4:30 PM | Davis School Gym
Min 8/Max 12 | Fee: \$144

Circuit Makers 101 (Grades K-2)

Instructor: Circuit Lab

Let's get creative with electricity! In this junior electronics class, students will gain experience with creating their own electronics; designing custom light-up greeting cards, electric games, mazes, and even musical instruments. Each class day consists of a circuitry lesson and a hands-on electronics project, using components like lights, buzzers, switches, motors, and sensors. Circuit Lab staff will make sure participants create a project that they can be proud of each day. Most class days include a take-home project.



Thu, 4/16-5/21 (No class 4/23) 6 Wks | Dismissal-4:30 PM | Davis School Cafe | Min 6/Max 12 | Fee: \$197



Robot Commanders (Grades K-2)

Instructor: Circuit Lab

Understanding how software can interact with robots is a key skill for the STEM jobs of tomorrow. In this class we provide several active, playful activities, where students learn about what it means to write, debug, and execute computer programs that communicate with different robotic devices. Using the power of code, students will turn Sphero SPRK+ robots into Magic 8 Balls, automated Red Light / Green Light games, and the arcade classic Pong – and Unruly Splats will become our voting machines, relay races, guessing games, and more.

Fri, 4/10-5/22 (No class 4/24) 6 Wks | Dismissal-4:30 PM | Davis School Cafe | Min 6/Max 12 | Fee: \$197

Hands-On Science (Grades 3-5)

Instructor: Right Brain Curriculum



In this interactive science class, students explore basic science concepts through hands-on building and experimentation. Each week, kids create and test simple projects such as paper airplanes, rubber band instruments, and small catapults while learning about motion, force, sound, and design. Activities are structured as playful challenges that encourage curiosity, problem-solving, and creativity. Through guided experiments and discussion, students observe what happens, make predictions, and improve their designs. The class emphasizes exploration and discovery in a supportive environment, helping young scientists build confidence while learning how science works in the real world. **This program is eligible for a Kids' Club Combo. Parents must inform Kids' Club in advance if your child is enrolled in this program.**

Mon, 4/13-5/18 (No 4/20) 5 Wks | Dismissal-4:00 PM
Lane School Library | Min 8/Max 14 | Fee: \$198

Lego Challenges (Grades 3-5)

Instructor: Right Brain Curriculum



In this fast-paced building class, students take on a new LEGO challenge each week using creativity, teamwork, and problem-solving skills. Challenges may include designing rescue vehicles, building space-themed creations, or constructing imaginative scenes that put students' ideas to the test. Working individually or in small groups, students plan, build, and refine their designs within a set time frame. After completing each challenge, students share their creations with the group, practicing how to explain their ideas and design choices. Guided by Right Brain Curriculum instructors, the class emphasizes collaboration, creativity, and clear communication while encouraging students to think on their feet and enjoy the building process. **This program is eligible for a Kids' Club Combo. Parents must inform Kids' Club in advance if your child is enrolled in this program.**

Tue, 4/14-5/19 (No 4/21) 5 Wks | Dismissal-4:00 PM
Lane School Library | Min 8/Max 14 | Fee: \$198

Morning Science Club (Grades 3-5)

Instructor: Science Center Staff



Help care for Lane School's animal residents, including chickens, turtles, guinea pigs, a snake, geckos, and a variety of crabs, fish, and sea stars in the marine biology touch tank. Participants will gain hands-on experience with daily care, habitats, and responsible animal stewardship, with optional interaction with our tarantula for the adventurous!

Option 1: Tue, 4/7-5/5 (No 4/21) 4 Wks | 7:30 AM-8:30 AM
Lane Science Center | Max 5 | Fee: \$90

Option 2: Thu, 4/9-5/7 (No 4/23) 4 Wks | 7:30 AM-8:30 AM
Lane Science Center | Max 5 | Fee: \$90

Lane School Guinea Pig Club (Grades 3-5)

Instructor: Science Center Staff

Come hang with the guinea pigs at Lane School! This club will focus on taking care of and learning about guinea pigs, including their habits, diets, and how to provide them with the best possible care. This is a fun and educational opportunity to connect with fellow animal lovers. Plus, there will be plenty of time for cuddles and playtime with our adorable furry friends.

Tue, 4/7-5/5 (No 4/21) 4 Wks | Dismissal-4:00 PM
Lane Science Center | Max 5 | Fee: \$90



WHAT THIS IS (AND ISN'T)

THIS IS:



- Enrichment-based programming
- Focused on learning, creativity, and socialization
- Optional, short-duration programs (45–90 minutes)

THIS IS NOT:



- A replacement for Extended Day
- Full-time childcare until 6PM

PROGRAMS COMPLEMENT — NOT COMPETE WITH — EXISTING SERVICES.

WHO WE SERVE

- Elementary-age students
- Across all 4 Sudbury elementary schools
- Quarterly sessions (Fall, Winter, Spring)



FOCUS AREAS:

- Art
- Music
- STEM
- Acting
- Chess
- Writing
- Sports
- Yoga

**TOPICS THAT ENHANCE
LEARNING BEYOND THE
SCHOOL DAY.**

BENEFITS FOR STUDENTS

Programs help:

- Promote socialization
- Explore special interests
- Build confidence
- Stay engaged after school

They provide a structured, positive transition between school and home.



BENEFITS FOR FAMILIES

- May facilitate transportation barriers
- Extends the day in a meaningful way
- Provides enrichment without full childcare commitment
- Offers accessible opportunities within familiar school environments

KIDS CAN ATTEND ENRICHMENT AND RETURN TO ANY SCHEDULED EXTENDED DAY UNTIL PICKUP.



BENEFITS FOR SCHOOLS

Collaboration between:

- Principals
- Teachers
- Nurses
- Guidance staff
- School staff may choose to serve as aides or instructors
- Additional engagement opportunities for students

RECREATION AND SCHOOLS WORK TOGETHER TO SUPPORT STUDENT NEEDS.

LOGISTICS MADE SIMPLE

RECREATION HANDLES:

- Registration, rosters shared with schools
- Dismissal coordination
- Attendance tracking
- Programs begin after buses depart if space overlaps occur.

SCHOOLS SUPPORT:

- Communication with teachers
- Shared dismissal awareness



SPACE NEEDS



ONLY ONE CLASSROOM OR SHARED SPACE PER SCHOOL COULD UNLOCK IMMENSE POTENTIALS:

- Art rooms
- Libraries
- Multi-purpose rooms
- Gym or pod spaces

EVEN LIMITED ACCESS CREATES MEANINGFUL IMPACT.



COEXISTING WITH EXTENDED DAY

ENRICHMENT PROGRAMS:

- Enhance Extended Day experience
- Provide additional social connection
- Offer diverse learning opportunities

**STUDENTS RETURN TO
EXTENDED DAY AFTER
PROGRAMS CONCLUDE.**



A SHARED VISION

This partnership represents:

- Stronger youth engagement
- Increased family support
- Expanded learning opportunities

**TOGETHER, RECREATION AND
SCHOOLS CAN CREATE A
MORE CONNECTED AND
INCLUSIVE AFTER-SCHOOL
EXPERIENCE FOR SUDBURY'S
CHILDREN.**



**Sudbury Public Schools
School Committee Meeting**

Date: March 2, 2026

Agenda Item: 5a

Policy BDB: Step 2 - Review, Discussion and Potential Vote for Counsel Review

- i. JLCD, Administering Medicines to Students
- ii. IHBA, Observations of Special Education Programs

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 did this step at our 2/9/2026 meeting)*
2. **Discussion** – The policy is read and discussed at a public meeting. This includes feedback from the Superintendent and/or relevant advisory committees, and may result in suggested edits or directions for redrafting. **(We are at this step.)**
3. **Action** – The Committee may vote to adopt or reject the policy.
 - If significant changes are made during this step, the Committee may choose to extend discussion.

Additional Notes:

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

Please note that all redlined versions of these policies are from Counsel for the School Committee to review and potentially adopt.

Attachments:

1. Memo related to Policy JLCD
2. Current Policy - JLCD
3. DRAFT - JLCD from Counsel
4. DRAFT - IHBA

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

Memorandum

To: Sudbury School Committee

From: Karyn Jones, Chair

Re: Updates to Policy JLCD – Administering Medicines to Students

Date: 2/27/2026

The proposed revisions to Policy JLCD – Administering Medicines to Students have been prepared by counsel to ensure the District's policy reflects current Massachusetts Department of Public Health regulations (105 CMR 210.00) and updated health and safety requirements.

The underlying expectation of the policy remains the same: medications may only be administered in school by the school nurse with appropriate written authorization from a parent or guardian and a physician, with limited exceptions. The revisions primarily clarify roles, procedures, and compliance requirements that have evolved under state regulations.

Key updates include:

- Clear program oversight: The revised policy formally identifies the School District Nurse Leader as responsible for overseeing the district's medication administration program, in consultation with the School Physician. This reflects current practice and state guidance regarding medical supervision in schools.
- Written procedures: The policy now requires formal procedures addressing medication documentation, storage, emergency response, reporting of medication errors, communication with families, and resolution of questions or disagreements related to medication administration.
- Student self-administration: Updated language clarifies expectations around student self-administration and self-carry of medications, including the requirement for nurse approval and an established medical administration plan.
- Delegation of administration: The revisions allow medication administration to be delegated to trained unlicensed personnel only if the District registers with the Department of Public Health and complies with applicable regulations.
- Emergency medications: Language related to epinephrine and nasal naloxone (Narcan) has been updated to require written protocols consistent with Department of Public Health directives.
- Monitoring and review: The policy assigns responsibility to the School District Nurse Leader and Superintendent to monitor compliance and periodically review the effectiveness of the program, with reporting to the School Committee. The policy must also be reviewed at least every two years or as required by changes in law or regulation.

Overall, the revisions are intended to bring the policy into alignment with current Massachusetts requirements while more clearly documenting practices already in place to support student health and safety.

Current Policy

File: JLCD - ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

4. Students with life threatening allergies may possess and administer epinephrine.

LEGAL REF.: M.G.L. [71:54B](#)
Dept. of Public Health Regulations:
105 CMR 210.00; 244 CMR 3.00

File: JLCD - ADMINISTERING MEDICINES TO STUDENTS

The School District Nurse Leader is designated as the supervisor of the district medication administration program. The School District Nurse Leader, in consultation with the School Physician, shall recommend procedures to be adopted by the Sudbury School Committee that include the following:

- o documentation of the administration of medications;
- o response to a medication emergency;
- o storage of medications;
- o reporting/documentation of medication errors;
- o dissemination of information to parents/guardians (including an outline of the District's medication policy);
- o procedures for resolving questions/disagreements between the school and a parent/guardian regarding medication administration.

It is the district policy that medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written orders of the student's personal physician, with the exception of certain medications which may be self-administered by the student after approval by the school nurse and in consultation with the parent/guardian and the student's physician. If a student has been approved for self-administration and self-carry, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The school district shall, through the School District Nurse Leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors. The School District Nurse Leader will develop a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

The school district will, in conjunction with the School Physician and the School District Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life-threatening opiate overdose in a school setting. The School District Nurse Leader will develop a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

The District will permit delegation by the School Nurse of medication administration to unlicensed school personnel only if the District registers with the Massachusetts Department of

Public Health (DPH) pursuant to applicable regulation, and complies with the requirements of 105 CMR 210.004

Following consultation with the school nurse, students who fall into the following exceptions may self-carry and self-administer the following medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life-threatening allergies may possess and administer epinephrine.

The District School Nurse Leader and Superintendent shall monitor compliance with this policy and applicable procedures, periodically review program effectiveness, and report to the School Committee.

The policy and procedures shall be reviewed at least every two years, and whenever required by changes in law/regulation or District practice.

REFERENCES:

105 CMR 210.00 et seq.

Approved by the School Committee on DATE

File: IHBAA - OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

The District respects the right of parents/caretakers to observe their children's current or proposed education program and recognizes district responsibility to maintain the safety, privacy and integrity of its students and programming. In order to balance parent/caretaker rights and district responsibilities, the following rules will be followed:

1. Parents' request ~~for themselves or their evaluators~~ to observe their child(ren), current program, or a potential placement must be made at least five ~~school~~ days in advance with the Director of Student Services or designee and/or Principal.
2. ~~The Director of Student Services or designee shall contact the parent(s) for initial scheduling conversation within five (5) days of receipt of the parents' request.~~
3. When a parent requests an observation of a special needs student or program, the Director of Student Services or designee will seek approval ~~from~~ ~~from the Director of Special Education and~~ the building principal before it is processed. Such approval may only be withheld for those reasons outlined within ~~state and federal~~ law and DESE ~~guidance~~.~~regulation.~~
4. The Director of Student Services or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).
5. The number, frequency, ~~dates~~, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation ~~and in consideration of preserving the integrity of the school programs~~. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. ~~The observer must sign a form setting out district expectations for the observation, including the need to refrain from interrupting the educational environment and maintaining student privacy. Observers may not audio or visually record during an observation and may not take photographs.~~
7. If the observer is ~~an evaluator, not the parent,~~ the parent must sign a release for the ~~evaluator individual~~ to observe.
8. The number of observers at any one time may be limited.
9. The observer will be informed that they is not to interfere with the educational environment of the classroom. If their presence presents a problem, they will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
10. The observer will be asked to submit their report of the observation in advance of any follow-up TEAM meeting.

11. The observer will be informed that they are there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. ~~They~~they are not ~~is not~~ there to evaluate a teacher's ability to perform their contractual job duties.
12. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. ~~In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.~~
13. A school administrator, or designee, also will observe at the same time and take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period. This observation summary will be placed in the student's file and provided to the parent(s) prior to any follow-up TEAM meeting. .

LEGAL REF.: MGL 71B:3
Massachusetts Department of Elementary and Secondary Education Technical Assistance Advisory SPED 2009-2 dated January 8, 2009

CROSS REF.: KI, Visitors to Schools

NOTE: The following quotes from the DESE Advisory are important points of understanding to the implementation of this policy.

"School districts and parents have reported that, typically, observations are between one and four hours. While useful as a general rule, the Department recommends that district policies and practices specify that the duration and extent of observations will be determined on an individual basis. Districts should avoid rigid adherence to defined time limits regardless of the student's needs and settings to be observed. The complexities of the child's needs, as well as the program or programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it. Discussion between school staff and the parent or designee is a good starting point for resolving the issue."

"The observation law states that districts may not condition or restrict program observations except when necessary to protect:

- o the safety of children in the program during the observation;
- o the integrity of the program during the observation;
- o and children in the program from disclosure by an observer of confidential or personally identifiable information they may obtain while observing the program."

**Sudbury Public Schools
School Committee Meeting**

Date: March 2, 2026

Agenda Item: 5b

Policy BDB: Step 3 - Potential Vote to Adopt

- i. New - INJDG Generative Artificial Intelligence Policy for Teachers and Students

Recommendation:

Move to adopt policy IJNDG as presented/amended.

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. (1/20/2026)
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. (1/26/2026)
3. **Action** – The Committee may vote to adopt or reject the policy.
 - If significant changes are made during this step, the Committee may choose to extend discussion. (We are at this step.)

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.

Please note that the redlined version of this policy is from Counsel for the School Committee to review and potentially adopt.

Attachments:

1. DRAFT Reviewed from Policy Subcommittee - IJNDG

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

DRAFT Reviewed at the 1/26/2026 School Committee Meeting 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

**Sudbury Public Schools
School Committee Meeting**

Date: March 2, 2026

Agenda Item: 5c

FY27 CPC Application: Superintendent and School Committee Recommendations

Recommendation:

Move to direct the administration to begin preparation of materials as discussed for submission of a FY27 Community Preservation Committee (CPC) application.

Background Information:

Attachments:

FY27 SPS CPC Haynes Playground presentation to SPS SC 3.2.2026

Action:

Report:

Discussion:

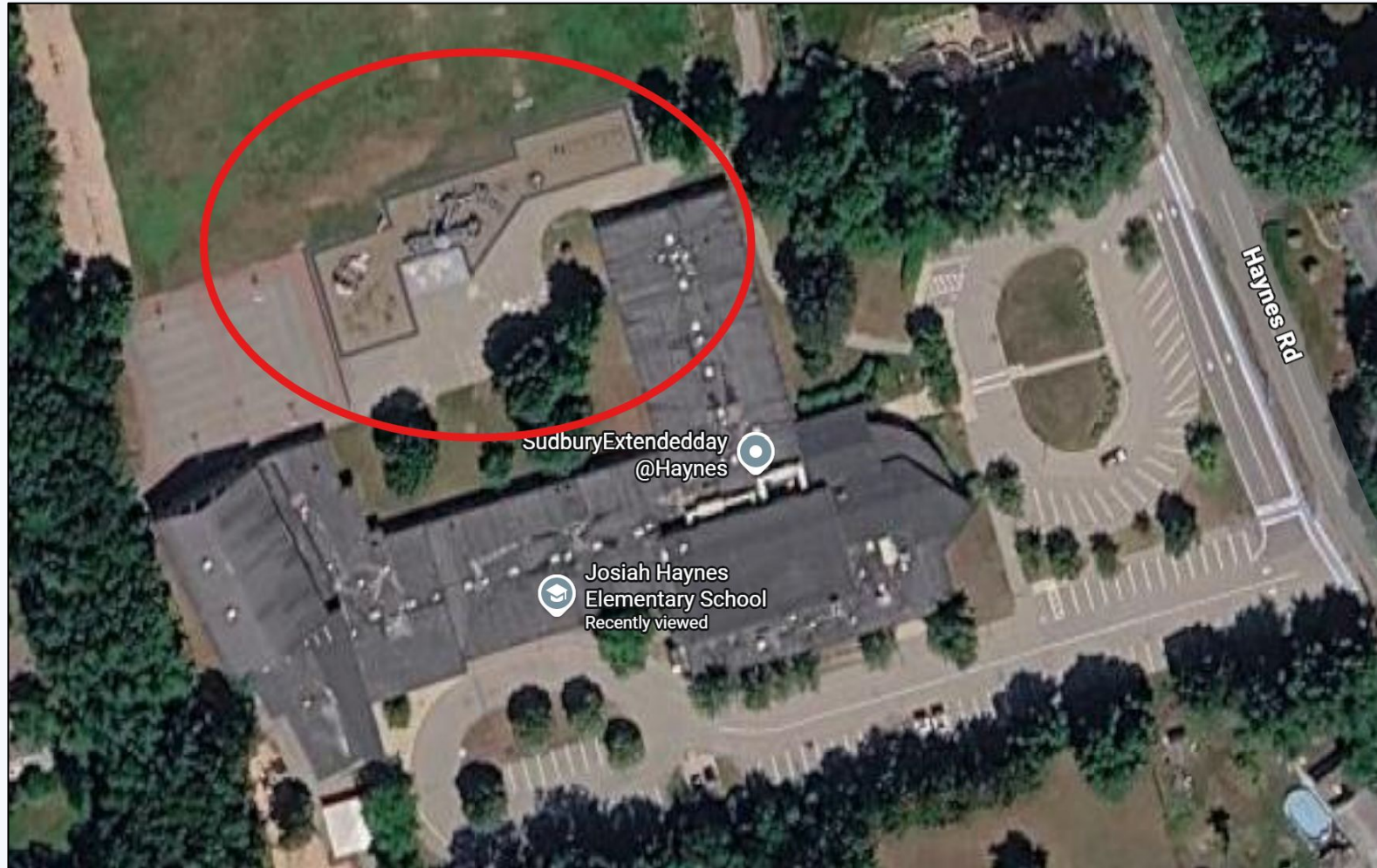
XX

Sudbury Public Schools
FY27 Capital Preservation Funds
Josiah Haynes Playground Resurfacing
March 2, 2026



FY 27 CPC Project - Josiah Haynes Playground

\$333,600



Built in 2018 with a Free Cash CPC Article



Failed and Deteriorated Surface

- ❑ Surface granules are not adhered
- ❑ Numerous holes and patches
- ❑ Undulating surface (likely subsurface integrity issue)
- ❑ No longer ADA/MAAB Compliant



Order of Magnitude Cost Estimate

Demolition and Disposal	\$10,000.00
Resurfacing	\$199,185.00
Concrete Repair	\$10,000.00
Site Work	\$80,000.00
Drainage	\$15,500.00
<i>Subtotal</i>	<i>\$314,685.00</i>
Escallation (6%)	<u>\$18,881.10</u>
<i>Total Estimate</i>	<i>\$333,566.10</i>

Questions?

**Sudbury Public Schools
School Committee Meeting**

Date: March 2, 2026

Agenda Item: 5d

Superintendent Update Regarding the Anti Hate / Anti Bias Task Force and Sudbury School Committee appointment

Recommendation:

Move to appoint _____ to the Anti Hate/Anti Bias Task Force.

Background Information:

Attachments:

SudburyPublicSchoolsCommitmenttoAddressingAntisemitismandAllFormsofHateandBias

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



Sudbury Public Schools' Commitment to Addressing Antisemitism and All Forms of Hate and Bias

Statement of Intent:

The Sudbury Public School Committee will combat antisemitism and other forms of hate and bias in our schools and community by directing the Superintendent to convene an Anti Hate/Anti Bias Taskforce.

The Sudbury Public School Committee will adopt the International Holocaust Remembrance Alliance (IHRA) non-binding working definition of antisemitism, a widely used framework referenced by governments and institutions worldwide, including here in Massachusetts. IHRA exists because confronting antisemitism requires a shared definition. Without one, institutions are left unable to recognize patterns or respond consistently. The following is the working definition of antisemitism: "Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities." Developed over many years by leading scholars and practitioners, IHRA is a non-binding, practical framework now used by the United States (federally, and by many states), the Commonwealth of Massachusetts, and nearby towns including Sudbury, Concord, Westford, and Acton.

It is also worth noting that the Massachusetts Special Commission on Combating Antisemitism described IHRA as "the most prominent" educational tool in its report last year. Governor Maura Healey publicly commended the report, calling it "a critical guide for educating our children, building a better understanding of the Jewish experience, and making it clear that antisemitism has no place in Massachusetts." Demonstrating its bipartisan support, former Governor Baker issued a proclamation in 2022 endorsing IHRA.

Whereas, the mission of the Sudbury Public Schools is to enable all students to reach their intellectual and personal potential and, in partnership with families and the community, to work with integrity and respect to prepare students to become lifelong learners and effective contributors to society; and

Whereas, the district vision affirms a commitment to excellence in educating students to be knowledgeable, creative, independent thinkers who are caring, collaborative members of the school and wider communities fostering an equitable, safe, supportive, inclusive, healthy, and joyful learning environment for all students. This shared goal includes addressing antisemitism and societal bias. [DESE provides guidance](#), resources, and information to school officials and

others about federal and state civil rights laws that protect students from discrimination and harassment and provides resources and guidance on violence prevention to support efforts to prevent and address antisemitism and societal bias in schools, per [M.G.L c. 71, s. 98A](#)

Whereas, an essential tool in combating antisemitism is the ability to first define antisemitism in each of its multiple forms; and

Whereas, in October of 2023, FBI Director Christopher Wray warned that the “U.S. is seeing historic levels of something like 60% of all religious-based hate crime,” additionally, in late 2023, the ADL antisemitism, accounting for reported that antisemitic incidents had reached their highest number in any two-month period since the organization began tracking them in 1979, with a 337-percent increase, and over a 61-day period in 2023, Jewish Americans experienced an average of nearly 34 antisemitic incidents per day; and

Whereas the School Committee believes that where there is antisemitism, there is hatred of all kinds; and that one incident of antisemitic or other biased or hateful behavior is one incident too many; and

Whereas, the Sudbury Public Schools [Equity Statement](#) affirms the district’s commitment to welcoming, affirming, and celebrating all students, staff, and families, and to creating and sustaining a culture that promotes advocacy, equity, and justice for marginalized groups who have been systematically oppressed and excluded; and

Whereas, the Equity Statement further commits the district to an anti-bias education that includes and values the perspectives and histories of diverse peoples; and

Whereas, the district’s [Theory of Action](#) identifies the provision of safe school environments, high-quality instruction, instructional leadership and professional development, and data-informed decision-making as essential conditions for student success and for narrowing achievement gaps; and

Whereas, the Sudbury Public Schools [Inclusion Statement](#) affirms that all means all and that the district is committed to being an inclusive environment where all students are full members of the school community and feel safe and able to thrive socially, emotionally, physically, and academically; and

Whereas, the Sudbury Public Schools District Strategic Plan identifies the following strategic objectives as central to student success:

- Wellness, promoting the social, emotional, behavioral, and physical wellbeing of students
- Meeting the Needs of All Students, providing equitable learning experiences to engage and challenge every learner
- Innovation, implementing research-based practices that support safe, inclusive, and effective learning environments

Whereas, the Strategic Plan further calls for initiatives that strengthen districtwide safety protocols, promote positive school climate, enhance social-emotional learning practices, inclusive systems of support, and improve communication and collaboration with families and the community; and

Whereas, the [Massachusetts Special Commission on Combating Antisemitism](#) issued its Final Report documenting a significant rise in antisemitic incidents across the Commonwealth, including within K-12 school settings, and offering best-practice recommendations for public schools to address antisemitism while upholding constitutional rights and academic freedom; and

Whereas, the Commission's findings emphasize that antisemitism must be addressed both as a distinct and escalating form of hate and as part of broader efforts to combat all bias and discrimination; and

Whereas, School Committee [policies](#) including IB (Academic Freedom), AC (Nondiscrimination Including Harassment and Retaliation), JB (Equal Educational Opportunities), and JBB (Educational Equity) establish the district's obligation to uphold constitutional principles, protect student dignity, ensure equitable access to educational programs and services, and maintain safe and inclusive learning environments; and

Whereas, members of the Sudbury community have expressed concerns regarding bias-based incidents, including antisemitic behavior, as well as questions related to district protocols, data tracking, response consistency, and communication with families; and

Whereas, the district's 2022 [Equity Audit](#) emphasized the importance of examining systems, policies, and practices, including incident reporting, disciplinary procedures, data tracking, communication practices, and student connectedness, to ensure equitable access, consistent responses, and a sense of belonging for all students, including those from smaller or underrepresented populations; and

Whereas, the [Equity Audit](#) further identified the middle school level as an area where student connectedness and perceptions of fairness decline, underscoring the importance of focused attention and coordinated district support; and

Whereas, the School Committee previously adopted an [Anti-Racism Resolution](#) in 2020 affirming the district's responsibility to confront racism and hate and to examine policies and practices that affect student safety, belonging, and access to educational opportunity;

Be it furthered resolved that:

The Taskforce will begin its work with a primary focus on combating antisemitism and on the middle school, but will continue its work to ensure that all forms of hate and bias in all of our schools and across the district and community are comprehensively addressed to the maximal extent possible.

1. Members will be appointed by the Superintendent after consultation with the School Committee and will include but not be limited to individuals representing the following stakeholders:

- School Committee member
- District and/or School Administrators
- District educators (from each school)
- Community and faith organizations
- Town leadership (including police).
- Stakeholders who represent the community

2. The Taskforce will be charged with developing recommendations designed to improve the culture and climate in our schools so that:

- Individuals who engage in hateful or biased conduct are educated and held accountable; and
- Students and families who are targeted are heard, supported, and protected.

3. These recommendations will address changes and/or enhancements to Sudbury Public Schools policy and practices, including but not limited to the following areas:

- a. Protocols related to incident reporting, data tracking, investigation, response, and post-investigation communication to families/stakeholders, and revising student handbooks and other documents accordingly.
- b. Formal age-appropriate educational programming and/or curriculum shifts to proactively teach students, families, and the community about antisemitism, racism, and other forms of hate and bias that result from lack of understanding of other cultures and lived experiences and that degrade the safety of the learning environment.
- c. Professional development for staff.
- d. Formalizing structures within the school district and with other community partners (e.g. the Sudbury Police Department) to regularly review incident data and plan ongoing, coordinated responses and education
- e. Incorporating these action steps, as appropriate, into district and school improvement plans.
- f. Collaboration and Coordination i. Strengthening partnerships with families, community organizations, and municipal agencies to support coordinated responses and prevention efforts.
- g. Continuous Improvement i. Incorporation or recommended actions into district and school improvement planning, as appropriate.

4. The Taskforce will begin its work with a primary focus on combating antisemitism, but will continue its work to ensure that all forms of hate and bias in all of our schools and across the district and community are comprehensively addressed to the maximal extent

possible.

5. The Taskforce will hold an initial convening no later than April 2026 and report on progress at least quarterly to the School Committee through the Superintendent, with a first progress report no later than June 8th, 2026.

6. The School Committee intends for this Taskforce to be exempt from the Open Meeting Law in order to facilitate speedy progress.

Resources:

1. Non-legally binding working [definition of antisemitism](#) (IHRA)
2. [American Jewish Committee](#) (mainstream explanation and defense of IHRA)
3. [Town of Acton](#), MA use of IHRA
4. Massachusetts Special Commission on [Combating Antisemitism report](#)
5. [Town of Sudbury](#), MA use of IHRA
6. [US National Strategy](#) to Combat Antisemitism
7. [Commonwealth of Massachusetts](#) endorsement of (IHRA)
8. [Anti-Defamation League audit](#) of reports of antisemitism
9. Department of Elementary and Secondary Education [resources](#)

Adopted by the School Committee for Sudbury Public School on February 9, 2026. Vote: 5-0.

Karyn Jones, Chair

Jessica McCready, Vice-Chair

Nicole Burnard

Julie Durgin-Sicree

Elisabeth Sues

**Sudbury Public Schools
School Committee Meeting**

Date: March 2, 2026

Agenda Item: 5e

Consideration of One-Year Extension of Bus Transportation Contract

Recommendation:

Move to approve a one-year extension of the bus transportation contract.

Background Information:

Attachments:

Memo_SC_FY27 Bus Contract Optional Year 2_260217

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



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

Brad J. Crozier
Superintendent of Schools
brad_crozier@sudbury.k12.ma.us

Donald R. Sawyer
Director of Business & Human Resources
donald_sawyer@sudbury.k12.ma.us

To: School Committee
From: Donald R. Sawyer
Director of Business & Human Resources
Date: February 17, 2026
Re: **School Bus Transportation Contract Optional Year 2 Approval**

The current school bus transportation contract between Sudbury Public Schools along with the Lincoln Sudbury Regional School District and the Contractor, First Student, Inc., concludes the first optional year contractual period on June 30th, 2026 (FY26). The contract term may be extended for one (1) additional year (FY27) with formal action taken by the School Committees for SPS and LSRHS.

For the Committee's review and applicable action, I have provided *Appendix A – Transportation Contract Sudbury Public Schools and Lincoln Sudbury Regional High School* (signed 1/24/22) along with the contracted rates for the three (3) base term years (FY23-FY25) and the two (2) optional additional years (FY26-FY27).

It is the Administration's recommendation to approve the FY27 contractual optional additional Year 2.

Donald R. Sawyer
Director of Business & Human Resources

APPENDIX A - TRANSPORTATION CONTRACT SUDBURY PUBLIC SCHOOLS AND LINCOLN SUDBURY REGIONAL HIGH SCHOOL

THIS AGREEMENT is made this 24th day of January in the year 2022 by and between the Sudbury Public Schools, having a usual place of business of 40 Fairbank Road, Sudbury, Massachusetts and the Lincoln Sudbury Regional High School, duly organized under the laws of Massachusetts and having a usual place of business at 390 Lincoln Road, Sudbury, Massachusetts, hereinafter referred to as the "Districts", and First Student, Inc., having a usual place of business at 352 Concord Rd, Sudbury, Massachusetts, hereinafter referred to as the "Contractor."

WITNESSETH, as follows, that the Contractor agrees to furnish regular transportation and deliver for the Sudbury Public Schools and the Lincoln Sudbury Regional High School, pupils attending the schools from such places and at such times and for such considerations as is set forth in the Transportation Specifications dated November 15, 2021 (Invitation to Bid, Bid Forms, and other specifications) which are annexed hereto and made a part hereof, and are to be applicable for the duration of the contract, except as they may later be amended by mutual agreement.

This Agreement shall be for the period commencing July 1, 2022 through June 30, 2025. The term may be extended for up to two additional years as specified in the Invitation for Bid and at the prices bid by the Contractor.

The Districts' agree to pay the Contractor said consideration in monthly payments, as per the specification, for services rendered under the Contract based upon the yearly contract price per route, September through June, upon satisfactory performance of said service on all days when schools are in session and transportation is furnished.

The Contractor agrees to comply with all the Massachusetts statutes applicable to the transportation of school children and any failure to comply with such statutes shall be deemed to be a breach of this Contract.

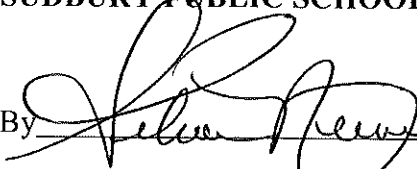
The said Contractor expressly warrants that said vehicles used by it in the performance of this Contract shall be fit for the purpose for which they are intended and shall be free from all defects and that the drivers operating these vehicles shall be duly licensed and capable of performing the duties required herein.

Each and every provision of law and clause required by law to be inserted in the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein and if through mistake or otherwise any such provision is not inserted, or it is not correctly inserted, then upon application of either party the Contract shall forthwith be physically amended to make such insertion.

This Contract shall not be assigned nor any part thereof be sublet without the written consent of the Sudbury Public Schools and the Lincoln Sudbury Regional High School, acting by and through their School Committees.

IN WITNESSETH WHEREOF, the parties hereto have executed this Agreement on this day and year first above written.

SUDBURY PUBLIC SCHOOLS

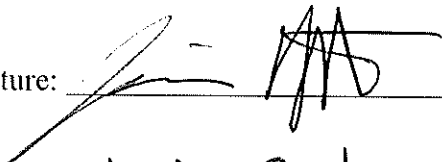
By  3/18/22
Silvia Nersessian, Chair

LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT

By  4/13/22
Cara Endyke Doran, Chair

CONTRACTOR:

Company Name: First Student, Inc.

Signature: 

Print Name: Jessica Quint

Title: Area General Manager

BID EVALUATION FORM- REGULAR TRANSPORTATION

YEAR 1 - 2022 - 2023

1. Regular School Transportation	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Coordinated 3 – Way Bus	0	180	\$499.00	\$0.00
Coordinated 2 – Way Bus	25	180	\$446.54	\$2,009,430.00
Uncoordinated 1 – Way Bus	2	180	\$435.42	\$156,751.20
Lincoln Only	3	180	\$435.42	\$235,126.80

2. Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln Sudbury High School Late Bus	2	150	\$71.19	\$21,357.00

3. Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				\$67,012.75

Important Note: For purposes of determining the lowest price, Sudbury Public Schools and Lincoln Sudbury Regional School District have estimated the number of one-way; two-way; and three-way coordinated busses. The Sudbury Public Schools and Lincoln Sudbury Regional School District reserve the right to change the coordinated schedule to utilize the fleet of busses most efficiently.

Total Annual Cost (Sum of 1. – 3.) Year 1:	\$2,489,677.75
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BID EVALUATION FORM- REGULAR TRANSPORTATION

YEAR 2 - 2023 - 2024

1. Regular School Transportation	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Coordinated 3 – Way Bus	0	180	\$513.97	\$0.00
Coordinated 2 – Way Bus	25	180	\$459.94	\$2,069,730.00
Uncoordinated 1 – Way Bus	2	180	\$448.48	\$161,452.80
Lincoln Only	3	180	\$448.48	\$242,179.20

2. Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln Sudbury High School Late Bus	2	150	\$73.33	\$21,999.00

3. Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				\$69,024.38

Important Note: For purposes of determining the lowest price, Sudbury Public Schools and Lincoln Sudbury Regional School District have estimated the number of one-way; two-way; and three-way coordinated busses. The Sudbury Public Schools and Lincoln Sudbury Regional School District reserve the right to change the coordinated schedule to utilize the fleet of busses most efficiently.

Total Annual Cost (Sum of 1. – 3.) Year 2:	\$2,564,385.38
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BID EVALUATION FORM- REGULAR TRANSPORTATION

YEAR 3 - 2024 - 2025

1. Regular School Transportation	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Coordinated 3 – Way Bus	0	180	\$529.39	\$0.00
Coordinated 2 – Way Bus	25	180	\$473.74	\$2,131,830.00
Uncoordinated 1 – Way Bus	2	180	\$461.93	\$166,294.80
Lincoln Only	3	180	\$461.93	\$249,442.20

2. Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln Sudbury High School Late Bus	2	150	\$75.53	\$22,659.00

3. Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				\$71,096.38

Important Note: For purposes of determining the lowest price, Sudbury Public Schools and Lincoln Sudbury Regional School District have estimated the number of one-way; two-way; and three-way coordinated busses. The Sudbury Public Schools and Lincoln Sudbury Regional School District reserve the right to change the coordinated schedule to utilize the fleet of busses most efficiently.

Total Annual Cost (Sum of 1. – 3.) Year 3:	\$2,641,322.38
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BID EVALUATION FORM – REGULAR TRANSPORTATION

YEAR 4 - 2025 - 2026

1. Regular School Transportation	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Coordinated 3 – Way Bus	0	180	\$547.92	\$0.00
Coordinated 2 – Way Bus	25	180	\$490.32	\$2,206,440.00
Uncoordinated 1 – Way Bus	2	180	\$478.10	\$172,116.00
Lincoln Only	3	180	\$478.10	\$258,174.00

2. Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln Sudbury High School Late Bus	2	150	\$78.17	\$23,451.00

3. Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				\$73,584.00

Important Note: For purposes of determining the lowest price, Sudbury Public Schools and Lincoln Sudbury Regional School District have estimated the number of one-way; two-way; and three-way coordinated busses. The Sudbury Public Schools and Lincoln Sudbury Regional School District reserve the right to change the coordinated schedule to utilize the fleet of busses most efficiently.

Total Annual Cost (Sum of 1. – 3.) Year 4:	\$2,733,765.00
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BID EVALUATION FORM – REGULAR TRANSPORTATION

YEAR 5 - 2026 - 2027

1. Regular School Transportation	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Coordinated 3 – Way Bus	0	180	\$567.10	\$0.00
Coordinated 2 – Way Bus	25	180	\$507.48	\$2,283,660.00
Uncoordinated 1 – Way Bus	2	180	\$494.83	\$178,138.80
Lincoln Only	3	180	\$494.83	\$267,208.20

2. Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln Sudbury High School Late Bus	2	150	\$80.91	\$24,273.00

3. Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				\$76,160.00

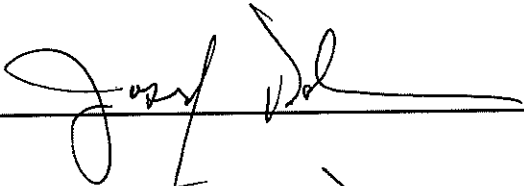
Important Note: For purposes of determining the lowest price, Sudbury Public Schools and Lincoln Sudbury Regional School District have estimated the number of one-way; two-way; and three-way coordinated busses. The Sudbury Public Schools and Lincoln Sudbury Regional School District reserve the right to change the coordinated schedule to utilize the fleet of busses most efficiently.

Total Annual Cost (Sum of 1. – 3.) Year 5:	\$2,829,440.00
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TOTAL COST FOR REGULAR TRANSPORTATION

Total Annual Cost Year 1:	\$2,489,677.75
Total Annual Cost Year 2:	\$2,564,385.38
Total Annual Cost Year 3:	\$2,641,322.38
Total Annual Cost Year 4:	\$2,733,765.00
Total Annual Cost Year 5:	\$2,829,440.00

Total Contract Value - Regular Transportation Years 1 – 5:	\$13,258,590.50
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SIGNATURE: 

PRINTED NAME: JOSEPH DOHERTY

COMPANY NAME: FIRST STUDENT, Inc.

DATE: December 2, 2021

BID EVALUATION FORM – LATE BUS AND ATHLETIC TRIPS

YEAR 1 - 2022 - 2023

Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln Sudbury High School Late Bus	2	150	\$71.19	\$21,357.00
Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				\$67,012.75

YEAR 2 - 2023 - 2024

Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln Sudbury High School Late Bus	2	150	\$73.33	\$21,999.00
Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				\$69,024.38

YEAR 3 - 2024 - 2025

Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln Sudbury High School Late Bus	2	150	\$75.53	\$22,659.00
Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				\$71,096.38

YEAR 4 - 2025 - 2026

Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln Sudbury High School Late Bus	2	150	\$78.17	\$23,451.00
Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				\$73,584.00

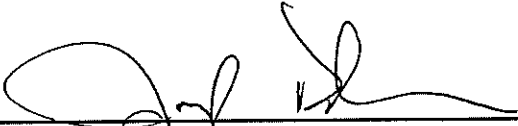
YEAR 5 - 2026 - 2027

Late Bus Transportation (if can't be Coordinated)	# Buses / Day	# School Days	Bid Price Cost / Bus / Day	Annual Cost
Lincoln Sudbury High School Late Bus	2	150	\$80.91	\$24,273.00
Athletic Trips				
175 Trips (based on 2.5 hour trip time plus 3 hour wait time)				\$76,160.00

BID EVALUATION FORM – LATE BUS AND ATHLETIC TRIPS

Total Annual Cost Year 1:	\$88,369.75
Total Annual Cost Year 2:	\$91,023.38
Total Annual Cost Year 3:	\$93,755.38
Total Annual Cost Year 4:	\$97,035.00
Total Annual Cost Year 5:	\$100,433.00

Total Contract Value – Late Bus and Athletic Trip Transportation Years 1 – 5:	\$470,616.50
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SIGNATURE:  _____

PRINTED NAME: JOSEPH DOHERTY

COMPANY NAME: FIRST STUDENT, Inc.

DATE: December 2, 2021

**Sudbury Public Schools
School Committee Meeting**

Date: March 2, 2026

Agenda Item: 5f

Consideration of School Fees for the 2026-2027 School Year

Recommendation:

Move to approve the School Fees as discussed for the 2026-2027 School Year.

Background Information:

Attachments:

Memo_SC_FY27 FeeRecommendation_260302

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



Sudbury Public Schools

40 Fairbank Road

Sudbury, Massachusetts 01776

Phone: (978) 639-3211 Fax: (978) 443-9001

Brad J. Crozier

Superintendent of Schools

brad_crozier@sudbury.k12.ma.us

Donald R. Sawyer

Director of Business & Finance

donald_sawyer@sudbury.k12.ma.us

To: School Committee Members
From: Donald R. Sawyer
Date: March 2, 2026
Re: **FY27 Fee Recommendations**

To assist the Committee with setting the FY27 fee schedules for Bus Transportation, Facility Use, Instrumental Music Lessons, Athletic and Extracurricular, I am providing the following recommendations.

Bus Transportation Fees

The following table is a bus fee comparison of SPS "Peer Districts" (ranked highest to lowest) for the current school year. To date, no district shown has finalized the 2026-2027 school bus fees.

----- FY26 BUS FEE PEER DISTRICT COMPARISON -----				
<u>District</u>	<u>Individual</u>	<u>2nd Student</u>	<u>3rd Student</u>	<u>Family Cap</u>
Winchester	\$655.00	-	-	\$1,125.00
Wellesley	\$500.00	-	-	\$900.00
Belmont	\$500.00	-	-	No Cap
Sudbury	\$420.00	-	-	\$765.00
Needham	\$415.00	-	-	\$840.00
Wayland	\$400.00	\$400.00	\$350.00	\$1,150.00
Lexington	\$550.00	-	-	\$1,375.00
Lincoln	\$275.00	\$200.00	\$100.00	\$575.00
Concord	No Fee	-	-	-
Weston	No Fee	-	-	-

Recommendation: No change to the current fee schedule in FY27.

Facility Use Fees

Current FY26 fee schedule for Facility Use:

	Category 1 School Groups	Category 2 Non-School Groups
Gym	\$0	\$50 /hour
Cafeteria	\$0	\$50 /hour
Kitchen	\$0	\$50 /hour
Auditorium	\$0	\$100 /hour
Classroom - Elementary	\$0	\$30 /hour
Library - Elementary	\$0	\$30 /hour
Classroom - Curtis	\$0	\$50 /hour
Library - Curtis	\$0	\$50 /hour
<i>Additional Fees if Applicable:</i>		
Custodian (3 Hour Minimum)	\$47 /hour	\$47 /hour
Kitchen Staff	\$50 /hour	\$50 /hour
Additional Equipment	TBD	TBD

The following table compares facility use areas/categories in peer districts in need of review:

Facility Use Area/Component	SPS	Concord	Lexington	Lincoln	Needham	Wayland	Weston	Wellsley	Winchester
Auditorium	\$150.00	\$75.00	\$200.00	\$100.00	\$150.00	\$400.00	\$80.00	\$100.00	\$115.50
Gymnasium	\$50.00	\$25.00	\$150.00	\$75.00	\$25.00	\$300.00	\$90.00	\$85.00	\$115.50
Cafeteria	\$50.00	\$80.00	\$100.00	\$100.00	\$150.00	\$300.00	\$26.00	\$60.00	\$48.40
<i>Minimum Hourly Use:</i>		<i>3 Hours</i>	<i>2 Hours</i>	<i>2 / 4 Hours</i>	<i>N/A</i>	<i>Per Use</i>	<i>3 Hours</i>	<i>2 Hours</i>	<i>4 Hours</i>
Custodial Weekdays	\$50.00	\$40.00	\$38.67	\$46.00	\$50.00	\$32.98	\$53.00	\$39.00	\$45.24
Custodial Saturday	\$50.00	\$70.00	\$38.67	\$46.00	\$50.00	\$49.38	\$53.00	\$39.00	\$45.24
Custodial Holidays & Sundays	\$50.00	\$70.00	\$51.56	\$46.00	\$65.00	\$65.84	\$53.00	\$51.00	\$60.32
<i>Minimum Custodian Hours:</i>	<i>3 Hours</i>	<i>3 Hours</i>	<i>2 Hours</i>	<i>2 / 4 Hours</i>		<i>3 Hours</i>	<i>3 Hours</i>	<i>1.5 Hours</i>	<i>3 Hours</i>

**Fees listed above are hourly rates unless noted "Per Use".*

Recommendation: Custodial Hourly Rate - \$55.00/hr (Effective FY27)

Instrumental Music Lesson Fees

The current fees for Instrumental Music Lessons are:

<u>Town</u>	<u>----- Length of Lesson -----</u>		
	<u>30 min</u>	<u>45 min</u>	<u>60 min</u>
Lincoln-Sudbury Community Education	\$46.00	\$61.00	\$81.00
Wayland School Community Programs	\$45.00	\$65.00	\$86.00
Sudbury Public Schools	\$45.00	\$60.00	\$80.00
Weston Public Schools	\$40.00	\$60.00	\$80.00
Concord-Carlisle Music	\$38.00	\$56.00	\$75.00
Lexington Community Education	\$38.00	\$54.00	\$71.00

Recommendation: No change to the current fee schedule in FY27.

Athletic & Extracurricular Activity Fees

The following table compares Athletic and Extracurricular activity fees with SPS “Peer Districts” for the current school year. To date, one district shown has finalized the 2026-2027 fees.

<u>----- FY26 ATHLETIC & EXTRACURRICULAR FEES PEER DISTRICT COMPARISON -----</u>				
<u>District</u>	<u>Athletic</u>		<u>Club Fees</u>	<u>Comments</u>
Sudbury	\$195.00	\$95 if second child/sport	\$100.00	
Belmont	\$220.00	No Family Cap	\$220.00	
Concord	\$50.00	\$150 family cap	NO FEE	
Lexington	\$150.00	\$825 family cap	NO FEE	
Lincoln	\$175.00		\$0.00	No Decision of Offerings for Next Year
Needham	\$235.00	\$25 user fee for sports, \$175 user fee for hockey	\$200.00	
Wayland	\$300.00	\$,1200 family cap	NO FEE	
Wellesley	\$200.00		NO FEE	
Weston	NO FEE		NO FEE	
Winchester	\$400.00	\$1,450.00 family cap	NO FEE	

Recommendation: School Committee review in April 2026.

**Sudbury Public Schools
School Committee Meeting**

Date: March 2, 2026

Agenda Item: 5g

Review of Potential Updates to School Committee Handbook

Recommendation:

Move to approve the School Committee Handbook as presented/amended.

Background Information:

Attachments:

[DRAFT_20-_20SchoolCommitteeHandbook_20\(1\)](#)

Action: XX Report: Discussion: XX

Sudbury School Committee Handbook



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.

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.

PRIDE - EXCELLENCE - UNITY

Approved: October 3, 2022
Amended: November 3, 2025

Introduction

~~The purpose of this Handbook is (1) to guide Committee members regarding their responsibilities as elected public officials, (2) to instruct Committee members regarding the work of the School Committee; and (3) to instruct Committee members regarding the procedures and practices of the Committee. All Committee members should familiarize themselves with the content of this Handbook whether they are a new member or an existing member. The Handbook should be reviewed and updated by the Committee periodically or as frequently as the Committee deems appropriate to maintain its applicability.~~

The purpose of this Handbook is to (1) guide Committee members regarding their responsibilities as elected public officials; (2) describe the work of the School Committee; and (3) outline the procedures and practices of the Committee. All Committee members should familiarize themselves with the content of this Handbook, whether they are new or returning members. The Handbook should be reviewed and updated periodically, as the Committee deems appropriate, to maintain its relevance and applicability.

Communications received by individual School Committee members or the Committee as a whole may be acknowledged by the Chair or designee on behalf of the Committee. Substantive discussion or deliberation regarding matters within the Committee's jurisdiction occurs only during duly posted public meetings in accordance with the Massachusetts Open Meeting Law.

Governance Philosophy

The Sudbury School Committee is committed to effective, transparent, and student-centered governance. The Committee fulfills its responsibilities through collective decision-making in public meetings, thoughtful oversight of District performance, and collaboration with the Superintendent, staff, families, and the broader Sudbury community.

This Handbook is intended to support consistent governance practices, clarify roles and responsibilities, and promote continuity across School Committee terms. The Handbook serves as a living document and may be reviewed and updated periodically to reflect evolving best practices and the needs of the District.

About Sudbury School Committee:

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

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

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

collective bargaining purposes.

The Committee is responsible for engaging with the community to maintain an understanding of the community's needs. In contrast to the Committee, which has budgetary, and policy-making authority, the Superintendent is charged with the day-to-day administration and oversight of Sudbury Public Schools.

The Committee typically holds public meetings ~~two times~~ **twice** per month during the academic year and one time each in July and August. Additional meetings may be added to the schedule as needed at the discretion of the Chair and in collaboration with the Administration. Agendas, agenda packets and supporting documents can be found on the Sudbury Public School and Town of Sudbury websites. Regular attendance at all meetings is critical to the function of the Committee and to assure a quorum of members is present to vote and establish consensus. As a courtesy, School Committee members shall inform the Chair as soon as possible if they are going to be absent from a regular meeting or an Executive Session. As a Committee of five members, a quorum is achieved when at least three members are present. ~~The presence of three members at any given time, shall trigger adherence to Open Meeting Law requirements.~~ **When a quorum is present, members must avoid deliberating on matters within the Committee's jurisdiction except in a duly posted meeting, consistent with the Massachusetts Open Meeting Law.** As such, unless posted as a formal meeting, no three Committee members may deliberate on School Committee business. Committee members are reminded to be mindful of the requirements of Open Meeting Law as oftentimes Committee members may be present at different town-wide meetings at any given time.

It is important that members understand the work of the administration, staff and educators to best support them in the District. The School Committee authority comes from the group, by majority, not from any one member. It is important that members ask questions and express their opinions on the issues. Once action is taken, by a vote of the Committee, it is expected that all members support the effort and decision made by the majority, regardless of individual positions. Actions taken that contradict the decision of the majority can erode the integrity of the Committee as a whole, and trust with the community.

Committee meetings are governed by Robert's Rules of Order.

There is an opportunity for public comment at each regular school committee meeting. ([Reference Policy BEDH](#))

The School Committee may be contacted at: school-committee@sudbury.k12.ma.us or mail:

Sudbury School Committee
40 Fairbank Road
Sudbury, MA 01776

School Committee meetings are streamed live in certain locations on Sudbury TV. Recent school committee meetings may also be viewed online at www.SudburyTV.org. Information regarding the School Committee may also be found on the SPS website: <https://www.sudbury.k12.ma.us/>

Operating Procedures and Protocols:

A. Member Orientation and Responsibilities:

All members must:

- Complete the required orientation course. Charting the Course is offered through the Massachusetts Association of School Committees (MASC). You must complete this sometime within your first year and provide a certificate of completion to the Superintendent's office.
- Complete the required Massachusetts Conflict of Interest Law/Ethics training, and submit your completed certificate to the Town Clerk and the Superintendent's office within 30 days of taking office.
Complete the required [Massachusetts Open Meeting Law Training](#), and submit your completed certificate to the Town Clerk and the Superintendent's office within 30 days of taking office.
- Become familiar with the School Committee policies on the District website.

Upon the election of new members to the School Committee, the Chair of the Committee will conduct the following orientation procedure in collaboration with the Superintendent:

- Assist new members in registering and becoming familiar with professional development offerings of MASC.
- Advise new members of their obligation to maintain the confidentiality of Executive Session
- Contact the appropriate administrators to update the District website regarding new members' contact information and to confirm information
- Organize an opportunity with the Administration for new members to familiarize themselves with Central Office Staff
- Encourage new members to meet with the Superintendent monthly

B. Responsibilities of the Chair:

In addition to the requirements contained within the District Policy Manual, the role of the Chair will also include the following: (Nothing contained herein will conflict with the responsibilities of the Chair as contained within the District Policy Manual)

- Ensure that Executive Session minutes are taken and approved. The Chair will take Executive Session minutes or shall be responsible for appointing a designee to record Executive Session minutes at each meeting.
- Meet monthly with the Superintendent to plan Agendas. It is recommended that the Chair invite and encourage the Vice-Chair to attend agenda setting meetings.
- Sign payroll warrants
- Contact Legislators to arrange citations for members leaving the Committee.
- **Respond to communications sent to the School Committee email account.** The Chair shall serve as the primary point of contact for external correspondence addressed to the School Committee and will respond on behalf of the Committee when appropriate. When replying, the Chair shall **blind copy (bcc)** all members of the Committee to ensure compliance with the **Open Meeting Law**.
 - Best practice is to include the sentence:
"All members of the School Committee have been blind copied on this response in accordance with the Open Meeting Law."
This informs the sender that other Committee members are copied while maintaining legal compliance.
- **Coordinate with Subcommittee Chairs** to ensure that Subcommittee updates, reports, or recommendations are included in School Committee agendas as appropriate.

- **Facilitate orderly meetings** by recognizing speakers, enforcing time limits, ensuring adherence to Robert’s Rules of Order, and maintaining decorum.
- **Collaborate with the Vice-Chair** to ensure continuity of leadership and support effective functioning of the Committee in the Chair’s absence.

Additional Responsibilities Pursuant to the Superintendent’s Employment Agreement

Acting on behalf of the School Committee, the Chair shall:

- Serve as the Committee's primary liaison to the Superintendent regarding contract administration matters.
- Receive required notifications from the Superintendent related to vacation scheduling or other contractual notice provisions and communicate such matters to the Committee as appropriate.
- Coordinate the annual Superintendent evaluation process in accordance with Massachusetts educator evaluation regulations and present evaluation timelines and materials for Committee action.
- Provide or transmit formal written notices to the Superintendent when required under the terms of the employment agreement.

C. Agenda Development and Request Procedures

Authority and Purpose

Under Policy BEDB – Agenda Format, “The Superintendent, conferring with the Chair of the School Committee, will arrange the order of items on meetings agendas...” and “Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.”

In addition, Policy BDB – School Committee Officers charges the Chair to “Consult with the Superintendent in the planning of the Committee’s agendas.”

The Chair presides on behalf of the full Committee, ensuring that all members have an equitable opportunity to raise topics consistent with the Committee’s statutory purview under M.G.L. c. 71. This process provides a clear, consistent pathway to request topics while maintaining efficiency, transparency, and compliance with the Massachusetts Open Meeting Law.

This process also aligns with Policy BDD – School Committee–Superintendent Relationship, ensuring that agenda development reflects collaboration between governance and administration while maintaining distinct roles and responsibilities.

Request Submission by Members

Any School Committee member may request that an item be placed on a future agenda.

Requests should be submitted to the Chair and Superintendent via email or during a public meeting under “Future Agenda Items.”

Each request should briefly describe the topic and the desired level of action by the

committee (e.g., informational update, discussion, or potential action).

If the Chair determines that a request is not appropriate for a public meeting, for example, if it falls outside the Committee's statutory or policy authority, the Chair will notify the member and, if applicable, suggest alternative next steps (e.g., referral to a subcommittee, administrative review, or workshop discussion).

If the Chair Declines to Schedule an Item

The Chair will make every effort to schedule items requested by committee members that further the work of the committee. Under Robert's Rules of Order, Newly Revised (adopted by Policy BEDD – Rules of Order), the agenda is the property of the body.

If a member's request to include an item is declined, that member may make a motion during a meeting to place the topic on a future agenda. If a majority of the Committee supports the motion, the Chair will schedule the item within a reasonable timeframe.

Public Requests for Agenda Items

Community members may submit topic suggestions to the Chair or Superintendent. Consistent with Policy BEDH – Public Comment at School Committee Meetings, the Chair will acknowledge public requests and, when appropriate, refer them to the Superintendent, an existing subcommittee, or a future agenda for consideration. Requests from the public are not automatically added to the rolling agenda.

Scheduling and Preparation

Even though member requests will be recorded for consideration on the rolling agenda, with scheduling determined through the agenda development process. When determining when to schedule an agenda item, the Chair and Superintendent will consider the following to ensure the committee is working on items most relevant to its charge:

- Alignment with M.G.L. c. 71, contractual obligations, and other statutory responsibilities;
- Connection to the District's strategic goals, annual priorities, and policy work;
 - Time-sensitive items, including expiring contracts, mandated reviews, and reports required by law (e.g., RFP renewals or program updates tied to contractual timelines);
- Overall meeting workload, balance, and length; and
- Availability of necessary background materials or staff input.

The Chair and Superintendent will confer prior to each meeting to review upcoming topics and finalize agenda priorities.

The Superintendent or designee may be asked to prepare a memo or background summary for inclusion in the packet when the item appears.

To ensure transparency and coordinated planning, the Chair will maintain a rolling agenda that includes both anticipated topics related to statutory, contractual, and strategic responsibilities and items proposed by members or subcommittees. This rolling agenda will be reviewed monthly during the "Future Agenda Items" portion of meetings and may be shared with members at any time upon request to support proactive planning, goal alignment, and efficient use of

meeting time.

The rolling agenda also serves as a planning tool to ensure that meeting schedules and topics remain aligned with the Committee's annual goals, outcomes, and ongoing evaluation of progress toward district priorities.

Documentation and Transparency

All future agenda item requests raised during a public meeting should be recorded in the meeting minutes under the "Future Agenda Items" section, consistent with Policy BEDG – Minutes.

Requests submitted outside of a meeting (for example, by email to the Chair or Superintendent) will be added to the rolling agenda. Items that have not yet been scheduled for a specific meeting will be noted during the "Future Agenda Items" section of the next public meeting to ensure transparency.

During the "Future Agenda Items" portion of a meeting, members may state proposed topics for consideration at an upcoming meeting; however, no discussion, debate, or deliberation may occur at that time, in accordance with the Massachusetts Open Meeting Law, since those specific subjects have not been posted for public notice.

This practice ensures that all requests are acknowledged, tracked, and addressed in a transparent, organized, and legally compliant manner, consistent with the Committee's commitment to open governance and proactive agenda planning.

D. Annual Agenda Items and Regular Business:

Purpose

The Sudbury School Committee maintains an annual cycle of governance, oversight, and fiduciary responsibilities to ensure effective stewardship of the District. The agenda topics outlined below represent recurring matters typically scheduled throughout the year and may be adjusted as needed to respond to District priorities.

Summer Workshop/Retreat:

It is the practice of the School Committee to conduct an annual retreat in the summer to engage in meaningful professional development, discuss goals, and plan for the year ahead.

The Committee's practice is to discuss its SMART goals for the coming year during the summer retreat. The Committee's goals shall align with the role and responsibility of the Committee as well as the District goals. It is the practice of the Committee to conduct a mid-year check-in on progress of the goals.

Superintendent Evaluation:

~~One of the major roles of the School Committee is to evaluate the Superintendent. The School Committee utilizes the recommended processes established by the Department of Elementary and Secondary Education. The School Committee collaborates with the Superintendent to set Superintendent goals by June, for Committee approval for the~~

~~upcoming school year. The Superintendent provides a mid-year report on goals typically in January and an annual summative report in May. The Superintendent evaluation is typically completed in June of the current school year.~~

Evaluating the Superintendent is one of the School Committee’s primary responsibilities. The Committee utilizes evaluation processes recommended by the Massachusetts Department of Elementary and Secondary Education (DESE).

Superintendent goals are developed collaboratively for Committee approval prior to the start of the school year. The Superintendent typically provides:

- Mid-Cycle Progress Report — January
- Summative Evaluation Report — May

The School Committee completes the annual Superintendent evaluation cycle in June.

Annual Agenda Topics:

The School Committee annually schedules discussion and/or action on governance and oversight matters including:

- Budget **Development, Public Hearing, and Adoption**
- Capital Planning
- **Long-Range Financial Planning**
- Legislative Forum
- METCO **Program Update**
- Student Achievement **and District Data Review**
- Reorganization of School Committee
- **District Goals**
- **Superintendent Goals**
- School Committee Goals
- Superintendent Evaluation
- School Committee Protocols **Review**
- School Committee Self-Assessment
- **School Committee Handbook Review, as needed**
- **Reorganization of the School Committee**
- Tri-District Meeting
- Town Meeting articles

~~*Additionally, Curriculum and departmental presentations are brought~~ **provided** by the Superintendent under Educational and Operational Matters.

Additional School Committee actions required by law:

The School Committee fulfills statutory obligations including:

- **Authorization for Administration of Epinephrine (EpiPens)**
- **School Choice Public Hearing and Vote (Policy JFBB-1)**
- **Annual Budget Hearing**
- **School Calendar**
- **Appointment of Superintendent Representatives to Educational Collaboratives**

~~Outside of its major responsibilities, the Committee must attend to additional legal responsibilities throughout the year.~~

~~Application for School Personnel to Administer EpiPens: Prior to each school year, the Committee shall vote to authorize the Chair and the Superintendent to sign the application for the District.~~

~~SPS Family Handbook: Prior to each school year, the Committee shall vote on the handbook.~~

~~School Choice: By June 1st of every year, the Committee must hold a hearing and vote on School Choice (Policy JFBB-1).~~

~~Appointment of the Superintendent to other Boards: In September, the Committee annually appoints the Superintendent to the Collaboratives.~~

~~Budget: Hold an annual budget hearing and vote on the budget in December.~~

Additional fiduciary responsibilities:

The School Committee maintains ongoing fiscal oversight responsibilities, including:

- Approval of the receipt and expenditure of grant funds
- **Approval of** budget transfers between cost center
- **Approval of** monthly accounts payable and payroll warrants

Suggested Annual Governance Timeline:

The following timeline reflects typical Sudbury Public Schools practices. The Chair, in consultation with the Superintendent, may adjust the scheduling of annual agenda items to meet operational needs and statutory timelines.

May – June

- School Committee Reorganization (following Town Election)
- Appointment of Subcommittees and Liaisons
- Governance Protocol and School Committee Handbook Review, as needed
- Superintendent Summative Evaluation
- School Committee Goals Review and Reflection
- District Goals Update
- School Committee Self-Assessment
- Building Principals' AIM Reports
- At-a-Glance Newsletter

July-August

- Summer Workshop / Retreat
- Establish and adopt District Goals, School Committee Goals, and Superintendent Goals
- Review of absenteeism data from the previous school year; potential vote regarding cultural and religious holidays to be observed for the upcoming school year
- Review and approval of updates to the District Family Handbook
- Review of upcoming contract timelines and procurement cycles

- Q4 Financial Report (Prior Fiscal Year Close-Out)
- Confirmation of Subcommittee priorities and annual charges

September

- School Safety Update
- Budget Reset / Fiscal Year Opening Review
- Appointment of Superintendent Representative to Educational Collaboratives
- Development and approval of School Committee budget guidance and priorities to inform preparation of the Superintendent's recommended operating budget

October-December

- Capital Planning Discussions
- Long-Range Financial Forecast Review
- Town Meeting Article Identification and Initial Review
- Superintendent's Recommended Operating Budget Presentation
- Student Services / SEPAC Presentation
- MCAS Presentation
- Budget Public Hearing
- Review and Adoption of the Budget Book
- Vote on the next fiscal year Operating Budget in preparation for Town Meeting
- Receipt of School Council School Improvement Plans

January – February

- Q2 Financial Report
- Superintendent Mid-Cycle Goal Review
- School Committee Goal Mid-Year Check-In
- Student Achievement / District Data Review
- Approval of District School Calendar
- At-a-Glance Newsletter
- Town Warrant Article Approval

March – April

- Budget Monitoring and Financial Updates
- Tri-District School Committee Meeting, if scheduled
- Policy or Handbook Updates, as needed
- School Choice Public Hearing and Vote
- Annual Audit and Management Letter Review (as available)

Subcommittees

The School Committee may establish Subcommittees. Subcommittees are established by a majority vote of the Committee. Subcommittees typically consist of two School Committee members, in addition to other individuals as requested by the Committee. Subcommittees adhere to the requirements of Open Meeting Law. Meetings are posted and minutes are taken and maintained for all Subcommittees. The Subcommittee will fill out the [Subcommittee Template form](#) that serves to formalize the role, responsibility and reporting requirements of the Subcommittee.

Appointments to External Boards

From time to time, the School Committee may, at the request of the Town, appoint persons to certain roles in the community to represent the interests of Sudbury Public Schools. Such

appointments shall be made by a majority of the School Committee. It is the practice of the School Committee to post the appointment position and to allow a two-week open application period for individuals to apply. The School Committee shall consider the applications and vote to appoint someone to the respective role. The appointment application form shall be posted on the District website.

E. Posting of School Committee and Subcommittee Agenda Packets

In accordance with a vote of the School Committee, School Committee agenda packets will be posted to the Sudbury Public Schools District website by 12:00 p.m. (noon) on the day of the scheduled School Committee meeting. Amended and final agenda packets will be posted to the district website.

The Chair of each Subcommittee will determine whether their Subcommittee's agenda packet will be posted to the District website. Due to the evolving nature of policy development and the potential for confusion regarding preliminary drafts, Policy Subcommittee meeting packets will not be posted to the district website. Community members may request the packet by emailing the School Committee.

F. Public Access to and Feedback on Policy Work

In alignment with Policy BGB (Policy Adoption), the Sudbury School Committee, through its Policy Subcommittee, regularly reviews and, when necessary, revises written policies governing the Sudbury Public Schools.

All current and approved policies are available through the online Policy Manual. To promote transparency and meaningful community input, any draft policy or proposed revision under review by the full School Committee will be posted in the agenda packet for that meeting.

Per Policy BGB, policies move through three steps: 1) Information, 2) Discussion (First Reading), and 3) Action (Second Reading and Potential Vote).

When possible, the period for public comment will be at least ten (10) calendar days following a First Reading so that the School Committee can consider feedback prior to final deliberation or vote.

Members of the public may provide input on any policies under consideration, or on any other School Committee policies, by emailing school-committee@sudbury.k12.ma.us.

G. Recording and Live Streaming of Meetings

The Sudbury School Committee and its Subcommittees are committed to transparency and accessibility in government. In accordance with a vote of the School Committee, all School Committee meetings and Subcommittee meetings will be live-streamed and recorded whenever possible.

The Committee recognizes that its meetings are meetings held in public rather than public meetings, and that technical or logistical circumstances may occasionally prevent a meeting from being live-streamed or recorded. In such cases, the Committee will proceed with the meeting in accordance with the Open Meeting Law, ensuring that accurate minutes are maintained and made publicly available.

Recordings of School Committee meetings are typically made available through SudburyTV and

linked on the Sudbury Public Schools District website.

I. Vacancy and Appointment Process for School Committee Membership **Vacancy in Office**

A vacancy on the Sudbury School Committee may occur due to resignation or inability of a member to serve. A member intending to resign shall submit written notice to the Sudbury Town Clerk in accordance with Massachusetts law, with a copy provided to the Chair of the School Committee.

Upon notification of a vacancy, the School Committee shall acknowledge the vacancy at a duly posted public meeting and notify the Sudbury Select Board.

Authority to Fill a Vacancy

Pursuant to Massachusetts General Laws Chapter 41, Section 11, a vacancy in an elected School Committee position shall be filled by a joint vote of the remaining members of the School Committee and the Sudbury Select Board.

The appointment shall occur within the statutory timeframe following declaration of the vacancy. The individual appointed shall serve until the next annual town election, at which time the position shall be filled by election for the remainder of the unexpired term, if applicable.

Appointment Process

To promote transparency and community participation, the following process is typically followed:

1. Public notice of the vacancy shall be posted inviting interested Sudbury residents to submit letters of interest or applications.
2. An application period, typically not fewer than fourteen (14) days, may be established unless circumstances require otherwise.
3. Application materials shall be shared with members of both the School Committee and Select Board in advance of candidate interviews.
4. The School Committee and Select Board shall convene a duly posted joint public meeting to interview candidates and deliberate in accordance with the Massachusetts Open Meeting Law.
5. Appointment shall require a majority vote of the remaining School Committee members and a majority vote of the Select Board members present and voting.

The School Committee and Select Board may determine the format of candidate interviews and deliberations by mutual agreement, provided that final deliberation and appointment occur at a duly posted joint public meeting in accordance with the Massachusetts Open Meeting Law.

Orientation of Appointed Member

An appointed member shall complete all required ethics, Open Meeting Law, and School Committee orientation requirements consistent with newly elected members.

Continuity of Operations

Until the vacancy is filled, the remaining members of the School Committee retain full authority to conduct Committee business, provided a quorum is present.

Sample Motion to Initiate Joint Appointment Process

Move that the Sudbury School Committee acknowledge the vacancy created by the resignation of [member name] and authorize the Chair to notify the Sudbury Select Board and coordinate the joint appointment process pursuant to M.G.L. c. 41, §11.

Liaison Assignments:

The School Committee appoints liaisons to various Town and School related Boards or Committees. These appointments typically occur with the reorganization of the Committee in May. These roles serve as a mechanism of information sharing between Boards and Committees. The Committee appoints Liaisons to the following Boards, and Committees.:

- Select Board
- Finance Committee
- Massachusetts Association of School Committees (MASC) Delegate ●
Lincoln-Sudbury Regional High School Committee
- Sudbury Special Education Parent Advisory Council (SEPAC)
- Health and Wellness Advisory Committee

The Committee may also appoint liaisons to Parent Advisory Councils or other Town and community advisory boards that pertain to the work of Sudbury Public Schools. Such liaison appointments are made to promote collaboration, communication, and alignment of shared goals across the Sudbury Public Schools and the broader community.

Purpose and Role of a Liaison

Liaisons serve as a conduit of information between the School Committee and the respective board, council, or committee to which they are assigned. Their primary role is to:

- Attend meetings of the assigned board or committee when feasible.
- Share updates or relevant information from those meetings during School Committee meetings as part of liaison reports.
- Communicate School Committee initiatives or actions that may be of interest to the assigned board or committee.
- Foster positive relationships and maintain open, respectful lines of communication between the School Committee and community partners.

Limitations of the Liaison Role

A liaison does not:

- Represent or act on behalf of the full School Committee unless expressly authorized by vote of the Committee.
- Direct or oversee the work of another board, committee, or advisory council.
- Engage in negotiations, decision-making, or commitments on behalf of the School Committee.
- Provide interpretation of Committee policy or procedure without prior Committee consensus.

Liaisons are expected to maintain neutrality, communicate factually, and refer substantive questions or requests for input to the full School Committee or the Superintendent, as appropriate.

Parent Advisory Councils: Advisory Roles and Input Process

Purpose and Scope

In alignment with Massachusetts law and Sudbury Public Schools' commitment to inclusive, collaborative governance, the Sudbury School Committee values the input of all district-recognized Parent Advisory Councils (PACs).

Under *M.G.L. c.71B, §3*, the Special Education Parent Advisory Council (SEPAC) is specifically charged with advising the School Committee on matters related to the education and safety of students with disabilities.

Under *M.G.L. c.71A, §6* and *603 CMR 14.09*, districts enrolling a significant number of English Learners are required to establish an English Learner Parent Advisory Council (ELPAC). The

ELPAC is composed of parents or guardians of students identified as English Learners and is charged with advising the district and School Committee on matters that impact the education of English Learners, including programs, family engagement, and language access.

In addition to the SEPAC and ELPAC, the School Committee may recognize or establish other PACs, such as the LGBTQ+ Parent Advisory Council, or other councils that provide advisory input on district policies, practices, and priorities related to educational equity, inclusion, and access.

The following outlines the process through which the School Committee receives advisory input from SEPAC, ELPAC, and other PACs.

Communication and Liaison Structure

- The School Committee will designate a liaison(s) for each active PAC.
- The liaison serves as a communication bridge between the PAC leadership and the Committee, sharing relevant updates and facilitating dialogue on matters of mutual interest.
- The liaison does not represent the PAC's views or make commitments on behalf of the Committee but ensures that communication is timely and transparent.
- The Chair, Vice-Chair, and Superintendent coordinate with PAC leaders and liaisons to identify agenda items where advisory input would be appropriate or valuable.

Regular Opportunities for Advisory Input

- **Annual Joint Meeting:** Each school year, PAC leadership or its designee(s) will be invited to a joint School Committee meeting to share annual goals, accomplishments, and key recommendations.
- **Written Advisories:** PACs may submit letters, reports, or recommendations to the School Committee for inclusion in public meeting agenda packets when appropriate.
- **Attendance at a Specific Portion of a School Committee Meeting:** When there is an agenda item of mutual interest, and with the permission of the Chair, a representative from the PAC may attend that portion of the meeting to ask questions and/or provide feedback. To ensure that the PAC's input reflects its advisory role, the representative must present the position of the PAC as a whole, rather than the views of an individual member.

Advisory Input on Policies

When the School Committee is considering or revising a policy that may affect students or families represented by a Parent Advisory Council, the Committee will seek input from the relevant PAC(s) as part of its formal policy adoption process in accordance with Policy BGB: Policy Adoption.

Policy BGB Framework

The School Committee follows a three-step process for policy considerations:

1. **Information:** Introduction of a proposed or revised policy.
2. **Discussion (First Reading):** Committee discussion and opportunity for stakeholder input.
3. **Action (Second Reading):** Final deliberation and potential vote for adoption.

PAC Consultation Process

- During the *Information* stage, the Policy Subcommittee or Chair will identify policies relevant to one or more PACs and share drafts for review.
- PACs will have a defined feedback window (typically no less than two weeks) to submit written comments or request discussion.
- PAC feedback will be summarized in the policy cover memo or inserted into the agenda packet when the draft policy advances to the full Committee for Discussion or Action. • The School Committee will acknowledge receipt of PAC input in its meeting minutes and may note how the feedback was incorporated.

This process ensures advisory input is considered before final action and is consistent with both Policy BGB and the Open Meeting Law.

Advisory Input on General Agenda Items

For broader topics, such as budget development, capital planning, or curriculum, that may impact the populations represented by PACs:

- The Chair, Vice-Chair, Superintendent, or liaison will notify the relevant PAC(s) when such topics are scheduled.
- PACs may submit written input in advance, attend that specific portion of the School Committee meeting to ask questions and provide feedback, or request to be included as a future agenda item for advisory discussion.
- The School Committee will document and acknowledge PAC advisories in the public record.

Annual Review

Before the end of each annual term and prior to the Sudbury Annual Town Meeting, the School Committee liaison(s) will meet with PAC leadership to review engagement during the current school year.

This review may take place in person, via Zoom, or through other means such as email or phone consultation, to ensure accessibility and broad participation.

The annual review process is intended to:

- Assess the effectiveness of communication and advisory processes,
- Identify opportunities for improvement or enhanced collaboration, and
- Ensure PACs feel properly supported so they can fulfill their roles and responsibilities.

Following this review, the School Committee liaison will prepare a written memo summarizing key discussion points, recommendations, and any identified areas for improvement. This memo will be included in the public meeting packet for acknowledgment and discussion by the full Committee.

Budget Process:

Sudbury Public School's Budget:

Among the School Committee's most significant responsibilities is review and approval of the District's operating budget. The process of building this budget should be transparent and communicated to the School community and the broader Town of Sudbury community. The operating budget aligns with the District Strategic Plan and represents the District goals, mission, vision and values of Sudbury Public Schools.

The Superintendent works with their Administrative Leadership Team throughout the course of the year to assess and determine priorities for the coming year. These priorities are then shared with the School Committee. The School Committee's work with the Budget begins in the Fall and leads to the Superintendent proposed budget presentation in December.

The School Committee discusses the proposed budget during regular meetings, and, if necessary, may conduct additional meetings solely focused on budget for deliberative purposes. Following such deliberations and comprehensive review of the Superintendent's proposed budget, the School Committee conducts a Public Hearing pursuant to Massachusetts Gen Laws Chapter 71, Section 38N. This mandated hearing is an opportunity for the public to comment and provide feedback on the proposed budget. In addition to the posting requirements for this Public Hearing under the applicable statute, it is the customary practice of the School Committee to maximize communication regarding this Public Hearing to the Sudbury School Community as well as the broader Town of Sudbury Community. Upon completion of the Public Hearing process, the School Committee will vote on the proposed budget.

Upon passage of the proposed budget by a majority vote, the Budget formally becomes the School Committee Budget and is then presented to the Finance Committee. The School Committee Budget is presented at the Annual Town Meeting by the Superintendent. A majority vote at Town Meeting in May is required for approval of the School Committee Budget.

Budget Monitoring and financial responsibilities:

In addition to approval of the District's operating budget, the Committee is also responsible for monitoring the implementation of the budget. The School Committee reviews financial reports on a monthly basis. Such reports shall include information regarding year to date expenditures, encumbrances and updated forecasts for the current fiscal year.

The School Committee is also responsible for approving payroll, and authorizing payments to vendors and individuals by reviewing and signing the Payroll and Accounts Payable Warrants produced by the Business and Finance Office. Additionally, WarrantArticles for Annual Town Meeting, or any Special Town Meeting are reviewed and approved by the Committee. Bids for goods and services for the District are also approved or rejected by the Committee.

Adoption and Review

This Handbook represents the operating practices of the Sudbury School Committee and does not supersede Massachusetts law, collective bargaining agreements, or duly adopted School Committee policies. The Committee may amend this Handbook by majority vote.

Appendix 1: Open Meeting Law and Executive Session Open Meeting Law:

The Open Meeting Law (OML) of the Commonwealth of Massachusetts is intended to protect the public's right to access the deliberations of its elected representatives and promote transparency in government. The OML requires us to:

- Provide the public with notice of our meetings 48 hours in advance (excluding weekends and legal holidays) except in cases of emergency
- Hold our meetings in a publicly accessible venue
- And create, approve and maintain accurate minutes which include the date, time and location of the meeting, a list of the names of members present and absent, and a summary (not at transcript) of discussions, a list of documents and exhibits used, and a record of all decisions made and actions taken, including a record of all votes.

The OML applies to all meetings and subcommittee meetings excluding executive sessions. Meeting minutes as well as any other documents, emails and correspondence that Committee members send or receive (including texts) in their capacity as an elected public official become public documents and are subject to the Public Records Law of the Commonwealth.

The OML also restricts how and where elected officials can deliberate. With certain exceptions, expressions of opinion on matters within the jurisdiction of the Committee must be open to the public.

The legal definition of "deliberation" is an oral or written communication through any medium (including electronic mail and social media) between or among a quorum of a public body.

More detailed information on OML may be found in the [Open Meeting Law Guide](#) published by the State Attorney General's Office. All school committee members are required to complete Open Meeting Law training as required by law and file a certificate of completion with the Superintendent.

Executive Session:

Massachusetts General Law Chapter 30A Section 21 and OML identify ten (10) exceptional situations where a meeting or part of a meeting of a public body may be closed to the public due to the highly sensitive nature of the content. These meetings are confidential. Members are prohibited from discussing the content of these meetings. The following is the list of exceptions:

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.
2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and

the chair so declares.

4. To discuss the deployment of security personnel or devices.
5. To discuss allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.
8. To consider or interview applicants for employment or appointment by preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.
9. To confer with a mediator on a litigation matter or other decision.
10. To protect trade secrets in the course of activities conducted by a public body as an energy supplier.

Appendix 2: Characteristics of Effective School Boards:

Eight Characteristics of Effective School Boards: At a Glance.

https://www.masc.org/images/events/2015/jtc-15/handouts/11-5_1045_8-Characteristics-of-Effective-School-Boards_Handout.pdf

Research indicates that the efficacy of school boards directly impacts student achievement. Schools Boards have been found to be effective in certain circumstances:

1. Committed to a vision of high expectations for student achievement and quality instruction and define clear goals toward that vision
2. Strong shared beliefs and values about what is possible for students and their ability to learn and of the system and its ability to teach all children at high levels
3. Accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement
4. Collaborative relationship with staff and the community and establish a strong communications structure to inform and engage internal and external stakeholders regarding district goals
5. Data savvy embracing and monitoring data, even when the information is negative, and use it to drive continuous improvement
6. Align and sustain resources such as professional development, to meet district goals
7. Lead as a united team with the superintendent, each from their respective roles with strong collaboration and mutual trust
8. Take part in team development and training, sometimes with their superintendent, to build shared knowledge, values and commitments for improvement efforts

Appendix 3: Sample Notification Letter to the Select Board Regarding

Joint Appointment Process

Dear Chair [Select Board Chair's Name] and Members of the Sudbury Select Board,

At a duly posted public meeting held on **DATE**, the Sudbury School Committee formally acknowledged a vacancy on the Sudbury School Committee following the resignation of **MEMBER NAME**, effective **DATE**.

Pursuant to Massachusetts General Laws Chapter 41, Section 11, the School Committee voted at our **DATE** School Committee meeting to notify the Select Board of the vacancy and to request participation in the joint appointment process required to fill the unexpired term.

The School Committee looks forward to coordinating with the Select Board to establish a transparent and timely process for soliciting candidates and conducting a joint public meeting for interviews and appointment.

Please let me know a convenient time for the Chairs or designees to confer regarding next steps, including timelines for public notice and scheduling of the joint meeting.

Thank you for your partnership in this process.

Sincerely,

NAME

Chair, Sudbury School Committee

cc: Sudbury Town Clerk
Sudbury Town Manager