



**School Committee  
Meeting Book**

**June 15, 2016  
7:00 pm**

**Town Hall  
Selectmen's Meeting Room**



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**



**AGENDA  
June 15, 2016  
Executive Session 6:00pm  
Regular Meeting 7:00pm  
Town Hall—Selectmen’s Meeting Room**

**Items** **Suggested time allotments**

At 6:00pm, the meeting will be opened and immediately be adjourned to executive session for the purpose of collective bargaining with the Shrewsbury Education Association to hear and potentially act upon a grievance.

I.	Public Participation	7:00 – 7:10
II.	Chairperson’s Report & Members’ Reports	
III.	Superintendent’s Report	
IV.	Time Scheduled Appointments:	
	A. Staff Retirements: Recognition	7:10 – 7:35
	B. Student Recognition: Science Fair & Science Olympiad Champions	7:35 – 7:50
V.	Curriculum	
	A. Request to add course to SHS Program of Studies: Vote	7:50 – 7:55
VI.	Policy	
VII.	Finance & Operations	
	A. Music Lesson Program Fee & Compensation: Vote	7:55 – 8:05
	B. SHS Turf Field Project: Report & Votes to Authorize Revolving Fund & Expenditure for Design	8:05 – 8:30
	C. Fiscal Year 2016 Budget: Update & Vote to Authorize Transfers	8:30 – 8:40
	D. Non-Represented Employee Group Pay Adjustment: Vote	8:40 – 8:50
VIII.	Old Business	
IX.	New Business	
	A. Evaluation of the Superintendent: Vote	8:50 – 9:05
X.	Approval of Minutes	9:05 – 9:10
XI.	Executive Session	
	A. Negotiations: Represented and/or Non-Represented Employees and/or deliberation and action regarding a grievance	9:10 – 9:45
XII.	Adjournment	9:45

**Next regular meeting: September 7, 2016**



## SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING



### ITEM NO: I Public Participation

MEETING DATE: 6/15/16

#### 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:

School Committee Members  
Ms. Sandra Fryc, Chairperson  
Dr. B. Dale Magee, Vice Chairperson  
Mr. Jon Wensky, Secretary  
Ms. Erin Canzano, 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 MEETING



ITEM NO: **IV. Time Scheduled Appointments**  
**A. Staff Retirements: Recognition**

MEETING DATE: **6/15/16**

### SPECIFIC STATEMENT OR QUESTION:

Will the School Committee recognize the educators and staff members who are retiring this year from Shrewsbury Public Schools?

### BACKGROUND INFORMATION:

Nineteen educators are ending their education careers with a well-deserved retirement. In combination, they have served the students of Shrewsbury for 361.5 years. This represents an average of 19 years of service in Shrewsbury. Each of these talented educators is recognized for their commitment and dedication to the children of Shrewsbury. Attached is a brief employment history of each individual.

### ACTION RECOMMENDED:

That the School Committee hear the presentation and recognize the nineteen staff members who are retiring this year from Shrewsbury Public Schools.

### STAFF AVAILABLE FOR PRESENTATION:

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



# Shrewsbury Public Schools

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Barbara A. Malone  
Director of Human Resources

June 15, 2016

Nineteen educators are ending their education careers with a well-deserved retirement. In combination, they have served the students of Shrewsbury for 361.5 years. This represents an average of 19 years of service in Shrewsbury. Each of these talented educators is recognized for their commitment and dedication to the children of Shrewsbury. Listed below are the names, positions, schools and years of service to Shrewsbury. We wish them a healthy, happy and fun retirement!

## Teachers:

Ms. Karen Catalanotti has served 37 years as an educator, with 35 of those years here in Shrewsbury. She is retiring as a First Grade Teacher from the Walter J. Paton Elementary School.

Ms. Pamela Catino has served 35 years as an educator, with all of those years here in Shrewsbury. She is retiring as the Reading Specialist Teacher from Sherwood Middle School.

Ms. Mary Cipro has served 28 years as an educator, with 25 of those years here in Shrewsbury. She is retiring as a Kindergarten Teacher from the Beal Early Childhood Center.

Ms. Susan Conley has served 37 years as an educator, with 36 of those years here in Shrewsbury. She is retiring as the Curriculum Coordinator and Instructional Coach from the Calvin Coolidge Elementary School.

Ms. Barbara Connolly has served 35 years as an educator, with 23 of those years here in Shrewsbury. She is retiring as a Second Grade Teacher from the Walter J. Paton Elementary School.

Ms. Gail Flanagan has served 21 years as an educator, with 16 of those years here in Shrewsbury. She is retiring as the Instructional Technology Specialist Teacher from Sherwood Middle School.

Ms. Susan Lane has served 23 years as an educator, with all of those years here in Shrewsbury. She is retiring as a Third Grade Teacher from the Calvin Coolidge Elementary School.

Ms. Moira Lumley-Chan as served 5.5 years as an educator, with all of those years here in Shrewsbury. She is retiring as a Science Teacher from Shrewsbury High School.

Ms. "Meme" Middlesworth has served 31 years as an educator, with 15 of those years here in Shrewsbury. She is retiring as a Kindergarten Teacher from the Beal Early Childhood Center.

Ms. Elaine Morgan has served 26 years as an educator, with 16 of those years here in Shrewsbury. She is retiring as a Fourth Grade Teacher from Floral Street School.

Ms. Ellen O'Leary has served 16 years as an educator, with all of those years here in Shrewsbury. She is retiring as a Speech Language Pathologist from Floral Street School.

Ms. Sandra Siegman has served 22 years as an educator, with all of those years here in Shrewsbury. She is retiring as a Math and Science Teacher from Sherwood Middle School.

Ms. Sharon Theoharides has served 16 years as an educator, with 10 of those years here in Shrewsbury. She is retiring as an Inclusion Teacher from Sherwood Middle School.

#### Administrative Assistants/Secretaries:

Jennifer Koch has served 10 years in education, with all of those years here in Shrewsbury. She is retiring as the Special Education Department Administrative Assistant/Secretary from Shrewsbury High School early in the fall.

#### Paraprofessionals:

Karen Helmstadter has served 20 years in education, with 12 of those years here in Shrewsbury. She is retiring as an ABA Technician from Oak Middle School.

Theresa Landers has served 24 years in education, with all of those years here in Shrewsbury. She is retiring as an Instructional Aide from the Beal Early Childhood Center.

Gay MacLean has served 40 years in education, with 5 of those years here in Shrewsbury. She is retiring as an Instructional Aide from Parker Road Preschool.

Lisa Manley-O'Brien has served 20 years in education, with 16 of those years here in Shrewsbury. She is retiring as an ABA Technician from Spring Street Elementary School.

Dawn Vigliatura has served 17 years as an educator, with all of those years here in Shrewsbury. She is retiring early next year as the Library and Media Paraprofessional from Shrewsbury High School.



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**



ITEM NO: **IV. Time Scheduled Appointments**                      MEETING DATE: **6/15/16**  
**B. Student Recognition: Science Fair & Science Olympiad Champions**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee recognize Science Fair and Science Olympiad Champions?

**BACKGROUND INFORMATION:**

1. This year students have earned First Place performances at state level Science & Engineering Competitions. Science Olympiad is a collaborative effort that revolves around a science related task. It exists at both a middle school and high school level. The events are typically categorized as building events, which require the construction of a device, or testing events, which require studying a topic to take a test at the competition.
2. A memo from Mr. Hruskoci is enclosed.

**ACTION RECOMMENDED:**

That the School Committee recognize the Science Fair and Science Olympiad Champions.

**STAFF & STUDENTS AVAILABLE FOR PRESENTATION:**

Mr. Todd Bazydlo, Principal, Shrewsbury High School  
Mr. Dave Hruskoci, Director of Science, Shrewsbury High School  
Andrea Williams, Grade 11 Student  
Mounith Madadi, Grade 12 Student  
Aryan Naik, Grade 11 Student  
Vikram Pathalam, Grade 11  
Varun Swamy, Grade 11 Student  
Marzuq Iqbal, Grade 7 Student



# Shrewsbury High School

64 Holden Street • Shrewsbury, Massachusetts 01545 • 508.841.8800

**Memorandum:** Recognition of First Place performance at STATE Level Science & Engineering Competitions

**To:** Joe Sawyer  
School Committee  
Todd Bazydlo

**From:** Dave Hruskoci

**Date:** June 9, 2016

**Subject:** First place performances at State Level – Science & Engineering

**Team: Andrea Williams (11) and Mounith Madadi (12)**

**• First Place 2016 – Gold Medal in STATE Science Olympiad for event titled “Wright Stuff”**

• In Andrea’s words: Science Olympiad is a collaborative effort that revolves around a science related task. It exists at both a middle school and high school level. The events are typically categorized as building events, which require the construction of a device, or testing events, which require studying a topic to take a test at the competition. For our event, Wright Stuff, we designed a rubber-powered airplane to see how long it could stay in the air.

**Aryan Naik (11)**

**• First Place 2015 – Science & Engineering STATE Fair. Project Titled “Does Social Isolation Increase Glucose performance in zebra fish”**

• In Aryan’s words: My experiment explored the correlation between depression and stomach microbiota. By socially depriving the vertebrate animal model Zebra Danio, and measuring the frequency and feeding behaviors associated with the glucose consumption, I was able to analyze key behavioral characteristics of clinical depression. The data was highly conclusive, and I was able to draw unique solutions to our understandings of how we diagnose and treat clinical depression in humans.

**Team: Vikram Pathalam (11) and Varun Swamy (11)**

**• First Place 2016 – Science & Engineering STATE Fair. Project Titled “Automated Diagnosis of dementia through MRI scan application”**

• In Varun’s words: Dementia, a category of symptoms associated with memory loss, is a huge worldwide issue which currently affects over 47.5 million people and is commonly seen in forms such as Alzheimer's and Parkinson's Disease. This is why we created a program using MATLAB software which could utilize MRI scans along with basic patient information in order to make a formal diagnosis in minutes, in comparison to the months of testing currently required by doctors. Our program was able to diagnose the prevalence, type, and severity of dementia in a patient with over our hypothesized 90% accuracy rate across 1000 trials.



## SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING



ITEM NO: **V. Curriculum**

MEETING DATE: **6/15/16**

**A. Request to add course to SHS Program of Studies: Vote**

### SPECIFIC STATEMENT OR QUESTION:

Will the School Committee vote to approve a new course to the SHS Program of Studies?

### BACKGROUND INFORMATION:

1. As result of reallocating FTE's in the performing arts department, after the approval of the Program of Studies (POS) and the final approval of the FY '17 budget, the high school has the opportunity to expand its elective offerings with a new course, Introduction to Guitar. If approved, the one, twenty seat section of the course will be offered as a second semester elective and opened to students in all grades.
2. The additional instruments are being paid for through a gift account and existing staff will teach the course, so there will be no cost to the appropriated budget.
3. A memo outlining details of the new course is enclosed.

### ACTION RECOMMENDED:

That the School Committee vote to approve adding Introduction to Guitar to the SHS Program of Studies.

### STAFF & STUDENTS AVAILABLE FOR PRESENTATION:

Mr. Todd Bazydlo, Principal, Shrewsbury, Public Schools

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



## Memorandum

To: Dr. Joseph Sawyer  
From: Todd Bazydlo  
Date: June 3, 2016  
Re: Intro to Guitar Course

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As result of reallocating FTE's in the performing arts department, after the approval of the Program of Studies (POS) and the final approval of the FY '17 budget, the high school has the opportunity to expand our elective offering with a new course, Introduction to Guitar. The course was initially introduced as possible addition to the Program of Studies in the fall of 2015, but was not included in the POS proposal to the School Committee as a result of preliminary budget projections. If approved, the one, twenty seat section of the course will be offered as a second semester elective and opened to students in all grades. We would intend on purchasing equipment for the course through the SHS gift fund, therefore, this proposal is budget neutral. The course description and cost breakdown of equipment is below.

### **Introduction to Guitar:**

Intro to Guitar is a one-semester designed to enhance students' appreciation for music through playing the guitar. The course will cover the basics of the instrument and an application of essential music theory fundamentals including music notation, chord symbols, and tablature. Students will study the role of the guitar in various genres including classical, blues, jazz, rock, and popular music

### **Cost Breakdown:**

Instruments: The Ibanez Ibanez IJV50 JamPack Quick Start (\$129.99) x 20 = \$2,599.80  
Books: *Mastering the Guitar* - Level 1, 9th Grade (\$19.99 each) x 20 = \$399.80  
Storage: Wenger Guitar Rack (20 guitars) = \$1005.00  
Sub total: \$4004.60  
10% for Shipping: \$400.46

Total Cost: **\$4405.06**

#### 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 MEETING**



ITEM NO: **VI. Policy**

MEETING DATE: **6/15/16**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**



ITEM NO: **VII. Finance & Operations**

MEETING DATE: **6/15/16**

**A. Music Lesson Program Fee & Compensation: Vote**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee vote to adjust the Music Lesson Program Fee & Compensation?

**BACKGROUND INFORMATION:**

1. In reviewing the market compensation for instructors that are hired to teach these lessons, the Shrewsbury pay rate is coming slightly lower than market and is having an impact on retention of instructors. In response to this situation, an increase is recommended.
2. A memo from Ms. Banios with further details is enclosed.

**ACTION RECOMMENDED:**

That the School Committee vote to approve the recommended adjustments to the music lesson program fee and instructor compensation as illustrated in the accompanying memorandum.

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Patrick C. Collins, Assistant Superintendent for Finance and Operations  
Ms. Mary Beth Banios, Assistant Superintendent



# Shrewsbury Public Schools

Mary Beth Banios  
 Assistant Superintendent for Curriculum and Instruction

To: School Committee  
 From: Mary Beth Banios  
 Re: Individual Music Lesson Fee  
 Date: June 9, 2016

As you are aware, the district offers a fee-based individual music lesson program to its students in grades 4-12. In reviewing the market compensation for instructors that are hired to teach these lessons, the Shrewsbury pay rate is coming in slightly lower than market and is having an impact on retention of instructors. Four of our instructors left just before lessons started in 2015 to work in other locations, or to take our students to their private studios where they charged more.

In response to this situation, an increase of \$2 per lesson is recommended. As lessons are purchased in packets of 14, this would mean a \$28 increase to the packet/semester rate. The \$2 per lesson increase would enable the instructor's compensation to move from \$23 to \$25 per hour.

	15-16 Lesson Fee	Proposed 16-17 Lesson Fee
30 minute lessons	\$27 per lesson/\$378 per semester	\$29 per lesson/\$406 per semester
45 minute lessons	\$40 per lesson/\$560 per semester	\$42 per lesson/\$588 per semester
60 minute lessons	\$53 per lesson/\$742 per semester	\$55 per lesson/\$770 per semester

With the proposed increase, our lesson program would remain very competitively priced. Please see below for a breakdown of lesson costs from area providers of individual music lessons. The 30-minute lesson is used as a point of comparison as this is the lesson type accessed by the majority of our students.

Lesson Provider	Cost of 30 minute individual lesson
Royal Academy of Music Shrewsbury, MA	\$30 per lesson
Pakachoag School of Music Auburn, MA	\$33 per lesson
David French Music Westborough, MA	\$30 per lesson



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**



ITEM NO: **VII. Finance & Operations** MEETING DATE: **6/15/16**  
**B. SHS Turf Field Project: Report & Votes to Authorize  
Revolving Fund & Expenditure for Design**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear a report on the SHS turf field project and vote to authorize revolving fund & expenditure for design?

**BACKGROUND INFORMATION:**

1. The district has established a goal to partner with booster and community groups, local businesses and alumni to raise money for the renovation and improvement of the athletics infrastructure at Shrewsbury High School.
2. Mr. Collins will provide details, which are included in the enclosed presentation.

**ACTION RECOMMENDED:**

That the School Committee hear a report on the SHS turf field project and vote as follows:

- 1) To support the three priorities for improving the SHS athletic infrastructure;
- 2) To establish a restricted gift account to receive donations for the improvement of the SHS athletic infrastructure; and
- 3) Authorizing the use of up to \$65,000 from the Facility Rental Fund to fund the design and other related professional services related to the improvement of the SHS athletic infrastructure.

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Patrick C. Collins, Assistant Superintendent for Finance and Operations

# Shrewsbury High School Athletic Campus Improvement Plans

Patrick Collins, Assistant Superintendent for Finance and Operations

Jason Costa, Athletic Director

Michelle Biscotti and Kathleen Keohane, Coordinators of Development and  
Volunteer Activities

# Topics

- Comprehensive Report: Gale Associates
  - Funded by the Boosters Club [Thank You!]
- Rationale for Improvements
- Benefits of Having a Turf Field
- Recommended Scope of Work
  - Three Priorities & Cost Estimates
- Health & Environmental Considerations
- Funding Plan
- Project Timeline
- Procurement Process
- Action Required to Begin Process

# District Goals: 2015-2017

- **Community Goal:**

- 1) Partner with booster and community groups, local businesses, and alumni in order to raise \$1 million towards the renovation and improvement of the athletics infrastructure at Shrewsbury High School.

# Comprehensive Report: Gale Associates

- Funded by the Boosters Club in support of improvements to the entire athletic campus to enhance playing/practice conditions and opportunities for **all outdoor sports**
- We will focus on renovation of multi-sport fields, which can be used by youth sport teams as well as the community

# Rationale for Improvements

- Current condition of grass fields
  - Sinkholes, bare spots, poor/blocked drainage
- Inability to play at home in bad weather
  - Both during and after rain/snow
  - Bus costs incurred to play on turf elsewhere
- Cannot properly maintain grass given athletic schedules and demand for field use
- Teams need more field play time

# Current SHS Field Conditions



View of football goal post and worn turf area around soccer goal area.

# Current SHS Field Conditions



Large, long bare spot on stadium  
football field

# Current SHS Field Conditions



Uneven depressions, poorly drained areas of field, and irrigation box near soccer playing area.

# Current SHS Field Conditions



Sinkholes in Field Hockey/Lacrosse field.

# Benefits of Having A Turf Field

- Better playing conditions for multiple high school sports teams
  - A turf stadium field would be used by soccer, lacrosse, football, field hockey, track, cross country
- All students benefit via use during Physical Education class
- Extended use of fields due to “all weather” playability of turf fields
  - Allows for earlier start to practice seasons
  - Eliminates moving/re-scheduling of games due to rain
  - Allows SHS to host playoff games

# Benefits of Having A Turf Field

- **Turf allows for community use of fields**
  - Not allowed today because of need to preserve grass fields for SHS teams
  - Youth sport programs for soccer, lacrosse & football could host games and jamborees
- **Potential revenue generator**
  - Other districts report revenue from turf field rentals to club teams, other districts, etc.
  - Any revenue would go into a fund to include future turf replacement
- **Reduced maintenance**

# Turf In Other Districts

- Mid-Wachusett League turf stadiums
  - Wachusett Regional
  - Leominster
  - Shepherd Hill
  - Nashoba Regional
  - Westborough
  - Lunenburg
  - Oakmont
  - Tyngsborough
  - Marlborough (fall 2016)
  - Groton Dunstable (2017)

# Turf In Other Districts



(Clockwise, L to R) Leominster, Wachusett, Nashoba

# Turf In Other Districts

*“This is the best investment ever made in athletics at Doyle Field. We can play in any kind of weather, no rainouts, and all four sports teams and leagues love the playing surface. Without jinxing ourselves, we have had no major injuries on this beautiful surface. We highly recommend this type of surface as it has saved us weekly mowing and bagging as well as fertilizing and other treatments.” - **Patrick LaPointe, Doyle Field Coordinator, Leominster***

*“At WHS we could not operate without our turf field. The lack of field space on campus would make it impossible to have all of our varsity teams play their home games on the high school campus. A single grass field would not be able to handle the amount of use the turf field accommodates. The turf field is the center of our facility and truly serves as our "home" field.” - **Johanna DiCarlo, Director of Athletics, Westborough Public Schools***

# SHS Stadium Track & Field Rendering



Paved "D" areas for track and field events.

# Recommended Scope of Work: Priority #1

<b>Priority 1</b>	
<b>Stadium Field*</b>	
Turf Field	\$ 780,000
Pave "D" Areas for track events	\$ 100,000
Fencing	\$ 45,000
Scoreboard	\$ 40,000
Sub-Total	\$ 965,000
Contingency (15%)	\$ 144,750
Design/Prof Fees & Construction Mgt. (7%)	\$ 67,550
Inflation Factor from Concept to Build (5%)	\$ 48,250
<b>GRAND TOTAL</b>	<b>\$ 1,225,550</b>

# Recommended Scope of Work: Priority #2

<b>Priority 2</b>	
<b>Field Hockey/Lacrosse Field</b>	
Turf	\$ 850,000
Lighting	\$ 350,000
Walkways/Appurtances	\$ 40,000
Sub-Total	\$ 1,240,000
Contingency (15%)	\$ 186,000
Design/Prof Fees & Construction Mgt. (7%)	\$ 86,800
Inflation Factor from Concept to Build (5%)	\$ 62,000
<b>GRAND TOTAL</b>	<b>\$ 1,574,800</b>

# Recommended Scope of Work: Priority #3

<b>Priority 3</b>	
<b>Amenities Bldg and Seating</b>	
Amenities Bldg	\$ 500,000
Grand Stand [350 seat]	\$ 94,000
Water/Sewer/Elec hook-ups	\$ 80,000
Sub-Total	\$ 674,000
Contingency (15%)	\$ 101,100
Design/Prof Fees & Construction Mgt. (7%)	\$ 47,180
Inflation Factor from Concept to Build (5%)	\$ 33,700
<b>GRAND TOTAL</b>	<b>\$ 855,980</b>

# Health & Environmental Considerations

- Media reports have raised concerns about the possible association between playing on artificial turf and the development of cancers
  - Studies to date do not show elevated cancer risk
  - Government study launched in February but results aren't expected for 2 years
- We'll continue to evaluate new products as they are developed to help minimize public concern & the possibility of risk to our athletes
- Our athletes are already playing on turf, both at the high school level and younger

# Funding Plan

- Given competing demands for public financial resources, we believe this project is best funded with “private” funding.
- Funding sources may include:
  - Grants
  - Corporate sponsorship via naming rights
  - Youth group donations
  - Private, individual donations received via a Capital Campaign to begin upon School Committee approval

# Funding Plan

- It will be imperative to establish a fundraising committee to work under the direction of Michelle Biscotti and Kathleen Keohane
- Fundraising committee to include:
  - Development professionals from the community
  - Past & present SHS administrators
  - Representatives from youth sports leagues
  - SHS alumni
  - Local business people
  - Current school/sports parents

# Project Timeline: Priority #1

<b>Plan A- Aggressive</b>	
<b>2016</b>	
June	Gain School Committee approval and authorization to move forward
July	Secure a design firm and receive project renderings/concepts
July-August	Begin seeking large dollar corporate donors via naming rights
September	Begin public Capital Campaign seeking individual donors
December	Complete design, permitting, and bid package
<b>2017</b>	
February	Bid project
March	Bid award- <b>CONTINGENT UPON SECURING ALL NECESSARY FUNDS</b>
June-August	Construction- must coordinate with track re-surfacing project
September	Begin use of field

# Project Timeline: Priority #1

<b>Plan B- Alternate</b>	
<b>2016</b>	
June	Gain School Committee approval and authorization to move forward
July	Secure a design firm and receive project renderings/concepts
July-August	Begin seeking large dollar corporate donors via naming rights
September	Begin public Capital Campaign seeking individual donors
December	Complete design, permitting, and bid package
<b>2017</b>	
January-December	Continue fundraising effort
December	Complete design, permitting, and bid package
<b>2018</b>	
March	Bid award- <b>CONTINGENT UPON SECURING ALL NECESSARY FUNDS</b>
June-August	Construction
September	Begin use of field

# Procurement Process

- Because donated funds become the property of the Town of Shrewsbury/School Department, all goods and services related to this project are subject to Massachusetts General Laws pertaining to procurement
- The Prevailing Wage Law will also apply given that it is a public works project

# Action Required to Begin Process

- It is recommended that the School Committee vote to support the three priorities of this project, the establishment of restricted gift account to receive donations, and use of up to \$65,000 from the Facility Rental Fund to fund the design and other related professional services for Priority #1.



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**



**ITEM NO: VII. Finance & Operations  
C. Fiscal Year 2016 Budget: Update & Vote to Authorize Transfers**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee vote to approve Fiscal Year 2016 budget transfers?

**BACKGROUND INFORMATION:**

1. The administration will provide an update on FY16 projected expenditures. The School Department will utilize all appropriated funds as it closes out the fiscal year.
2. Transfers between accounts will be required to reconcile the FY16 budget based on actual expenditures, and the Committee is asked to authorize these transfers.

**ACTION RECOMMENDED:**

That the School Committee vote to authorize the administration to make budget transfers from the original budget plan as necessary to eliminate deficits and surpluses within accounts with the intent of fully expending the total Fiscal Year 2016 appropriation by June 30, 2016 and balancing all accounts.

**STAFF & STUDENTS AVAILABLE FOR PRESENTATION:**

Mr. Patrick C. Collins, Assistant Superintendent for Finance and Operations



## Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

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8 June 2016

To: School Committee

Subj: FY2016 BUDGET STATUS: FINAL REPORT

Attached is a FY16 Budget Status Update and Year End Forecast. It is a recap of our \$55,455,515 district operating budget as approved by Town Meeting in May 2015. You will recall that this plan provided for a modest 2.2% increase over FY15.

For context it is important to note that reported expenditures and encumbrances are as of 6/8/2016 which is approximately 94% of the way through our fiscal year and also 94% into the school year.

Per the attached summary, I am projecting that we will end the year having fully expended our FY16 appropriation with variances noted in each category that ultimately net one another out to a \$0 balance.

The approved FY16 budget planned for the use of \$3,960,693 in Circuit Breaker funding. At the April 6, 2016 School Committee meeting I reported a projected surplus in our operating budget of \$144,849. This amount was “used” as part of the larger FY17 budget reduction plan by reducing our use of FY16 Circuit Breaker funding and thereby carrying it forward for FY17 use. With my latest projection, I project and additional \$68,739 in Circuit Breaker will be carried forward for a total of \$213,588. So, to recap, we expect to use \$3.75M in Circuit Breaker funding in FY16 not the original amount of \$3.96M.

Moreover, there has been some recent [May 2016] verbal communication from D.E.S.E. that the fourth quarter reimbursement payment may be increased for all districts to reflect a full 75% [versus 73%] reimbursement amount. If this occurs, it will serve to increase the FY17 Circuit Breaker reserve and provide additional budget stability.

Finally, it is recommended [using the motion below] that the committee vote to authorize budget transfers between accounts to bring each account to \$0.

***Motion:*** *I move that the committee authorize the administration to make budget transfers from the original budget plan as necessary to eliminate deficits and surpluses with the intent of fully expending the total FY16 appropriation by June 30, 2016 and balancing all accounts.*

Shrewsbury Public Schools  
FY2016 Operating Budget  
As of June 8, 2016

School Committee Recap Sheet	Description	Total Budget	YTD Actual	Encumbrance	Remaining Balance	Year End Projection	Dollar Variance	Percent Variance	Notes
A1	Administrative Central Office, Principals & Unit B	\$ 2,683,002	\$ 2,660,336	\$ -	\$ 22,666	\$ 2,709,449	\$ (26,447)	-1.0%	Running close to budget
A2	Unit A (Teachers & Nurses)	\$ 35,852,053	\$ 28,779,505	\$ -	\$ 7,072,548	\$ 35,917,214	\$ (65,161)	-0.2%	Running close to budget
A3	Aides/ABA/Paraprofessionals	\$ 5,743,235	\$ 5,001,080	\$ -	\$ 742,155	\$ 5,679,460	\$ 63,775	1.1%	Running close to budget
A4	Secretaries, Technology & Other Non-Represented	\$ 1,800,394	\$ 1,687,495	\$ -	\$ 112,899	\$ 1,846,257	\$ (45,863)	-2.5%	OT and add'l regular time to meet deadlines
A5	Substitutes - Daily, Long Term & Sub Nurses	\$ 770,600	\$ 746,230	\$ -	\$ 24,370	\$ 828,000	\$ (57,400)	-7.4%	Most of deficit attributable to long-term subs.
A6	Other Wages (See Note 1)	\$ 596,412	\$ 709,360	\$ -	\$ (112,948)	\$ 770,273	\$ (173,861)	-29.2%	Over budget for Summer SPED and extra duty
A7	Employee Benefits	\$ 273,602	\$ 154,707	\$ 118	\$ 118,777	\$ 357,825	\$ (84,223)	-30.8%	Sick Leave Buy-Back over \$72K and Tuition Reim over \$11K
B1	Regular Education & Voke Transportation	\$ 1,983,862	\$ 1,717,492	\$ 255,281	\$ 11,089	\$ 1,976,273	\$ 7,589	0.4%	Regular Day under budget \$28K and Athletics over budget \$26K
B2	Special Education Transportation	\$ 343,365	\$ 240,133	\$ 70,096	\$ 33,136	\$ 366,729	\$ (23,364)	-6.8%	Over budget on Out of District transportation
C1	Special Education Tuitions (See Note 2)	\$ 3,171,843	\$ 2,115,838	\$ 844,854	\$ 211,151	\$ 3,029,431	\$ 142,412	4.5%	Assumes use of \$3.75M in Circuit Breaker funds
C2	Vocational Tuitions	\$ 2,239,245	\$ 2,006,190	\$ 26,542	\$ 206,513	\$ 2,032,732	\$ 206,513	9.2%	Budgeted 135 students. Have 119 as of 2/1
D1	Administrative Contracted Services	\$ 464,814	\$ 446,203	\$ 81,958	\$ (63,347)	\$ 530,661	\$ (65,847)	-14.2%	Over budget on copier leases and facility rental
D2	Educational Contracted Services	\$ 638,840	\$ 482,190	\$ 138,527	\$ 18,123	\$ 620,717	\$ 18,123	2.8%	Running close to budget
D3	Textbooks/Curriculum Materials	\$ 297,431	\$ 195,418	\$ 4,328	\$ 97,685	\$ 204,746	\$ 92,685	31.2%	Re-allocated some funds towards tech. equipment
D4	Professional Development	\$ 226,317	\$ 181,601	\$ 33,876	\$ 10,840	\$ 215,477	\$ 10,840	4.8%	Under budget on conferences & PD stipends
D5	Educational Supplies & Materials	\$ 236,888	\$ 189,691	\$ 33,689	\$ 13,508	\$ 226,880	\$ 10,008	4.2%	Under budget on testing supplies
D6	Other Miscellaneous (i.e. Off. Supp., Ref. Mat.)	\$ 614,264	\$ 519,329	\$ 55,401	\$ 39,534	\$ 578,230	\$ 36,034	5.9%	Under budget on copier supplies
D7	Equipment	\$ 439,348	\$ 492,903	\$ -	\$ (53,555)	\$ 492,903	\$ (53,555)	-12.2%	Additional investment in technology hardware
D8	Utilities - Telephone Exp.	\$ 80,000	\$ 60,417	\$ 341	\$ 19,242	\$ 72,258	\$ 7,742	9.7%	Under budget on usage expenses
<b>Total FY16 Budget:</b>		<b>\$ 58,455,515</b>	<b>\$ 48,386,118</b>	<b>\$ 1,545,011</b>	<b>\$ 8,524,386</b>	<b>\$ 58,455,515</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>Percent</b>		<b>100%</b>	<b>82.8%</b>	<b>2.6%</b>	<b>14.6%</b>	<b>100.0%</b>			

Note 1 Other Wages includes custodian & police details, extra duty & mentoring stipends, Summer Special Education salaries, and crossing guards.

Note 2 SPED Tuition projection year ending is net Special Education Circuit Breaker Reimbursement funding.



## SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING



**ITEM NO: VII. Finance & Operations**  
**D. Non-Represented Employee Group Pay Adjustment: Vote**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee vote to approve Non-Represented Employee Group Pay Adjustment?

**BACKGROUND INFORMATION:**

1. Based on reviews of external and internal comparative compensation, Ms. Malone is recommending a 2.0% cost of living adjustment for non-represented staff and some category changes for a limited number of secretarial staff based upon their jobs having become more complex.

**ACTION RECOMMENDED:**

That the School Committee vote to adjust Non-Represented Employee Group compensation by an increase of 2.0% and to change compensation categories for 15 secretarial employees to new transitional lanes as illustrated in the enclosed memorandum.

**STAFF & STUDENTS AVAILABLE FOR PRESENTATION:**

Mr. Patrick C. Collins, Assistant Superintendent for Finance and Operations  
Ms. Barb Malone, Director of Human Resources



# Shrewsbury Public Schools

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Barbara A. Malone  
Director of Human Resources

June 15, 2016

To: Shrewsbury School Committee  
Re: Salary Increase Proposal Non-Represented Staff

By this memo I am making two recommendations for our non-represented staff, which includes the roles listed in the attached proposed pay rate charts.

Recommendation #1:

I am recommending a 2% increase across the board for these roles, which includes school secretaries, central office staff, door monitors, extended learning childcare providers, and other roles. This recommendation is in keeping with both the external and internal market and will help to keep the rates for these roles competitive.

Recommendation #2:

I am recommending additional increases for 15 staff members within the secretarial group. I conducted a thorough job analysis of these roles in the summer and fall of 2015 and the results of that analysis indicated that 15 staff members should be placed in a higher lane, based on increased complexity in their role, as follows:

- Secretary to the Director of Special Education, moving from lane A to the Transition AA to A lane
- High School Secretaries to the Assistant Principal, moving from lane B to the Transition B to BB lane
- High School Special Education Secretary, moving from lane C to the Transition C to B lane
- Middle School Secretaries, moving from lane B to the Transition B to BB lane
- Elementary School Secretaries, moving from lane BB to the Transition BB to A lane
- Elementary School Secretaries, moving from lane B to the Transition B to BB lane

Please note that while lane movement in the Shrewsbury Education Association's contract is based on educational attainment, movement in the secretarial/administrative roles is based on role complexity.

While ideally we would place employees entirely in their correct lane for the FY17 school year I am recommending a multi year process to move 15 individuals to the correct lane, in order to absorb these new costs to the district over a 2-3 year period.

As a result, we would like to introduce a "T" or Transition/Temporary Lane for FY17, which assigns an hourly rate partway between the current hourly rate and the new hourly rate in the appropriate lane.

The total cost of the movement of 15 individuals to this transition lane rate for FY17 is \$14,771. Because this work has been planned since last summer, this transition cost is included already in

the FY17 budget. The resulting percentage increases range from 2.48% to 7.27%, and these percentages do include a planned 2% cost of living increase.

FY18:

I plan to make a recommendation for the FY18 budget that either includes a second “T2” lane or brings all secretarial staff into the existing structure, placed fully in their new lane.

the FY17 budget. The resulting percentage increases range from 2.48% to 7.27%, and these percentages do include a planned 2% cost of living increase.

FY18:

Task: to make a recommendation for the FY18 budget that either includes a second "T2" lane or brings all secretarial staff into the existing structure, placed fully in their new lane.

**SECRETARIAL/ADMINISTRATIVE ASSISTANT  
2016-2017 Proposed Pay Rates  
2% COLA and Transition Lane Rates**

	Transition C		Transition B		Transition	Transition A			
	C	to B	B	to BB	BB to A	A	to AA	AA	
<b>Step 1</b>	15.39	16.26	16.85	17.34	19.08	19.31	20.01	20.85	21.61
<b>Step 2</b>	16.14	17.03	17.64	18.24	20.07	20.26	20.99	21.86	22.66
<b>Step 3</b>	16.85	17.73	18.37	19.11	21.03	21.16	21.92	22.83	23.66
<b>Step 4</b>	17.64	18.56	19.23	20.01	22.02	22.10	22.90	23.82	24.69
<b>Step 5</b>	18.74	19.71	20.42	21.30	23.44	23.57	24.42	25.54	26.47

Please note that all rates above assume a 2% cost of living increase applied before calculating transition lane rates

<b>Non-Certified Staff Pay Rate Schedule (2% COLA only)</b>					
<b>2016 - 2017 PROPOSED*</b>					
				increase:	1.02
Category	Step 1	Step 2	Step 3	Step 4	Step 5
NC-1 Student Assistant or Door Monitor	N/A	N/A	N/A	N/A	11.06
NC-5 Telecom Specialist	16.63	17.50	18.30	19.68	20.90
NC-6 Systemwide Courier Piano Accompanist Childcare Provider- Extended Day	18.51	19.37	20.29	21.21	22.62
NC-7B Lead Childcare Provider - Ext. Day	22.16	23.02	23.80	25.44	27.05
NC-7C Out-of-District Tutors	21.99	22.86	23.59	25.22	26.85
NC-8 Technical Aide/Computer Para Guidance Para	28.42	29.24	30.37	32.30	33.96



\*No Transition Rate Proposed for "NC" Roles



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**



ITEM NO: **VIII. Old Business**

MEETING DATE: **6/15/16**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



## SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING



**ITEM NO: IX. New Business**  
**A. Evaluation of the Superintendent: Vote**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee conduct the annual performance evaluation for the Superintendent of Schools?

**BACKGROUND INFORMATION:**

1. With input from all members, Mr. Samia has created a summary evaluation document, which will be provided under separate cover. Mr. Samia is the primary author as he was chair for the majority of the year.

**ACTION RECOMMENDED:**

That the School Committee vote to approve the annual evaluation of the Superintendent of Schools.

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. John Samia, School Committee Member



## SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING



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

MEETING DATE: **6/15/16**

### SPECIFIC STATEMENT OR QUESTION:

Will the School Committee approve the minutes of the School Committee meeting on May 4, 2016?

### BACKGROUND INFORMATION:

1. The minutes will be provided under separate cover.

### ACTION RECOMMENDED:

That the School Committee approve the minutes of the School Committee meeting on May 4, 2016.

### STAFF AVAILABLE FOR PRESENTATION:

Ms. Sandra Fryc, Chairperson  
Mr. Jon Wensky, Secretary



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**



ITEM NO: **XI. Executive Session**

MEETING DATE: **6/15/16**

**A. Negotiations: Represented and/or Non-Represented Employees  
and/or deliberation and action regarding a grievance**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee enter into executive session for the purpose of discussing negotiations with represented and/or non-represented employees, and/or deliberation and action regarding a grievance, where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body?

**BACKGROUND INFORMATION:**

Executive session is warranted for these purposes.

**ACTION RECOMMENDED:**

That the School Committee enter into executive session.

**STAFF AVAILABLE FOR PRESENTATION:**

Ms. Barbara A. Malone, Director of Human Resources  
Dr. Joseph M. Sawyer, Superintendent of Schools  
Mr. Patrick C. Collins, Assistant Superintendent for Finance & Operations

ITEM NO: **XII. Adjournment**