



# Shrewsbury Public Schools

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Barbara A. Malone  
Director of Human Resources

August 24, 2016

To: School Committee  
Re: Fingerprint (SAFIS) background check audit

The Shrewsbury Public Schools Human Resources department has been carefully auditing all staff for compliance with the background check requirements set forth in Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks". These requirements have been phased in, per Department of Elementary and Secondary Education guidelines, across a three year period, with all staff required to be compliant to the law as of the first day they would work with students (August 30, 2016 for Shrewsbury) for the FY 17 School Year. This background check uses employee fingerprints to check for any arrests ever made in any of the 50 United States.

Please note the steps taken to comply with the fingerprint background check requirement:

- The school committee adopted a policy as required (please note that this policy will require some minor revision in the upcoming school year)
- Jessica Johnson and Barb Malone attended required training from the state in order to be able to handle fingerprint results
- Association representatives, leadership and existing employees received information notifying them of the law and directions on how to comply
- We created a database including the legally required information to log, audit and retain information on employee background check results
- All new employees since Spring of 2014 were given a handout on the law, including directions on how to comply
- Jessica Johnson or Barb Malone has reviewed each result as it has been released to us for view
- Employees received monthly messages this past year reminding them of the new requirement
- We generated lists of employees and worked with the leaders of extended learning and food services, athletic director and others to verify our lists
- These lists were then audited against our database of those who were in compliance

- One of the Sherwood school secretaries was reallocated to the central office for several days this summer to assist with both the audit and reminder phone calls and emails to employees
- We have asked our elementary sub caller and another paraprofessional to assist HR for six days to assist with backlogs of work due to time spent on the fingerprint audit
- In addition we are writing letters of suitability for our departing employees who need to produce such a letter for another district

Results as of August 17, 2016:

- 2300 fingerprint results received, reviewed and logged (in addition to employees, this large number reflects applicant “hopefuls” as well as volunteers and parents who participate in overnight travel with students)
- All administrators on the District Leadership Team are in compliance
- All teachers are in compliance except for 10, all of whom have made appointments for prior to the opening of school to complete the background check
- All paraprofessionals are in compliance except for 4 who have made appointments prior to the opening of schools to complete the background check; 5 paraprofessionals have not responded to our messages and their status is unknown (they will not work with students until they have complied)
- 1 newly appointed teacher is getting a letter of suitability from another public school district. All others have submitted results. 11 newly appointed paraprofessionals are making appointments or submitting letters. All others have submitted results
- Custodians are in full compliance; as are all IT and secretarial staff
- 1 coach, 1 assistant coach, and 1 coach volunteer for the fall still need to be fingerprinted; they will not work with students until they are in compliance
- 4 Extended School Care staff, 4 food service workers or subs, and 2 nursing subs are not in compliance. None of these individuals will be given work assignments until they are in compliance
- Bus drivers, day-to-day substitute teachers and any other groups of employees, are carefully monitored on an ongoing basis and are not assigned work unless they have successfully completed this background check.

Please note that if an employee is not compliant they will not be able to start work with students until they are. Existing staff from last year will receive a personal letter explaining that they will attend opening day on August 29, but will not be allowed to begin working with students on August 30 and thereafter until they are in compliance, and will not be paid for any time lost due to non compliance.

Please let me know if you have any questions.

