



**School Committee  
Meeting**

**October 1, 2014  
7:00 pm**

**Town Hall  
Selectmen's Meeting Room**



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING  
AGENDA  
October 1, 2014 7:00pm  
Town Hall—Selectmen's Meeting Room



Items

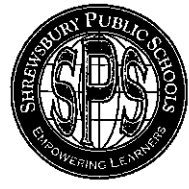
Suggested time allotments

I. Public Participation	7:00 – 7:10
II. Chairperson's Report & Members' Reports	
III. Superintendent's Report	
IV. Time Scheduled Appointments:	
A. Student Advisory Council: Report	7:10 – 7:25
B. Class of 2014 Post-High School Plans: Report	7:25 – 7:50
V. Curriculum	
VI. Policy	
A. Fingerprint-Based Background Checks: First reading of Revised Draft	7:50 – 8:00
VII. Budget	
A. Fiscal Year 2016 Budget Guidelines & Priorities: Discussion	8:00 – 8:20
VIII. Old Business	
A. Athletics: Information Update	8:20 – 8:25
IX. New Business	
A. Superintendent's Goals for 2014-2015: Vote	8:25 – 8:40
X. Approval of Minutes: Vote	8:40 – 8:45
XI. Executive Session	
XII. Adjournment	8:45

**Next meeting: October 15, 2014**



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: I. Public Participation**

**MEETING DATE: 10/1/14**

**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 Dr. B. Dale Magee, 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:**

Dr. B. Dale Magee, Chairperson  
Mr. Jason Palitsch, Vice Chairperson  
Ms. Erin Canzano, Secretary  
Ms. Sandra Fryc, 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. Student Advisory Council: Report**

MEETING DATE: **10/1/14**

**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 will be the initial presentation for the 2014-2015 school year.
2. The agenda for the SAC report is attached.
3. Ms. Canzano is the School Committee liaison to the SAC.

**ACTION RECOMMENDED:**

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

**STAFF AVAILABLE FOR PRESENTATION:**

Ms. Barbara Malone, Director of Human Resources  
Mr. Andrew Smith, Faculty Advisor to the Student Advisory Committee  
Mr. Todd Bazydlo, Principal, Shrewsbury High School  
Kayla Freeman, Class of 2015 (Chairperson)  
Nithya Pathalam, Class of 2015  
Emily Taylor, Class of 2015  
Surabhi Godbole, Class of 2015  
Lindsay Mahowald, Class of 2016

**Student Advisory Committee**  
**Agenda for the School Committee Meeting on October 1, 2014**

**I. Effects of the Override**

Due to the success of the override vote last spring, students began the 2014-2015 school year with a variety of changes in the Shrewsbury High School community, including additional teachers that are improving class size and availability. Despite the positive changes, students are still impacted by the lagging effects of previous budgets, such as sport and activity fees.

- a) New Teachers
- b) Class Size
- c) Class Availability
- d) Sport and Activity Fees

**II. Shrewsbury High School Events**

This fall has provided an array of opportunities for students to participate in SHS spirit activities. In early September, a campus clean-up got hundreds of students involved in improving the school grounds. Last week, a new Spirit Week schedule aimed to get more students involved in school sponsored activities.

- a) Campus Clean-Up
- b) Spirit Week and Spirit Day
- c) Homecoming

Thank you for your continuous support of the SAC.

Respectfully submitted,

Kayla Freeman  
SAC Chairperson

Nithya Pathalam, Emily Taylor, Surabhi Godbole, Lindsay Mahowald  
SAC Members



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



ITEM NO: **IV. Time Scheduled Appointment**                      MEETING DATE: **10/1/14**  
**B. Class of 2014 Post-High School Plans: Report**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear a report on the future plans of members of the Shrewsbury High School graduating class of 2014?

**BACKGROUND INFORMATION:**

1. Each year the high school administration provides data regarding the post-high school plans of the most recent graduating class.
2. Mr. Bazydlo and Ms. Huynh will present an overview of the attached report, which provides information regarding what students planned to do after graduating. Given that the vast majority of students go on to post-secondary education, the report focuses on the colleges and universities where students were accepted, where they matriculated, and the characteristics of these colleges and universities.

**ACTION RECOMMENDED:**

That the School Committee accept the report and take whatever steps it deems necessary in the interests of the Shrewsbury Public Schools.

**STAFF AVAILABLE FOR PRESENTATION:**

Ms. Nga Huynh, Director of School Counseling, Shrewsbury High School  
Mr. Todd Bazydlo, Shrewsbury High School Principal

# **Shrewsbury High School Future Plans Report**

**Class of 2014**



**presented to the School Committee  
October 1, 2014**

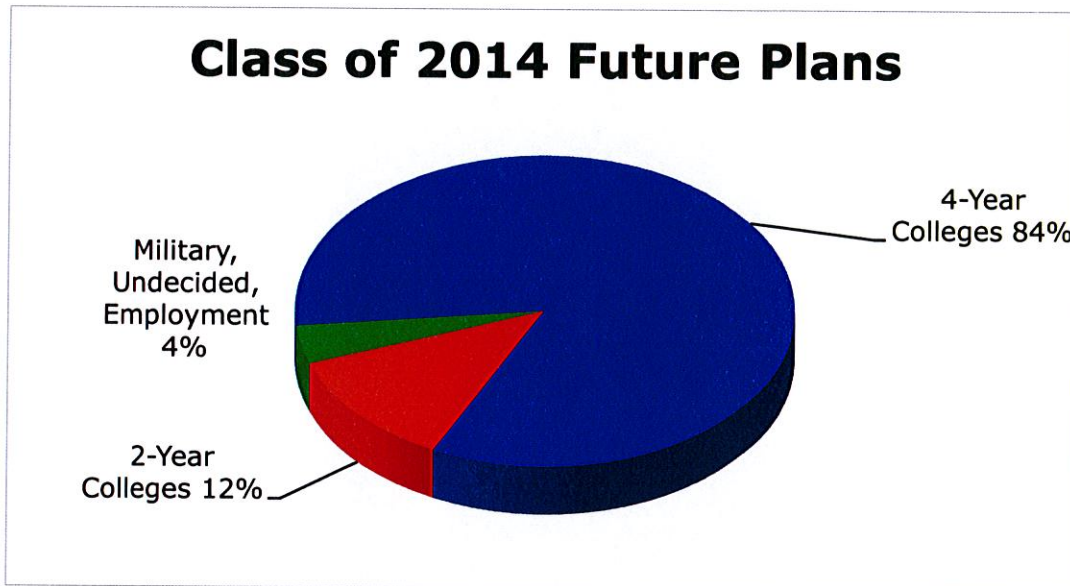
**Todd Bazydlo, Principal  
Nga Huynh, Director of School Counseling**

## Future Plans

The Class of 2014 enjoyed a successful post-secondary planning year.

- 392 students graduated in the Class of 2014 with the following plans:
  - 84% attended 4-year colleges
  - 12% attended 2-year colleges or technical schools
  - 4% entered the employment field, enlisted in the military, or were undecided

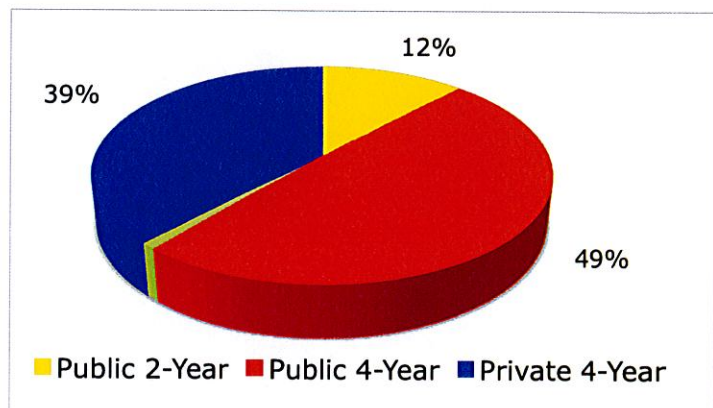
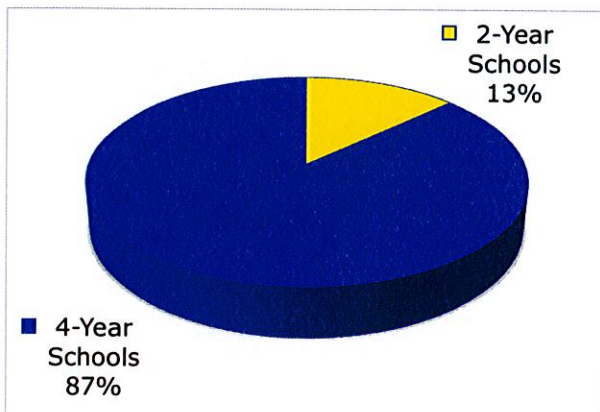
\*This number does not include 5 students who were granted a Certificate of Attainment (rather than a high school diploma).



- **The School Counseling Department processed over 2,400 college applications to 345 different colleges and universities.**

## Public and Private 2- and 4-Year Matriculations

- Of the 392 students graduating in the Class of 2014, a total of 376 (96%) students continued their education at 2- and 4-year colleges and universities.
- Of these 376 students, 87% attended 4-year colleges and 13% attended 2-year colleges or technical schools.
- Of these 376 students, 61% attended public colleges and universities; 39% attended private colleges and universities.

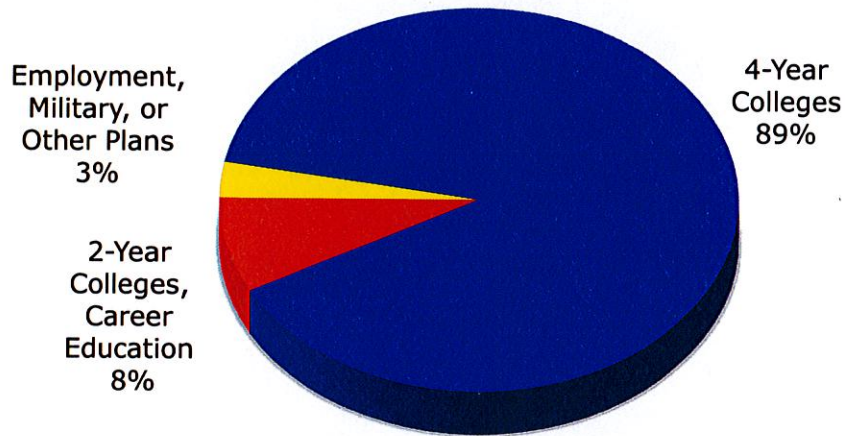




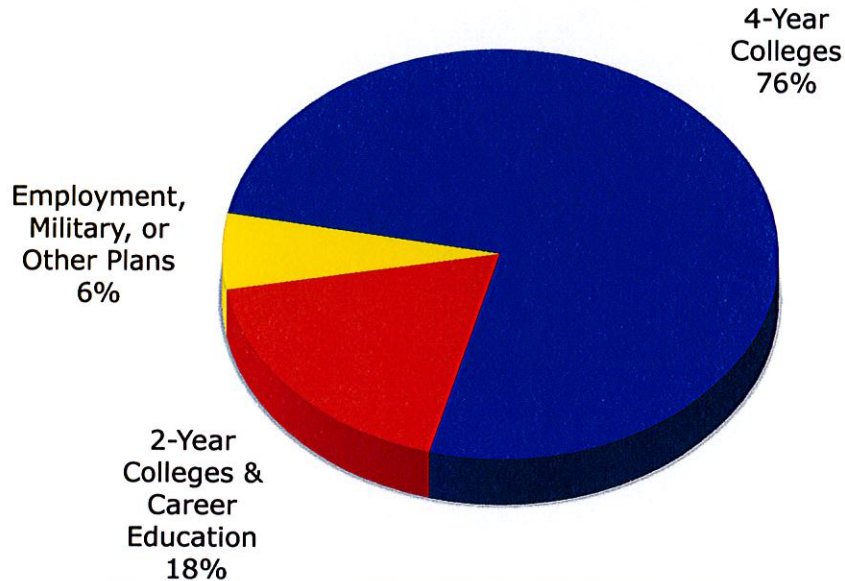
## Future Plans by Gender

	Male	Female	Total
<b>4-Year Colleges</b>	125	203	328
<b>2-Year Colleges</b>	30	18	48
<b>Career Education</b>	0	1	1
<b>Employment</b>	0	3	3
<b>Military</b>	4	1	5
<b>Other Plans</b>	6	1	7
<b>Totals</b>	<b>165</b>	<b>227</b>	<b>392</b>

### 2014 Future Plans--Females

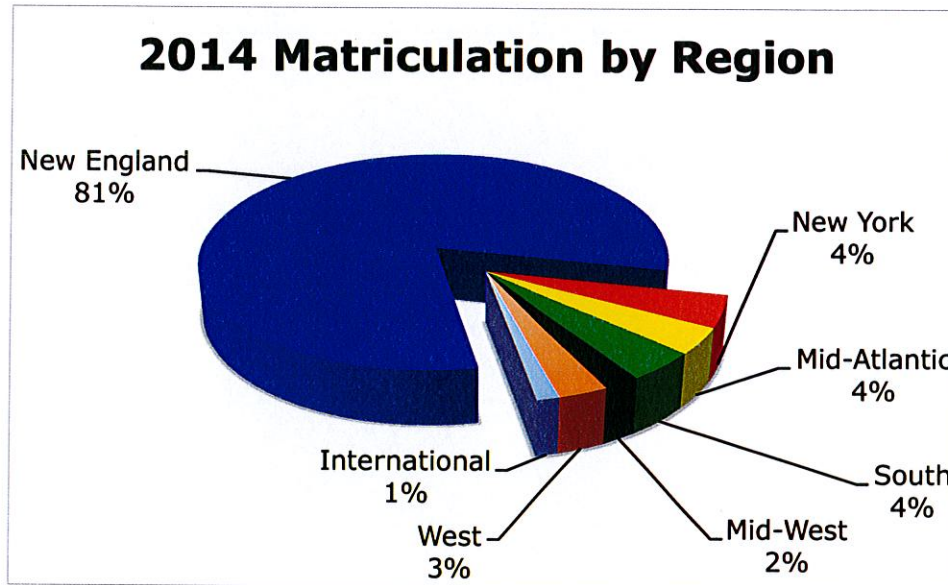


### 2014 Future Plans--Males



## Geographic Breakdown by Matriculation

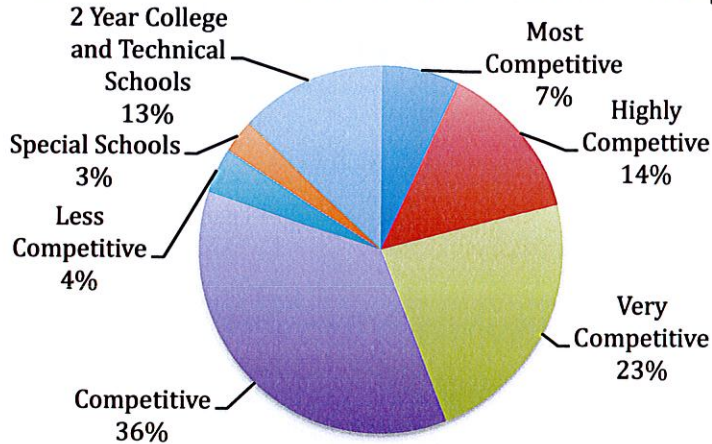
- Seniors in the Class of 2014 were accepted to 261 different colleges and universities in 34 different states and Canada, and United Kingdom.
- Seniors in the Class of 2014 enrolled in 121 different colleges and universities in 34 different states and Canada, and United Kingdom.



	Private		Public	
	2-Year	4-Year	2-Year	4-Year
<b>New England</b>				
Maine	-	3	-	2
Massachusetts	1	76	46	112
Rhode Island	-	13	-	3
Connecticut	-	6	-	14
New Hampshire	-	4	-	22
Vermont	-	2	-	1
<b>New York</b>	-	13	-	4
<b>Mid-Atlantic</b>				
District of Columbia	-	4	-	-
Virginia	-	1	-	1
New Jersey	-	-	-	1
Pennsylvania	-	6	-	1
<b>South</b>				
Alabama	-	1	-	2
Florida	-	6	-	-
Georgia	-	-	-	3
Kentucky	-	-	-	1
Louisiana	-	1	-	-
South Carolina	-	-	-	2
<b>Midwest</b>				
Illinois	-	2	-	2
Indiana	-	-	-	1
Kansas	-	-	-	1
Ohio	-	-	-	2

<b>West</b>				
Arizona	-	-	-	4
California	-	1	-	-
Colorado	-	-	1	-
Hawaii	-	1	-	-
Oklahoma	-	-	-	1
Oregon	-	-	-	1
Utah	-	-	-	1
Washington	-	1	-	-
<b>Canada</b>	-	-	-	4
<b>England</b>	-	1	-	-
<b>Totals</b>	1	142	47	186

## 2014 Matriculations - Selectivity



### Barron's Selectivity Categories Class of 2014

#### Students Enrolled at the Following Colleges & Universities

##### **Most Competitive:**

Even superior students will encounter a great deal of competition for admissions to the colleges in this category. In general, these colleges require high school rank in the top 10% to 20% and grade averages of A to B+. Median freshman test scores at these colleges are generally between 655 and 800 on the SAT I and 29 and above on the ACT. In addition, many of these colleges admit only a small percentage of those who apply.

Boston College (2)  
 Brandeis University (2)  
 Brown University  
 Carnegie Mellon University  
 College of the Holy Cross (2)  
 Columbia University  
 Connecticut College  
 Cornell University (2)  
 George Washington University (2)  
 McGill University (3)  
 Rensselaer Polytechnic Institute  
 Tufts University  
 Tulane University  
 University of Richmond  
 University of Rochester  
 University of Southern California  
 Villanova University  
 Williams College

##### **Highly Competitive:**

Colleges in this group generally look for students with grade averages of B+ to B and accept most of their students from the top 20% to 35% of the high school class. Median freshman test scores at these colleges generally range from 620 to 654 on the SAT I and 27 or 28 on the ACT. These schools generally accept between one third and one half of their applicants. To provide for finer distinctions within this admissions category, a plus (+) symbol has been placed before some entries. These are colleges with median freshman scores of 645 or more on the SAT I or 28 or more on the ACT, and colleges that accept fewer than one quarter of their applicants.

Binghamton University  
 +Boston University (4)  
 Bryant University (3)  
 Clark University  
 Emerson College  
 Georgia Institute of Technology (3)  
 Indiana University  
 Lehigh University  
 Northeastern University  
 Ohio State University  
 Providence College (3)  
 Skidmore College  
 Stonehill College (6)  
 Stony Brook University (2)  
 Temple University  
 United States Coast Guard Academy  
 University of Connecticut (12)  
 University of Illinois at Urbana-Champaign (2)  
 University of Maryland, College Park  
 Virginia Polytechnic Institute  
 Wheaton College  
 +Worcester Polytechnic Institute (5)

**Very Competitive:**

*The colleges in this category generally admit students whose averages are no less than B- and who rank in the top 35% to 50% of their graduating class. They generally report median freshman test scores in the 573 to 619 range on the SAT I and from 24 to 26 on the ACT. These schools generally accept between one half and three quarters of their applicants. The plus (+) has been placed before colleges with median freshman scores of 610 or higher on the SAT I or 26 or higher on the ACT, and colleges that accept fewer than one third of their applicants.*

Bard College  
 Brigham Young University/Hawaii  
 Catholic University of America (2)  
 Champlain College  
 Drexel University (2)  
 +Fairfield University  
 Ithaca College  
 Loyola University/Chicago  
 New Jersey Institute of Technology  
 Quinnipiac University (3)  
 Rochester Institute of Technology (3)  
 Seattle University  
 Simmons College  
 Stetson University  
 Towson University  
 University of Cincinnati  
 University of Massachusetts at Amherst (45)  
 University of Massachusetts at Dartmouth (3)  
 University of New Hampshire (14)  
 University of Oklahoma  
 University of Oregon  
 +University of South Carolina, Columbia (2)  
 Washington and Jefferson College

**Competitive:**

*This category is a very broad one, covering colleges that generally have median freshman test scores between 500 and 572 on the SAT I and between 21 and 23 on the ACT. Some of these colleges require that students have high school averages of B- or better, although others state a minimum of C+ or C. Generally, these colleges prefer students in the top 50% to 65% of the graduating class and accept about 75% of their applicants. Colleges with a plus (+) are those with median freshman SAT I scores of 563 or higher or median freshman ACT scores of 24 or higher, and those that admit fewer than half of their applicants.*

Arizona State University (4)  
 Assumption College (8)  
 Bridgewater State University  
 Castleton State University  
 Curry College  
 Eastern Connecticut State Univ.  
 Emmanuel College (2)  
 +Endicott College (2)  
 Fitchburg State University (5)  
 Framingham State University (13)  
 Johnson and Wales University (1)  
 Keene State College (7)  
 Lasell College (2)  
 Merrimack College (7)  
 Norwich University  
 Oakwood University

Plymouth State University  
 Roger Williams University (5)  
 Saint Anselm College (2)  
 Saint John's University  
 Saint Joseph's College  
 Southern New Hampshire University (2)  
 Springfield College  
 University of Alabama (2)  
 University of Kansas  
 University of Kentucky  
 +University of Maine  
 University of Maine at Farmington  
 University of Massachusetts at Boston  
 University of Massachusetts at Lowell (11)  
 University of New England (2)  
 University of New Haven  
 University of Rhode Island (3)  
 University of Tampa (4)  
 Wentworth Institute of Technology (5)  
 Western New England University (3)  
 Westfield State University (15)  
 Wheelock College (3)  
 Worcester State University (10)

**Less Competitive:**

*Included in this category are colleges with median freshman test scores generally below 500 on the SAT I and below 21 on the ACT; some colleges that require entrance examinations but do not report median scores; and colleges that admit students with averages generally below C who rank in the top 65% of the graduating class. These colleges usually admit 85% or more of their applicants.*

Anna Maria College  
 Bay State College  
 Becker College (4)  
 Columbia College/Chicago  
 Nichols College (2)  
 Salem State University (5)  
 Utah State University

**Special Schools:**

*Listed here are colleges whose program of studies are specialized—professional schools of art, music, health fields, the military, etc. In general, the admissions requirements are not based primarily on the academic criteria, but on evidence of talent or special interest in the field.*

Berklee College of Music  
 Boston Conservatory  
 Eastman School of Music (University of Rochester) (2)  
 Embry-Riddle Aeronautical  
 King's College (UK)  
 MA College of Art  
 MA College of Pharmacy & Health Sciences (3)  
 Montserrat School of Art  
 New England Institute of Art  
 University of Toronto

**2-Year Colleges and Technical Schools:**

Front Range Community College  
 Mount Wachusett Community College  
 Massachusetts Bay Community College  
 Quinsigamond Community College (44)  
 Salter College

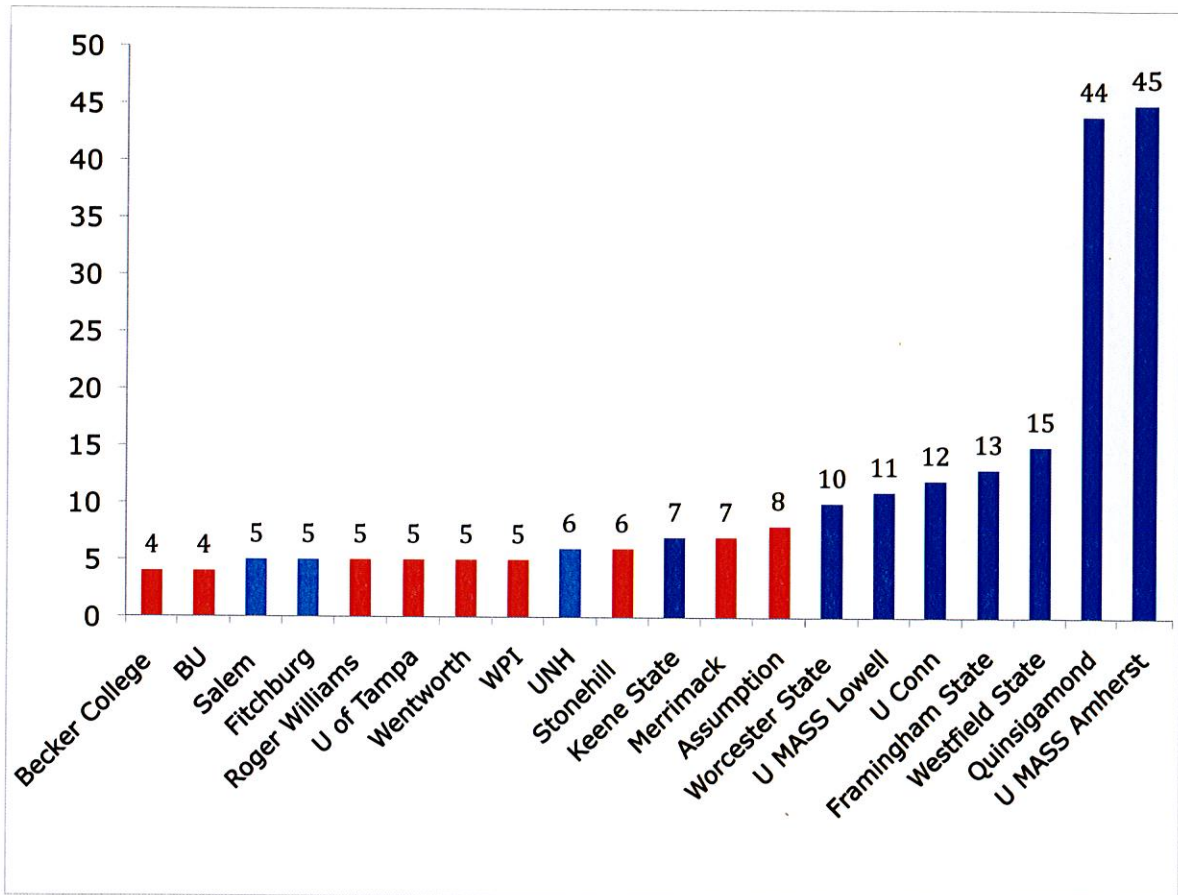
## Top 9 Most Popular Schools Enrolled—Private

Assumption College—8  
 Merrimack College—7  
 Stonehill College—6  
 Worcester Polytechnic Institute—5  
 Wentworth Institute of Technology—5  
 Roger Williams—5  
 University of Tampa—5  
 Boston University—4  
 Becker College—4

## Top 11 Most Popular Schools Enrolled—Public

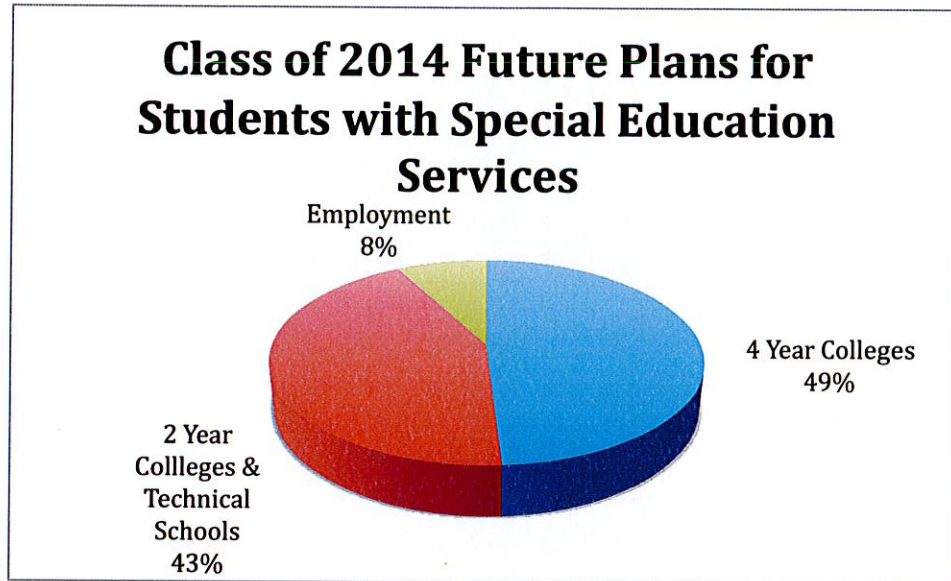
Massachusetts, University of—Amherst —45  
 Quinsigamond Community College—44  
 Westfield State—15  
 Framingham State University—13  
 University of Connecticut—12  
 Massachusetts, University of Lowell—11  
 Worcester State University—10  
 Keene State College—7  
 New Hampshire, University of—6  
 Salem State University —5  
 Fitchburg State University—5

## Top 20 Most Popular Schools - Enrolled

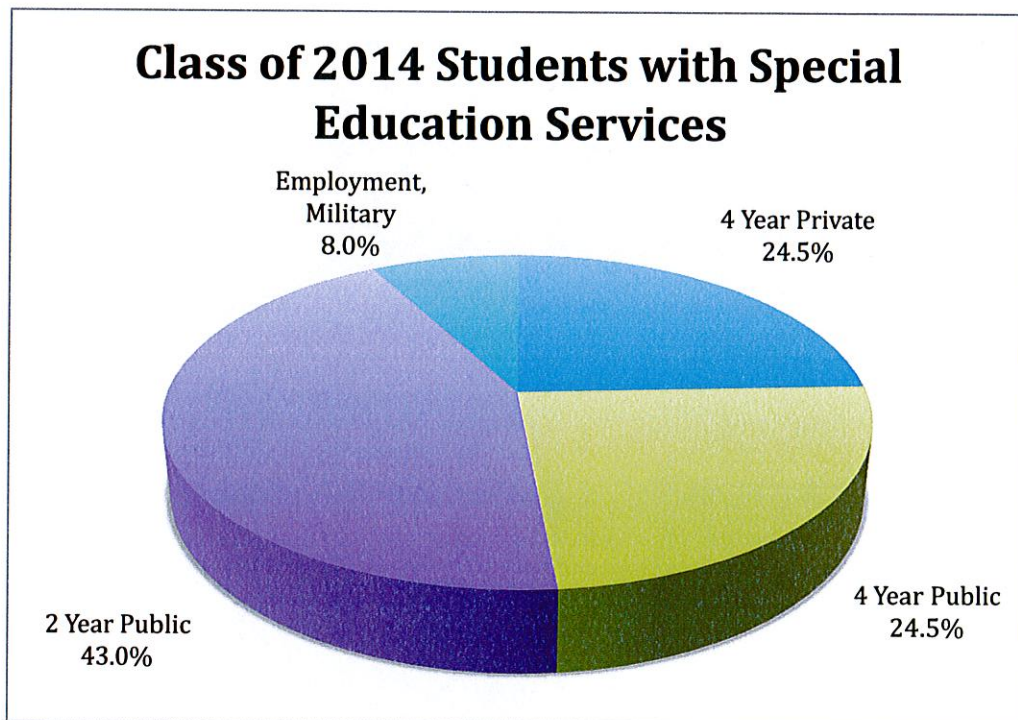


**Class of 2014**  
**Students with Special Education Services**

- Thirty-seven students (9%) in the Class of 2014 received special education services. Of these 37 students:
  - 49% attended 4-year colleges
  - 43% attended 2-year colleges & technical schools
  - 8% entered the employment field or military



- Of these 37 students, 67.5% attended public colleges and universities; 24.5% attended private colleges and universities.





SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: V. **Curriculum**

MEETING DATE: **10/1/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:





SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: VI. Policy

MEETING DATE: 10/1/14

A. Fingerprint-based background checks: First Reading of Revised Draft

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a revised draft first reading of a new policy on fingerprint-based background checks?

BACKGROUND INFORMATION:

1. Massachusetts General Law Chapter 71, Section 38R established a requirement that school personnel and bus drivers submit to a state and national fingerprint-based background check.
2. Districts must create a local policy governing some elements of the law's administration. A recommendation for the policy for the Shrewsbury Public Schools is enclosed.
3. Ms. Malone provided the draft based on resources from the Department of Elementary and Secondary Education and her professional association. Mr. Palitsch and Mr. Fryc, members of the Policy Subcommittee, and Dr. Sawyer have reviewed and contributed to the recommendation.
4. This revised draft is based on feedback from the Committee provided at the previous meeting.

ACTION RECOMMENDED:

That the School Committee review the recommended policy and provide feedback prior to the draft being posted for community feedback.

STAFF AVAILABLE FOR PRESENTATION:

Mr. Jason Palitsch, Vice Chair, Member of the Policy Subcommittee  
Ms. Sandra Fryc, Member of the Policy Subcommittee  
Ms. Barbara A. Malone, Director of Human Resources  
Dr. Joseph M. Sawyer, Superintendent of Schools

**REVISED Draft of Policy**

**For First Reading at October 1, 2014 School Committee meeting**

**Note: Language in italics is subject to local school committee determination.**

**Background Checks**

**Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes**

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

**I. Requesting CHRI checks**

Fingerprint-based CHRI checks will only be conducted as authorized by M.G.L. c. 71, §38R and 42 U.S.C. § 16962, in accordance with all applicable state and federal rules and regulations, and in compliance with M.G.L. c. 6, §§ 167-178 and 803 CMR §§ 2.00, *et seq.* If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment [e.g., IdentoGO web site address, Provider Identification Number (Provider ID)].

*Shrewsbury Public Schools has considered the following factors in determining whether to conduct discretionary fingerprint-based background checks:*

- *Likelihood of direct and unmonitored contact with students*
- *Duration of potential contact*
- *The ability of employees to limit potential for unmonitored contact*

*After considering the factors listed above the Shrewsbury School Committee:*

- *Will require overnight field trip volunteers to submit to the CHRI fingerprint background check*
- *Will require volunteers who may have extended, direct unmonitored contact with*

- students (e.g. volunteer athletic coaches, volunteer club advisors, etc.) to submit to the CHRI fingerprint background check*
- *Will require Municipal employees who are based within or who frequently perform work in the schools and who may have direct unmonitored contact with students (e.g., custodians, maintenance workers, etc.) to submit to the CHRI fingerprint background check*
  - *Will require all individuals in a teacher preparation program who are performing student teaching, classroom observations, or other pre-practicum activities to submit to the CHRI fingerprint background check*
  - *Will require individuals not covered by other provisions of the statute or this policy, who will provide services to the Shrewsbury Public Schools, to submit to the CHRI fingerprint background check if the Superintendent of Schools, Director of Human Resources, or a designee determine it is necessary based on the factors listed above*
  - *Will not require field trip volunteers without an overnight component to submit to the CHRI fingerprint background check*
  - *Will not require classroom volunteers to submit to the CHRI fingerprint background check*
  - *Will not require contractors/subcontractors to submit to the CHRI fingerprint background check, unless such individual will be working with students in a role where the Superintendent of Schools, Director of Human Resources, or a designee determine it is necessary based on the factors listed above*
  - *Will appoint the School Committee chair, with the assistance of the Director of Human Resources, to review the results of the CHRI background check of the Superintendent of Schools*
  - *Will require the Superintendent of Schools to review the CHRI background check of the Director of Human Resources*

## **II. Access to CHRI**

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Title 28, U.S.C, § 534, Pub. L. 92-544 and Title 28 C.F.R. 20.33(b) provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

## **III. Storage of CHRI**

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent [CJIS Security Policy](#), have been implemented to ensure the security and confidentiality of CHRI. Each individual

involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

#### **IV. Retention and Destruction of CHRI**

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

*CHRI will be kept for the above purposes in the Director of Human Resources office, which is locked when the Director of Human Resources is not present.*

When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. An employee of Shrewsbury Public Schools must supervise the shredding of paper copies of CHRI if an outside vendor is used for this purpose.

#### **IV. CHRI Training**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at Shrewsbury Public Schools will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

#### **V. Determining Suitability**

*In determining an individual's suitability, the following factors will be considered:*

- *The nature and gravity of the crime and the underlying conduct*
- *The time that has passed since the offense*
- *The age of the individual at the time of the offense*
- *Conviction and/or completion of any sentence*
- *Nature of the position held or sought*
- *Number of offenses*
- *Any relevant evidence of rehabilitation or lack thereof*

A record of the suitability determination will be retained. The following information will be included in the determination:

- a. The name and date of birth of the employee or applicant;
- b. The date on which the school employer received the national criminal history check results; and,
- c. The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

## **VI. Relying on Previous Suitability Determination.**

*When an individual for whom a school employer or the Department of Elementary and Secondary Education has made a suitability determination applies to work for Shrewsbury Public Schools, Shrewsbury Public Schools may rely on a favorable suitability determination, if the following criteria are met:*

- *The suitability determination was made within the last seven years; and*
- *The individual has not resided outside Massachusetts for any period longer than three years since the suitability determination was made; and either*
- *The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or*
- *If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Shrewsbury Public Schools will request that the initial school employer provide documentation that the individual is still deemed suitable for employment by the initial school employer. If such documentation is not received Shrewsbury Public Schools will require the employee/applicant to submit to another CHRI background check*

*In any instance where Shrewsbury Public Schools relies on a suitability determination made by another school employer or by the Department of Elementary and Secondary Education, Shrewsbury Public Schools will retain the following documentation:*

- *A copy of the documentation received from the school employer or agency that made the relied-upon suitability determination, and;*
- *Documentation establishing that the individual met the criteria for suitability for employment by the relied-upon school district*

Shrewsbury Public Schools may choose to perform a new national criminal history check on an individual rather than rely on a previous suitability determination. In this circumstance, Shrewsbury Public Schools will bear the cost of the new national criminal history check.

## **VII. Adverse Decisions Based on CHRI**

If inclined to make an adverse decision based on an individual's CHRI, Shrewsbury Public Schools will take the following steps prior to making a final adverse

determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time, *but no more than 30 calendar days*, to correct or complete the CHRI.

### **VIII. Secondary Dissemination of CHRI**

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

1. Subject Name;
2. Subject Date of Birth;
3. Date and Time of the dissemination;
4. Name of the individual to whom the information was provided;
5. Name of the agency for which the requestor works;
6. Contact information for the requestor; and
7. The specific reason for the request.

### **IX. Reporting to Commissioner of Elementary and Secondary Education**

Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if *Shrewsbury Public Schools* dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, *Shrewsbury Public Schools* shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record check results. *Shrewsbury Public Schools* shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(1) to the Commissioner.

Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if *Shrewsbury Public Schools* discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to 603 CMR 7.15(8)(a), *Shrewsbury Public Schools* shall report to

the Commissioner in writing within 30 days of the discovery, regardless of whether *Shrewsbury Public Schools* retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(2) to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

Policy Effective Date: October 15, 2014

This policy will be reviewed five years from the policy effective date.



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



ITEM NO: **VII. Budget**

MEETING DATE: **10/1/14**

**A. Fiscal Year 2016 Budget Priorities & Guidelines: Discussion**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee discuss a draft of the Fiscal Year 2016 Budget Priorities & Guidelines?

**BACKGROUND INFORMATION:**

1. Mr. Palitsch and Mr. Samia, members of the Budget Guidelines & Priorities Subcommittee, met with Dr. Sawyer and Ms. Wirzbicki to create a draft document representing potential Fiscal Year 2016 Budget Priorities & Guidelines, which is enclosed.

**ACTION RECOMMENDED:**

That the School Committee discuss the draft document and provide feedback.

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Jason Palitsch, Vice Chair, Member of the Budget Priorities & Guidelines Subcommittee  
Mr. John Samia, Member of the Budget Priorities & Guidelines Subcommittee  
Dr. Joseph M. Sawyer, Superintendent of Schools  
Ms. Cecelia F. Wirzbicki, Director of Business Services





## Shrewsbury School Committee

### Priorities & Guidelines for Fiscal Year 2016 Budget Development

*Draft for School Committee Discussion at October 1, 2014 Meeting*

#### **Overview**

This document provides the community with information about the School Committee's priorities for the Fiscal Year 2016 School Department Budget. It also is designed to provide guidance to the Superintendent of Schools and the School Department administration regarding the development of its initial Fiscal Year 2016 School Department Budget proposal.

#### **Priorities**

The initial FY16 School Department Budget proposal shall include resources to address each of the following priorities for Fiscal Year 2016:

- To sustain the improvements in class size realized through the Fiscal Year 2015 budget by keeping as many sections as possible within School Committee guidelines for class size. These guidelines are: Preschool: 15; Kindergarten: 17-19; Grades 1 & 2: 20-22; Grades 3-8: 22-24; Grades 9-12: 18-20.
- To continue investing in instructional materials, curriculum personnel, and staff professional development in order to ensure that the district's educational program meets local expectations for academic rigor, as well as state mandates.
- To make sufficient investments in technology in order to realize the educational and operational benefits available through digital resources and to provide sufficient capacity for the state's new testing system, while creating opportunities to benefit from short and long term cost efficiencies.
- To make investments in district-based programming and resources in order to provide high quality, cost effective opportunities to educate students within their own community's schools rather than specialized placements outside of the district.

#### **Assumptions**

It is assumed that the initial FY16 School Department Budget proposal will:

1. Provide adequate resources to meet all legal mandates required of the school district.
2. Reflect the terms of collective bargaining agreements and other contractual obligations.
3. Provide sufficient resources to maintain a) the existing educational program and b) staffing levels necessary to meet mandates and priorities.
4. Utilize the best available information to project changes in costs (such as tuitions) and revenues (such as state funding through the Chapter 70 and Circuit Breaker programs, grants, etc.).
5. Not increase current fee levels.
6. Examine ways to reduce or shift costs in order to achieve district priorities without requiring additional funding allocations wherever possible.

#### **Guidance**

The School Committee recommends that the administration's initial FY16 Budget proposal should reflect the School Committee's fiscal and strategic priorities so that there are sufficient allocations for the following (categorized by strategic priority in no particular order):

##### Strategic Priority: Engaging & Challenging All Students

- Sufficient number of teachers to stay as close as possible to class size guidelines, based on enrollment projections.
- Curriculum and instructional materials necessary to align the district's curriculum with the updated Massachusetts Curriculum Frameworks and the proposed new state assessment system.
- Professional development for educators to successfully adapt to new curriculum and assessment requirements and initiatives, technology initiatives, and state mandates.

##### Strategic Priority: Promoting Health & Wellbeing

- Equipment and training necessary to further enhance safety and security.
- Comprehensive support for students experiencing significant social, emotional, mental and behavioral health issues.

##### Strategic Priority: Enhancing Learning Through Technology

- Investments that provide access to digital learning opportunities, including the expansion of the personal technology program to students in grades 9-12.
- Increased capacity to implement technology to provide cost-effective, in-district supports for special education.
- Investments to increase opportunities for quality online learning and to improve operational efficiencies.

##### Strategic Priority: Increasing Value to the Community

- Investments to build additional capacity for creating innovative and cost-effective in-district programs so that cost savings may be applied to minimize impact on taxpayers.
- Expansion of efforts to procure alternative sources of revenue to offset the appropriated budget through sponsorships, grants, and donor giving.



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: VIII. Old Business**

**MEETING DATE: 10/1/14**

**A. Athletics: Information Update**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear an information update regarding the Athletics Department?

**BACKGROUND INFORMATION:**

1. At the previous meeting, the School Committee asked for follow up from the administration regarding some informational items.
2. Dr. Sawyer will provide an informational update.

**ACTION RECOMMENDED:**

That the School Committee hear the update and take and take whatever steps it deems necessary in the interests of the Shrewsbury Public Schools.

**STAFF AVAILABLE FOR PRESENTATION:**

Dr. Joseph M. Sawyer, Superintendent of Schools



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



ITEM NO: **IX. New Business**

MEETING DATE: **10/1/14**

**A. Superintendent's Goals for 2014-2015: Vote**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee vote to approve the superintendent's goals for the 2014-2015 school year?

**BACKGROUND INFORMATION:**

1. The evaluation system requires that the superintendent present goals for the 2014-2015 school year for approval.
2. The materials outlining the goals will be provided under separate cover.

**ACTION RECOMMENDED:**

That the School Committee vote to approve the superintendent's goals for the 2014-2015 school year.

**AVAILABLE FOR PRESENTATION:**

Dr. Joseph M. Sawyer, Superintendent of Schools



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: X. **Approval of Minutes**

MEETING DATE: **10/1/14**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee approve the minutes of the School Committee meeting on September 17, 2014?

BACKGROUND INFORMATION:

1. The minutes have been reviewed by Ms. Canzano and are enclosed.

ACTION RECOMMENDED:

That the School Committee vote to approve the minutes of the School Committee meeting on September 17, 2014.

STAFF AVAILABLE FOR PRESENTATION:

Dr. B. Dale Magee, Chairperson

Ms. Erin Canzano, Secretary

**SHREWSBURY PUBLIC SCHOOLS  
100 MAPLE AVENUE  
SHREWSBURY, MASSACHUSETTS**

**MINUTES OF SCHOOL COMMITTEE MEETING**

**WEDNESDAY, SEPTEMBER 17, 2014**

Present: Dr. B. Dale Magee, Chairperson; Mr. Jason Palitsch, Vice Chairperson; Ms. Erin Canzano, Secretary; Ms. Sandra Fryc, Mr. John Samia, Dr. Joseph Sawyer, Superintendent of the Shrewsbury Public Schools; Ms. Mary Beth Banios, Assistant Superintendent of the Shrewsbury Schools; Ms. Barbara Malone, Director of Human Resources; Mr. Todd Bazydlo, Principal of Shrewsbury High School, Ms. Cecelia Wirzbecki, Director of Business Services, Mr. Stephen Rocco, Transportation, Safety and Security Coordinator, Mr. Jason Costa, Director of Athletics

The meeting was convened at 7:02 PM by Dr. B. Dale Magee

**I. Public Participation**

None

**II. Chairperson's Report and Members' Reports**

None

**III. Superintendent's Report**

Dr. Sawyer thanked faculty and staff for facilitating the many curriculum nights taking place throughout the district. He said the number of parents attending curriculum nights has been very good. Dr. Sawyer said that Spirit Week starts next week and Homecoming Weekend is scheduled for September 27-28.

**IV. Time Scheduled Appointments**

**A. Athletics: Student Presentation**

Mr. Bazydlo, SHS Principal, Mr. Costa, Director of Athletics and student athlete leaders Meghan Collins, Lauren Ineson, Dan Quinlivan and Rebecca Wallace presented the report. Shrewsbury students discussed the positive influence that school athletic participation has on their academic performance and growth and student role models and leaders in the community. School Committee members asked the student representatives various questions related to how being a student athlete influences their time in the classroom and how the impact of being a member of an athletic team has helped them move forward in life. Committee members thanked the students for attending the meeting and presenting. Next, Dr. Sawyer thanked the students for presenting and made comments about how athletics are one way to help prepare students to achieve goals. Dr. Sawyer asked Mr. Jason Costa, Athletic Director, to speak about how serving as a team captain or co-captain helps students develop leadership skills. Mr. Costa said he thinks that the Shrewsbury district empowers student-athletes to lead. Students stated that being a captain and team leader enables you to be a role model in the community. Dr. Sawyer said he places high importance on the display of sportsmanship and the positive contributions that student-athletes make to the school community. Dr. Sawyer invited the students present to shake hands with the Committee members and receive recognition certificates for presenting at the School Committee meeting.

### **B. Athletics: Annual Report**

Mr. Costa and Mr. Bazydlo presented the athletics report. Mr. Costa thanked all the Shrewsbury staff members and administrators for the support of the SHS athletics program. Mr. Costa and Mr. Bazydlo presented highlights of the athletics program including that the 2013-2014 year was highly successful with 30 out of 31 varsity teams qualifying for post-season play. They said that the athletics program provided a variety of outstanding experiences that helped student-athletes develop their athletic abilities, teamwork and leadership skills. Mr. Costa and Mr. Bazydlo shared that during the 2013-2014 school year the district provided a total of 34 competitive sports at the high school and middle school levels, and from those 34 sports there were 60 teams that participated at various levels of competition ranging from middle school, to freshman level, to junior varsity, to varsity level. Coaching positions totaled 67 with an additional 29 volunteer positions and there was a part-time trainer for each of the three seasons. Mr. Costa discussed some upcoming needed facility improvements, including turf fields and track resurfacing. He thanked Dr. Lee Mancini for his pro bono work with the athletic teams. Mr. Costa discussed details about working with the boosters and parents who participate in volunteer fundraising efforts for the athletics programs. He said that all the fundraising initiatives total approximately \$150,000 to help support the athletics program. The Committee asked various questions concerning overall participation and participation in winter sports, how the coaches' evaluations are conducted and requested statistics regarding athletic concussions during the year. Mr. Costa replied with information about the expectations for coaches and a new evaluation tool that provides coaches with the chance to self-reflect and plan. Mr. Bazydlo addressed the concussion issue stating that the highest rate of concussions occurs while students are playing soccer and he believes that Shrewsbury reported 62 concussions last year to the state. Mr. Costa said that students are educated to play sports as safely as possible and he will provide the breakdown for the number of concussions that occur by category of sport. Dr. Sawyer commented that he sees a lot of benefits from athletics. He said the new Coordinators of Development and Volunteer Services are soliciting support from local businesses. Dr. Sawyer said that he believes if we invest in Shrewsbury school athletic facilities there will be future opportunities to rent space for special events, and this will help offset some of the costs.

### **C. Girls' Ice Hockey Status: Vote**

Mr. Bazydlo presented information and said that SHS is hoping to change the Girls' Ice Hockey team from a club to a varsity sport. He provided information outlining the program including that it is a cooperative sport with athletes from other districts. Committee members asked questions about the projected per-pupil expenditure if this becomes a varsity sport and the cost to the district. Mr. Costa described the cooperative program structure for the team. He said that including Shrewsbury there are only five cooperative teams in Central and Western Massachusetts and Shrewsbury has the largest cooperative. Committee members said they would like more information about costs and other details before a vote is taken. Dr. Sawyer and presenters were comfortable with discussing this as an informational topic with a vote to be considered at a later date.

### **D. Transportation Update: Report**

Ms. Cecelia Wirzbicki, Director of Business Services, and Mr. Stephen Rocco, Transportation, Safety and Security Coordinator, presented the Transportation Update and Report. Ms. Wirzbicki welcomed Mr. Rocco as a new member to the team at the Shrewsbury district. Ms. Wirzbicki and Mr. Rocco shared an overview of the Transportation Program and said that the district is currently using 47 buses from AA Transportation to transport 4,577 students. They said the total cost for busing for the school year is \$2,732,580 and that \$58,140 is the cost per bus. Ms. Wirzbicki, Mr. Rocco, Dr. Sawyer and Committee members discussed the issues and problems associated with the families who do not register for busing by the deadline. The group discussed the need to get families to register by deadlines in the future including

sharing some news articles discussing the negative impact on all families using bus transportation when some families do not register on time.

### **E. Bullying Statistics: Annual Report**

Dr. Sawyer presented the annual report regarding the frequency of bullying incidents. Dr. Sawyer said that for a district the size of Shrewsbury, incidences of bullying are very low.\* He shared details about the report with Committee members. Ms. Canzano asked Dr. Sawyer about the consequences and what happens after a bullying incident is confirmed. Dr. Sawyer said that situations vary and actions may include suspensions, changing students' class schedules, and providing referrals for counseling services. He said the goal is to make the school environment a safe and comfortable place for students. Dr. Sawyer said that once a bullying incident has been handled there are very few instances of students repeating bullying behaviors with different students.

### **V. Curriculum**

#### **A. PARCC Testing Method: Vote**

Ms. Banios presented information and shared that approximately 60% of the school districts in Massachusetts have chosen to administer the PARCC test for the upcoming school year. She said the Shrewsbury district is recommending that Sherwood and Oak Schools administer the electronic versions of PARCC and that the Shrewsbury elementary schools administer the paper version of PARCC. Dr. Magee asked Ms. Banios if there is a plan B if the network connection crashes during the electronic administration of the PARCC tests. Ms. Banios said she is confident that the district will receive adequate directions on how to handle issues that arise related to administering the tests.

On a motion by Mr. Palitsch, seconded by Ms. Fryc, the School Committee voted unanimously to approve administering the written version of PARCC in grades 3-4 and the electronic version of PARCC in grades 5-8.

### **VI. Policy**

#### **A. Fingerprint-based background checks: First reading**

Mr. Palitsch discussed the draft policy details with Committee members. Committee members asked questions about who would be included to be checked when the new policy is implemented, such as substitute teachers and other personnel. Committee members asked questions about the fees of \$35 and \$55 that employees and potential employees must pay to go through the fingerprint-based background checks. Mr. Samia said he thinks potential challenges could arise when trying to implement this type of background check policy. Dr. Sawyer said that he would recommend adding volunteer coaches as a category for the proposed background check. Dr. Magee said that he does not think Committee members should be included in this background check since they do not fit the criteria of interacting directly with students and this does not seem appropriate or necessary. Mr. Palitsch stated this was the first draft of the policy and review will continue.

### **VII. Budget**

None

### **VIII. Old Business**

None

\*With a total of 13 confirmed cases of bullying for the entire district in 2013-2014.

### **IX. New Business**

None

**X. Approval of Minutes: Vote**

Dr. Magee requested a motion to approve the minutes of the School Committee meeting on September 3, 2014. On a motion by Mr. Samia, seconded by Ms. Fryc, the School Committee voted unanimously to approve the minutes of the School Committee meeting on September 3, 2014.

**XI. Executive Session**

**XII. Adjournment**

Dr. Magee requested a motion to adjourn the School Committee meeting for September 17, 2014. On a motion by Mr. Palitsch, seconded by Ms. Fryc, the meeting was adjourned at 9:04 PM. On a roll call vote: Mr. Samia, yes; Ms. Fryc, yes; Mr. Palitsch, yes; Ms. Canzano, yes; Dr. Magee, yes.

Respectfully submitted  
Christine Taylor, Clerk

Documents referenced:

- 1) Annual Athletics Report
- 2) Girls' Ice Hockey Memorandum
- 3) Transportation Program Update
- 4) Bullying Prevention and Intervention Annual Report
- 5) Paper or Electronic Administration of PARCC Memorandum
- 6) Fingerprint-based Background Checks First Reading Policy Draft





**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: XI. Executive Session**

**MEETING DATE: 10/1/14**

**SPECIFIC STATEMENT OR QUESTION:**

**BACKGROUND INFORMATION:**

**ACTION RECOMMENDED:**

**STAFF AVAILABLE FOR PRESENTATION:**

**ITEM NO: XII. Adjournment**

