



**School Committee
Meeting**

**May 14, 2014
7:00 pm**

**Town Hall
Selectmen's Meeting Room**



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
AGENDA
May 14, 2014 7:00pm
Town Hall—Selectmen's Meeting Room



Revised May 9, 2014

<u>Items</u>	<u>Suggested time allotments</u>
I. Public Participation	7:00 – 7:10
II. Chairperson's Report & Members' Reports	
III. Superintendent's Report	
IV. Time Scheduled Appointments	
A. SHS Senior Scholars: Recognition	7:10 – 7:35
B. SHS Student Advisory Committee: Report	7:35 – 7:55
C. SHS Accreditation Process: Presentation	7:55 – 8:20
V. Curriculum	
VI. Policy	
VII. Budget	
A. FY 2015 Budget Recommendations: Discussion & Vote	8:30 – 8:45
VIII. Old Business	
IX. New Business	
A. SHS Exam Schedule Change: Vote	8:45 – 8:55
B. Personal Technology Repair & Late Fee: Vote	8:55 – 9:05
C. Assabet Valley Collaborative Quarterly Update & Establishment of Capital Reserve Account: Vote	9:05 – 9:15
X. Approval of Minutes	9:15 – 9:20
XI. Executive Session	9:20 – 9:40
XII. Information Enclosures	
XIII. Adjournment	9:40

Next regularly scheduled meeting: June 4, 2014



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **I. Public Participation**

MEETING DATE: 5/14/14

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear thoughts and ideas from the public regarding the operations and the programs of the school system?

BACKGROUND INFORMATION:

Copies of the policy and procedure for Public Participation are available to the public at each School Committee meeting.

ITEM NO: **II. Chairperson's Report/Members' Reports**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a report from the Chairperson of the School Committee, and other members of the School Committee who may wish to comment on school affairs?

BACKGROUND INFORMATION:

This agenda item provides an opportunity for the Chairperson and members of the Shrewsbury School Committee to comment on school affairs that are of interest to the community.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Erin Canzano, Committee Member
Ms. Sandra Fryc, Committee Member
Dr. B. Dale Magee, Committee Member
Mr. Jason Palitsch, Committee Member
Mr. John Samia, Committee Member

ITEM NO: **III. Superintendent's Report**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a report from Dr. Joseph M. Sawyer, Superintendent of Schools?

BACKGROUND INFORMATION:

This agenda item allows the Superintendent of the Shrewsbury Public Schools to comment informally on the programs and activities of the school system.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools

ACTION RECOMMENDED FOR ITEMS I, II, & III:

That the School Committee accept the report and take such action as it deems in the best interest of the school system.



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: IV. **Time Scheduled Appointment**
A. **SHS Senior Scholars: Recognition**

MEETING DATE: 5/14/14

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee recognize the students ranked in the top ten for academic performance in the Shrewsbury High School Class of 2014?

BACKGROUND INFORMATION:

1. Each year the School Committee recognizes the ten senior students with the highest grade point averages in their class. A brief biographical sketch of each is provided in the enclosed report.
2. Each senior will be introduced and will briefly comment on her/his school experience and future plans.
3. Each senior will be presented with an award from the school district in recognition of her/his accomplishments.

ACTION RECOMMENDED:

That the School Committee hear the presentation and recognize the SHS 2014 Senior Scholars.

STAFF AVAILABLE FOR PRESENTATION:

STAFF AND OTHERS AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools
Mr. Todd Bazydlo, Principal, Shrewsbury High School

Catherine Zhang

Catherine Zhang has had tremendous success throughout her high school career including her impressive GPA, almost perfect SAT score, and receipt of the Harvard Book Award. She has sought out opportunities both inside and outside of school to help her in pursuing her passion – the Environment. For example, her determination and drive helped her access lab space at UMass while developing her research project for the Science Fair. Catherine then competed at the State level with her project on biodegradable plastic and was published in the Journal of Emerging Investigators.

Over her high school career, Catherine focused her energy and time to a few chosen activities that mean the most to her – Speech & Debate and tennis. She enjoyed the feeling of community within both groups and is equally proud of her ability to argue and debate, as well as winning the District Championship with her tennis team last season. She was fortunate to attend an international summer camp and spent one summer in Scotland and another summer in England. She loves to travel and makes friends wherever she goes!

Catherine will be attending Columbia University in New York this fall and is majoring in Environmental Science. She is very excited about pursuing a career in research at a renewable energy company while also living in New York City!

Nick Mroz

Close to perfection is how one might describe Nicholas Mroz's performance as a high school student. However, this achievement does not happen without significant effort and dedication. Nick applies himself earnestly in each of his subjects, which earned him a position in the top of his graduating class. By year's end, he will have completed a total of five AP classes including his most beloved subject, AP Chemistry.

A member of National Honor Society (and Secretary, this year) and French National Honor Society (Vice President, this year), Nick has earned numerous awards recognizing his talents in science including the Bausch & Lomb Award, Most Outstanding in Chemistry, Achievement in Health, and the Dartmouth College Book Award. A Tri-M Honor Society member earning a Bronze Level Award, his praiseworthy accomplishments for playing viola, include the SHS Superior Musicianship Award and District and All State Level Orchestra selections. Hoping to continue his enjoyment of music in college, he plays in the Boston Youth Symphony as first chair in the viola section as well as Worcester Youth Symphony.

“Always do your best” would be Nick's motto – in everything that he does – school, relationships, and music. Nick is very excited to explore an open curriculum at Brown University in the fall. Nick Mroz is a person who has successfully found the balance between the arts and sciences, appreciating their value while intertwining and interweaving their qualities.

Olga Yushkova

At the age of five, Olga Yushkova moved to the United States from the Ukraine. Olga and her family settled in Shrewsbury where she has become a top student. Olga, along with her family, continues to visit the Ukraine each summer where she is proud to remain connected to her culture. Some of her

top activities while at Shrewsbury High School have included volunteering at the Shrewsbury Public Library and serving on their Advisory Team. Olga is a member of the National Honor Society, the French National Honor Society, and scored in the top 10% on the National French Exam. Olga also enjoys dancing and, practicing guitar, and participating in the Walk for Hunger - where she can now proudly say she walked the full 20 miles! Through her many hours volunteering at St. Vincent's Hospital in the Center for Women and Infants, Olga discovered her desire to become a nurse. This fall, she will be attending Ohio State University, in the pre-nursing program. She looks forward to meeting new people and having new experiences!

Sooyoung Jeong

Sooyoung sits comfortably in the top 1% of the senior class. Her intrinsic love of learning has paid off in her membership in the National Honor Society, National Latin Honor Society, National Math Honor Society and National Art Honor Society. Over two years time, Sooyoung will have taken six Advanced Placement courses. She skipped Latin II in high school moving directly into Honors Latin III as a sophomore. Her achievements in the classroom prepare her for studying linguistics and computer science. Marrying the two, she eventually wants to develop voice recognition and muscle tracking software to assist those who have lost their ability to speak. Sooyoung is Vice President of the Latin Club, President of the National Math Honor Society and she is serving as the President of the high school's National Honor Society this year. A teacher by nature, Sooyoung is a tutor for Kumon, teaches students during summers in Korea, and works as a naturalist at the Ecotarium. She's got it all! Sooyoung will attend Brandeis in the fall.

Amber Jiang

A member of National Honor Society, and three other National Honor Societies (Latin, Math and Art), Amber has an innate love of learning. She consistently maximized the most challenging classes Shrewsbury High School had to offer and took a demanding course load of three AP courses during her junior year, with an additional four AP courses her senior year. Amber was a member of the Varsity Swim team for four years, tutors at Kumon, and is a highly active member in her youth group at church. Amber participated in a volunteer opportunity at UMass hospital in the Cardiovascular Research Center - a position not typically assigned to students. Her talents are many! Amber will attend Carnegie Mellon University in the fall.

Jessica Perkins

With an unpretentious personality and outstanding work ethic, Jessica is an elite high school student who has gained success inside and outside the classroom. She has been a select participant in a local Science Fair for two years, received the Saint Anselm's Book Award in 2013, Top Health Student Award in 2013, Top World Civilization Student in 2011, and was a National Spanish Exam Silver Medalist in 2012. Driven, confident and humble, Jessica's hard work and determination has paid off for her outside of the classroom as well. She is one of the top tennis players in the state as she has been District Champion for three years! She has also been voted Team MVP for all three years on the Girls Varsity Tennis team. Jessica has a sincere concern for others as she volunteers her time at UMass Medical School, New England Camp Cedarbrook Kitchen, and the Red Cross Blood Drive. Jessica is proud to announce her enrollment at Saint Anselm College next fall.

Mira Magner

A National Honor Society member and National Merit Commended student earning a position in the top 1.75% of her class of 403 students, Mira Magner will have completed a total of seven AP courses. She feels that biology, in which she earned a departmental award, is most relevant to her life and preserving the quality of everyone's lives, so much so that she plans to study the subject at Providence College where she earned a scholarship. Ultimately, she would like to study medicine.

While naturally shy, Mira creates opportunities through which to develop her public self by assuming roles of responsibility within organizations of which she is part. Historian for Chemistry Club and Tri-M, Treasurer for Spanish Honor Society, she also serves as an MVP mentor to ninth grade students. Treasurer and vice president of India Youth Group, she participates in many volunteer initiatives and leads summer campers. Springing directly from her family heritage - her parents come from different ethnic and religious backgrounds (mom is Hindi from India and dad is American and Christian) - Mira emerged as a leader of Students Together Opposing Prejudice (STOP) in high school where she organizes community-based meetings and works with members collaboratively to develop skills to appreciate people from all cultures.

Unobtrusive, understated, and intrinsically motivated, Mira made herself a receptive vessel and she is eager to live the vision of Ralph Waldo Emerson, shortened a bit, "to know even one life has breathed easier because you have lived. This is to have succeeded."

Shriya Jamakandi

Fluent in French, Shriya skipped French II as a freshman and went into French III Honors. As a sophomore, Shriya won first place in the Massachusetts State Science and Engineering Fair and boasts membership in the Math National Honor Society, French National Honor Society and Tri-M National Music Honor Society. Shriya doesn't just participate in her education; she pursues it! Shriya is Editor-in-Chief of the high school's newspaper, plays competitive tennis, plays the violin in the high school orchestra, volunteers at the public library, volunteered at the Neurosurgery clinic at UMass Memorial hospital and works at the Floral Street summer enrichment program. Shriya was accepted Early Decision to Tufts University where she will attend in the fall.

Kathy Bi

Kathy is a highly motivated, curious, independent, ambitious and dedicated young woman. She is a member of the National Honor Society and Music National Honor Society (Tri-M). She has been President of the Class of 2014 for the past three years and was elected Secretary of the Class during her freshman year. Kathy has received numerous recognitions on the local and national level for her involvement in the Speech and Debate Club. For example, she qualified to attend the NCFL Octafinals in 2013 and the Tournament of Champions in April 2014. She also dedicates a great deal of time playing the flute, and was recognized by her selection to the Massachusetts Central District Band in 2009, 2010, and 2012. Her level of dedication and commitment to everything she does is extraordinary!

She is an amazing young woman with a solid value system that she demonstrates on a daily basis. For example, she is the Regional Director of We Are the World Kids (WAWK), which is a student

founded non-profit organization supporting kids around the world. WAWK raised the needed funds to build a library in the Kauk Rovieng village in Cambodia and recently raised funds to build mini libraries in Tanzania. She will be attending Duke in the fall and plans to major in economics and political science.

Chloe McCollum

A sweetly self-deprecating young woman who simultaneously entertains and endears by her observations, insights and ambitions, Chloe has high yet reasonable hopes for herself as she looks forward to her future in science – like her dad. Earning a position in the top 2½ % of her graduating class, she will have completed 5 AP classes by year's end. Cutting her competitive academic teeth on AP U.S. History, Chloe became attuned to the tempo of interactive, intense assignments that showed her the value of collaborative intellectual investment. Math has traditionally been her most challenging subject yet, this year something changed. Opting into AP Calculus BC at the urging of her teacher, Chloe now looks forward to the last period of the day – reporting that she *loves* this class! When she encounters tough concepts, she digs in, asks questions, and gives plenty of thought to problems and has never given up!

National Honor Society member, Chloe was recognized as a National Merit Commended student and is serving again as co-President of National Art Honor Society. Passionate about art and the Chinese language, Chloe was honored and delighted to travel to China representing SHS as well as hosting Chinese students from Beijing. Generous in spirit, Chloe seems drawn to circumstances that allow her to share her time and talent with others through the swim team, tutoring, and volunteer efforts.

A confident young woman who doesn't take herself too seriously, Chloe looks forward to venturing out into the world of higher education with likeminded students who share her passions. She is pleased by the opportunity to participate in the BioTAP (Talent Advanced Program) at the University of Massachusetts, Amherst.



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **IV. Time Scheduled Appointment**
B. SHS Student Advisory Committee: Report

MEETING DATE: **5/14/14**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a report from the Shrewsbury High School Student Advisory Committee?

BACKGROUND INFORMATION:

1. Under the Massachusetts Education Reform Act, school districts are required to have a Student Advisory Committee (SAC), consisting of five high school students who are elected by the student body. The SAC is required to meet with the School Committee during the year to review various issues of concern to the student body. Mr. Andrew Smith, SHS social sciences teacher, serves as the faculty advisor to the SAC. This is the final presentation for the 2013-2014 school year.
2. The agenda for the SAC report is attached.
3. Mr. Palitsch is the School Committee liaison to the SAC.

ACTION RECOMMENDED:

That the School Committee hear the report and take whatever steps it deems necessary in the best interest of the school district.

STAFF AVAILABLE FOR PRESENTATION:

STAFF AND OTHERS AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools
Mr. Todd Bazydlo, Principal, Shrewsbury High School

Student Advisory Committee
Agenda for the School Committee Meeting on May 14, 2014

I. Effects of Budget

With the override vote quickly approaching on June 3rd, Shrewsbury High School students anticipate the possible consequences.

- a. Expected changes at SHS with a successful override
 - i. Greater course offerings
 - ii. Smaller classes
 - iii. Scheduling flexibility
- b. Expected changes at SHS without a successful override
 - i. Limited offerings and exclusion from first choices
 - ii. Crowded classes
 - iii. Uncertain and difficult scheduling

II. NEASC and Class Cup

From April 6-9th, Shrewsbury High School hosted NEASC for its accreditation process. On April 18th, students got the opportunity to participate in a second spirit day, including the final events of the Class Cup competition.

- a. NEASC
- b. Class Cup and Spirit Day

Thank you for your continuous support of the SAC.

Respectfully submitted,

Kira Sommer
Chairperson

Kayla Freeman, Nithya Pathalam, Emily Taylor
SAC Members



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **IV. Time Scheduled Appointment**
C. SHS Accreditation Process: Presentation

MEETING DATE: **5/14/14**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a presentation regarding the accreditation process that Shrewsbury High School had recently undergone?

BACKGROUND INFORMATION:

1. Recently, the New England Association of Schools and Colleges conducted its decennial visit as part of the accreditation process for Shrewsbury High School.
2. Students and staff presented information to the NEASC visiting team to provide information about the self-study that SHS conducted as part of the accreditation process; an abbreviated version of that presentation is being provided to the School Committee and public.

ACTION RECOMMENDED:

That the School Committee hear the presentation and take whatever steps it deems necessary in the best interest of the school district.

STAFF AVAILABLE FOR PRESENTATION:

STAFF AND OTHERS AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools
Mr. Todd Bazydlo, Principal, Shrewsbury High School
Mr. PJ O'Connell, Assistant Principal, Shrewsbury High School
Mrs. Pamela Krause, Physical Education Teacher, Shrewsbury High School
Erin Bean, Student, Class of 2017
Meghan Collins, Student, Class of 2016



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **V. Curriculum**

MEETING DATE: **5/14/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **VI. Policy**

MEETING DATE: **5/14/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **VII. Budget**

MEETING DATE: **5/14/14**

A. FY 2015 Budget Recommendations: Discussion & Vote

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee discuss and vote to approve the recommended Fiscal Year 2015 budget?

BACKGROUND INFORMATION:

1. The Superintendent presented updated budget recommendations under scenarios with and without an operational override on April 30.
2. The School Committee held a public budget hearing on May 12 to solicit public feedback regarding these budget recommendations.
3. A vote of the School Committee will formally recommend to Town Meeting how the Committee expects to allocate the bottom line funding under each scenario.
4. Updated budget materials will be provided under separate cover.

ACTION RECOMMENDED:

That the School Committee hear a discussion and take two votes:

- 1) to recommend the Fiscal Year 2015 budget based on expected revenues, and
- 2) to recommend a Fiscal Year 2015 budget that would include additional funding from a supplemental budget, contingent upon town approval of an operational override.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools
Mr. Liam T. Hurley, Director of Business Services



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **VIII. Old Business**

MEETING DATE: **5/14/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **IX. New Business**
A. SHS Exam Schedule Change: Vote

MEETING DATE: **5/14/14**

SPECIFIC STATEMENT OR QUESTION:

Will the committee hear and vote upon a request from the SHS administration to change the final exam schedule to add an additional half-day session?

BACKGROUND INFORMATION:

1. This past winter, the School Committee approved a pilot of adding an additional half day session for midterm exams in order to provide more flexibility for students who require extra time and/or special accommodations and to provide more flexibility for faculty to calibrate grading.
2. Mr. Bazydlo surveyed the SHS faculty and this change was seen as very favorable. Mr. Bazydlo is requesting that this schedule be adopted for final exams this spring and for midterm and final exams going forward.

ACTION RECOMMENDED:

That the School Committee hear the presentation and vote to change the SHS exam schedule so that it consists of four half day sessions for midterm and final exams.

STAFF AVAILABLE FOR PRESENTATION:

STAFF AND OTHERS AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools
Mr. Todd Bazydlo, Principal, Shrewsbury High School

Shrewsbury High School
64 Holden Street
Shrewsbury, Massachusetts 01545
Office of the Principal



Memorandum

To: Dr. Joseph Sawyer
From: Todd Bazydlo
Date: May 9, 2014
Re: Addition of one half-day for semester exams

As a result of feedback from the high school leadership team and faculty, I would like to continue the new semester exam schedule that would increase the previous school year's schedule of 3 half days for final exams to 4 half days for exams. After the completion of the January pilot, a survey of faculty revealed 88 of 96 respondents believed the addition of the Accommodation Block was beneficial to students and had a positive impact upon student learning. In total, over 25% (over 450 students) of the school population utilized the accommodation block.

The proposed schedule is:

June 12-Exam Review Day-7 Period Day

June 13-Half day-Period 6/Period 7 exams dismissal at 11:00am

June 16-Half day-Period 4/Period 5 exams dismissal at 11:00am

June 17-Half day-Period 2/Period 3 exams dismissal at 11:00am

June 18-Half day-Period 1/Extended Time-Accommodation Block dismissal at 11:00am

June 19-Exam Feedback day

The rationale for the change includes:

- Increasing need to incorporate best practices of extended time for students including those requiring accommodations under Section 504, IEP, District Curriculum Accommodation Plans, and students with social/emotional or medical conditions that prohibit the timely completion of semester exams.
- Providing teachers additional time to conduct meaningful review and reflection on the examinations.
- Providing the opportunity for department directors to work with teachers to review the normalizing of grading practices between similar courses with departmental colleagues. The normalizing of grading is an important component in the implementation of District Determined Measures.
- Providing the opportunity for teachers to have additional time to collaborate about exams and review the changes in semester course work and exams as a result of shifts in curriculum.

Shrewsbury High School Mission Statement

The Shrewsbury High School community provides challenging, diverse learning opportunities; promotes creativity and independent thinking; and empowers students to become capable, caring, active contributors to the world in which they live.



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **IX. New Business**

MEETING DATE: **5/14/14**

B. Personal Technology Repair & Late Fee: Vote

SPECIFIC STATEMENT OR QUESTION:

Will the committee hear and vote upon a request from the administration to adjust the penalties for repairs and late payments related to the district's personal technology program?

BACKGROUND INFORMATION:

1. After two years of implementation, the administration believes it would be beneficial to adjust some of the penalties associated with the personal technology program.
2. Mr. Green and Ms. Banios will provide information regarding the rationale for these changes.
3. A memorandum from Mr. Green explaining the desired changes is enclosed.

ACTION RECOMMENDED:

That the School Committee hear the presentation and vote to adjust the penalties for repairs and late payments as described in the enclosed memorandum.

STAFF AVAILABLE FOR PRESENTATION:

STAFF AND OTHERS AVAILABLE FOR PRESENTATION:

Mr. Jonathan Green, Director of Technology

Ms. Mary Beth Banios, Assistant Superintendent



Shrewsbury Public Schools
Instructional Technology and Media Services
Jonathan Green, Director

Memorandum

Date: May 8, 2014
To: School Committee
From: Jon Green, Director of Technology
Re: Proposed changes to Personal Learning Device program

Based on feedback we've received from building administrators and program staff and data showing that 26% of the students using district-owned devices that needed repairs accounted for 45% of the repairs, we believe that more in-school accountability is required so we're recommending the following change to the Personal Learning Device program:

1. The at-school liability for accidental damage occurring at school be changed so that:
 - 1.1. There is no charge for the first repair
 - 1.2. The family is charged \$50 for the second repair
 - 1.3. The family is charged \$100 for the third repair
 - 1.4. The family is charged the full repair cost for subsequent repairs

Based on feedback we've received from program staff that collecting fees in a timely fashion can be difficult, we recommend adding a penalty on late payments. It is our hope that this will reduce the effort required to collect fees while helping to offset the expense of that effort . We therefore recommend this change to the Personal Learning Device program:

2. A program administer may impose a \$25 penalty on:
 - 2.1. Any program fees not received by the stated deadline
 - 2.2. Any program fees or repair charges outstanding 45 days after being invoiced
 - 2.3. Any bounced checks



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: IX. **New Business**

MEETING DATE: 5/14/14

C. Assabet Valley Collaborative Quarterly Update & Establishment of Capital Reserve Account: Vote

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee vote to approve the establishment of a capital project reserve account by the Assabet Valley Collaborative?

BACKGROUND INFORMATION:

1. The Assabet Valley Collaborative administration and board wish to establish a capital reserve fund to address ongoing capital repairs and purchases required by the collaborative.
2. Under Massachusetts law, member School Committees must vote to approve the establishment of this fund. The funds used for the fund come from the collaborative, not from the Shrewsbury Public Schools.
3. A memorandum from Anne Mahan, the Director of Finance, Operations & Technology for the Assabet Valley Collaborative, is enclosed.
4. Other informational materials are also enclosed; this serves as the third required quarterly report regarding the collaborative.

ACTION RECOMMENDED:

That the School Committee vote to approve the establishment of a capital project reserve fund for the Assabet Valley Collaborative in the amount of \$722,500 and preliminary funding for it in the amount of \$25,000 as part of the Assabet Valley Collaborative's Fiscal Year 2015 budget.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools



30 March 2014

To: The Shrewsbury School Committee

Re: Capital Reserve Fund

Overview

As part of our FY15 budget, AVC has included \$25,000 to begin funding a Capital Reserve fund. Beginning in FY14, AVC entered into a long term lease with the City of Marlborough for the school building located at 57 Orchard Street. The building houses our Alternative High School and 45 day assessment program as well as AVC's Central Office and Family Success Partnership. The building provides the necessary space to host professional development offerings as well. The long term lease agreement spans 25 years, beginning 7/1/13 to 6/30/38. As part of the agreement, AVC agrees to pay for all operational costs as well as improvements to the building. These improvements include elevator installation, roof replacement, stair tread replacement and flagpole replacement. We anticipate the need to finance the elevator and roof projects via bank loan. While we do not currently have a precise timeline for this activity the elevator is our highest priority and will likely be addressed within the next year. Please see the attached project list and funding request.

In accordance with DESE 603 CMR 50.07 (10) the following guidance has been established for creation of a capital reserve fund.

(10) Capital: The educational collaborative may create a capital reserve fund to support costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property, pursuant to a capital plan.

(a) Funds in a capital reserve account may be used only for the project or purpose for which the account was established.

(b) The establishment of a capital reserve shall be subject to the approval of two-thirds of the member districts. The request for approval must state the reason for the reserve and a limit on the balance that may be held in the reserve.

(c) Deposits into the capital reserve shall be proposed and approved through the budget process.

(d) In the event that the purpose for which the capital reserve was created requires modification, the collaborative board of directors shall revise its capital plan and provide notice to all member districts. If the member district does not vote to disapprove the revised capital plan within a 45 day period, that member shall be deemed to have approved the revised capital plan. Two-thirds (2/3) approval of the member districts is required to revise the capital plan.

Per Section VII E. of our Collaborative Agreement, a 2/3 vote is required from our member school committees to fund capital initiatives. Thank you for consideration and discussion of this initiative.

Recommend language for motion to approve request: Approve the Capital Project reserve fund submitted in the amount of \$722,500 and preliminary funding for it, in the amount of \$25,000 as part of the FY15 budget.

Providing joint programs and services for school districts of:

Assabet Valley Region . Berlin/Boylston Region . Berlin . Boylston . Grafton . Hudson . Marlborough . Maynard . Millbury .
Nashoba Region . Northborough . Northborough / Southborough Region . Southborough . Shrewsbury . Westborough

AVC Capital Project List



Assabet Valley Collaborative Capital Improvement Projects

Capital Project Summary		2015	2016	2017	2018	2019	2020	2021	2022
FISCAL YEAR									
Project Description	Estimated \$								
Elevator	\$400,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Roof	\$300,000.00			\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Stair treads	\$15,000.00		\$2,500.00	\$2,500.00	\$5,000.00				
Flagpole	\$7,500.00		\$7,500.00						
Total Project Cost/Funding	\$722,500	\$25,000	\$35,000	\$37,500	\$40,000	\$35,000	\$35,000	\$35,000	\$35,000



Assabet Valley Collaborative

www.avcollaborative.org

57 Orchard Street; Marlborough, MA 01752

Telephone: 508-481-3611; Fax: 508-481-0379

Anne M. Mahan

Director of Finance, Operations & Technology

amahan@assabet.org

30 March 2014

To: The Shrewsbury School Committee

Re: Other Post Employment Benefits (OPEB)-GASB 45

Overview

AVC provides post employment health insurance to Collaborative retirees with ten (10) or more years of service with the Collaborative. Retirees may participate in our group health insurance plan until age 65 and will be eligible for Medicare supplemental insurance thereafter. Retirees must be enrolled in the group health insurance plan through AVC at the time of retirement and at least one full year prior to the time of retirement to qualify for Retiree Health Benefits. Upon reaching the age of Medicare eligibility, the retiree must enroll in Medicare Parts A & B, and will be eligible to enroll in a Medicare supplement plan offered by the Collaborative. The retiree's spouse is also eligible to participate; this right to participate shall survive the death of the Collaborative retiree. The Collaborative shall contribute an amount equal to 50% of an individual's monthly contribution rate. If a retiree moves away from the Collaborative's plan area, we will contribute an amount not to exceed 50% of AVC's offered plan to their plan of choice.

While AVC does not currently have any retirees, we are obligated to comply with GASB 45. An actuarial valuation was completed in the fall of 2012 to review our demographic profile and determine liability and suggested funding schedules to meet this obligation. GASB 45 does not require that the OPEB liability of a government be funded; you may use the "pay as you go" approach. However, GASB has advised that if an employer decides to fund its OPEB liabilities, in order to be considered funded in accordance with GASB, the employer must transfer assets to a qualifying trust or equivalent arrangement in which OPEB assets are held in trust for the exclusive benefit of plan members and their beneficiaries in accordance with the terms of the OPEB plan. These OPEB plan assets must be legally protected from creditors of the employer.

As part of our FY15 budget, AVC has included \$25,000 to begin funding an OPEB trust fund. Please see the principal valuation summary attached for reference data.

Providing joint programs and services for school districts of:

Assabet Valley Region . Berlin/Boylston Region . Berlin . Boylston . Grafton . Hudson . Marlborough . Maynard . Millbury .
Nashoba Region . Northborough . Northborough / Southborough Region . Southborough . Shrewsbury . Westborough

SECTION 1 - SUMMARY

A summary of principal valuation results from the current valuation follows.

Valuation Date	July 1, 2011
Summary of Member Data	
Active Members	75
Average Age	41.4
Average Service	3.9
Retired Members and Survivors	0
Average Age	N/A
Covered Spouses of Retired Members	0
Discount rate	4.00%
Actuarial Accrued Liability	\$1,750,484
Normal Cost	\$300,523
Assets	\$0
Unfunded Actuarial Accrued Liability	\$1,750,484
Annual Required Contribution	\$377,562
Net OPEB Obligation/(Asset) - EOY	\$372,389

ACTUARIAL ASSUMPTIONS

The most important assumption for GASB 45 is the discount rate, which is used to discount future benefits to current age. GASB 45 requires that the discount rate accurately reflects the rate of return on assets dedicated to paying the retiree medical benefits. This means that a traditional pay-as-you-go system, which pays benefits from the Collaborative's annual budget and not a dedicated trust, must use a discount rate close to the rate of return on cash. Full pre-funding by use of a dedicated trust with a mixture of stocks and bonds can employ a higher discount rate that accurately reflects the expected return on trust assets dedicated to pay retiree medical benefits. For the Assabet Valley Collaborative, we selected a 4.0% discount rate to reflect a pay-as-you-go system with an expected return close to the rate of return on cash.

Assabet Valley Collaborative Postemployment Benefits Other Than Pensions
Actuarial Valuation as of July 1, 2011

SECTION 2 - PRINCIPAL VALUATION RESULTS

The Actuarial Value of Plan Assets is equal to the market value. The asset activity during the prior and current fiscal year is as follows:

TABLE 2.1 - OPEB TRUST ASSETS

Market Value of Assets	
Fiscal Year Ending	June 30, 2012
Assets as of July 1, 2011	\$0
Contribution Receivable	\$0
Adjusted Assets, July 1	\$0
Employer Contributions	
Paid Premiums	\$0
OPEB Trust Deposits	0
Total Employer Contributions	\$0
Benefits Paid	0
Expenses	0
Investment Earnings	0
Assets as of June 30, 2012	\$0

SECTION 2 - PRINCIPAL VALUATION RESULTS

The Normal Cost is the portion of the Actuarial Present Value of Future Benefits which is attributed to services rendered by active employees in the current year. Below is the Normal Cost assuming a discount rate of 4.0%, the rate of return on cash, and 8%, the rate of return on a dedicated trust if the Collaborative were to fully pre-fund benefits:

TABLE 2.3 - NORMAL COST

	Pay-As-You-Go	Full Pre-Funding
Discount Rate	4.0%	8.0%
Current Active Employees		
Pre-Medicare Gross Benefit	\$137,837	\$62,839
Pre-Medicare Participant Contributions	37,322	17,011
Net Pre-Medicare Benefit	\$100,515	\$45,828
Post - Medicare Gross Benefit	\$399,667	\$135,653
Post - Medicare Participant Contributions	199,659	69,641
Net Post - Medicare Benefit	\$200,008	\$66,012
Total Current Active Employees	\$300,523	\$111,840
Current Retirees		
Pre-Medicare Gross Benefit	\$0	\$0
Pre-Medicare Participant Contributions	0	0
Net Pre-Medicare Benefit	\$0	\$0
Post - Medicare Gross Benefit	\$0	\$0
Post - Medicare Participant Contributions	0	0
Net Post - Medicare Benefit	\$0	\$0
Total Current Retirees	\$0	\$0
Total Normal Cost (NC)	\$300,523	\$111,840

Assabet Valley Collaborative Postemployment Benefits Other Than Pensions
Actuarial Valuation as of July 1, 2011

SECTION 9 - GASB 45 GLOSSARY OF TERMS

Actuarial Accrued Liability – The portion of the Actuarial Present Value of future benefits which is allocated to all periods prior to a valuation year and therefore is not provided by future Normal Costs.

Actuarial Assumptions – Assumptions as to the occurrence of future events affecting OPEB costs, such as mortality, withdrawal, disablement and retirement; changes in compensation and Government provided pension benefits; rates of investment earnings and asset appreciation or depreciation; procedures used to determine the Actuarial Value of Assets; characteristics of future entrants for Open Group Actuarial Cost Methods; and other relevant items.

Actuarial Present Value of Future Benefits – The present value of the cost to finance all benefits payable in the future, discounted to reflect the probability of payment and the time value of money.

Actuarial Valuation – the determination, as of a valuation date, of the Normal Cost, Actuarial Accrued Liability, Actuarial Value of Assets and related Actuarial Present Values for an OPEB plan.

Actuarial Value of Assets – The value of plan assets used in an actuarial valuation. The Actuarial Value of Assets may reflect smoothing techniques intended to dampen year-to-year fluctuations in the market value of assets.

Annual OPEB Cost – The accrual basis annual cost for the OPEB plan sponsored by the employer. In the year of implementation of GASB 45, the Annual OPEB Cost equals the ARC. In subsequent years, if an employer has a Net OPEB Obligation, Annual OPEB Cost equals the ARC plus one year's interest on the Net OPEB Obligation plus an adjustment to the ARC.

Annual Required Contribution (ARC) – Includes the employer's Normal Cost and a provision for amortizing the Unfunded Actuarial Accrued Liability.

Explicit Subsidy – The difference between (a) the blended rates based on combined active and retired member experience and (b) actual cash contributions made by the employer.

Funded Ratio – The Actuarial Value of Assets expressed as a percentage of the Actuarial Accrued Liability.

Health Cost Trend Rate – The rate of change in per capita health claims cost over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.

Implicit Subsidy – In an experience-rated healthcare plan that includes both active employees and retirees with blended premium rates for all plan members, the difference between (a) the age-adjusted premiums approximating claim costs for retirees in the group and (b) the blended rates based on combined active and retired member experience.

Assabet Valley Collaborative Postemployment Benefits Other Than Pensions
Actuarial Valuation as of July 1, 2011

SECTION 9 - GASB 45 GLOSSARY OF TERMS

Net OPEB Obligation - The cumulative excess since adoption of GASB 45 of Annual OPEB Cost over the employer's contributions to the plan.

Normal Cost - The portion of the Actuarial Present Value of Future Benefits which is allocated to a valuation year.

OPEB - Other Postemployment Benefits including medical, dental, vision, hearing and life insurance benefits.

Plan Assets - Investments segregated and restricted in a trust or similar arrangement under which:

- employer contributions to the trust are irrevocable,
- assets are dedicated to providing plan benefits, and
- assets are legally protected from creditors.

Pay-As-You-Go - A method of financing an OPEB plan under which the contributions to the plan are generally made at about the same time and in about the same amount as benefit payments and expenses becoming due.

Present Value of Future Benefits - The actuarial present value of the cost to finance benefits payable in the future, discounted to reflect the expected effects of the time value of money and the probabilities of payment.

Projected Unit Credit Actuarial Cost Method - A method under which the projected benefits of each individual included in an Actuarial Valuation are allocated by a consistent formula to valuation years. Projected Unit Credit is one of the actuarial cost methods allowed and most often used for developing liabilities under GASB 45.

Substantive Plan - The terms of an OPEB plan as understood by the employer and plan members.

Unfunded Actuarial Accrued Liability - The excess of Actuarial Accrued Liability over the Actuarial Value of Assets.



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **XII. Executive Session**

MEETING DATE: **5/14/14**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee enter into executive session for the purpose of discussing negotiations where discussion in open session may have a detrimental effect on the bargaining position of the public body?

BACKGROUND INFORMATION:

That the School Committee discuss the information presented and take such action as it deems to be in best interests of Shrewsbury Public Schools.

ACTION RECOMMENDED:

That the School Committee enter into executive session.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Barbara A. Malone, Director of Human Resources
Dr. Joseph Sawyer, Superintendent of Schools



SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE



ITEM NO: **XII. Information Enclosures**
ITEM NO: **XIII. Adjournment**

MEETING DATE: **5/14/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION: