

Sudbury Public School Committee
Tri-District Calendar Review Subcommittee Charge

Mission Statement:

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

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

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

Committee Members:

Elizabeth Sues
 Nicole Burnard
 Brad Crozier, Superintendent

Designated Alternate:

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

Goals and Objectives: (process)

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

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

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

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

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

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

Compliance with Open Meeting Law (OML):

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

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

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

Amended by School Committee vote on August 4, 2025.