



**School Committee
Meeting Book**

**February 10, 2021
7:00 pm**

**Town Hall -100 Maple Avenue
Selectmen's Meeting Room**



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

AGENDA

February 10, 2021 7:00pm
Town Hall—Selectmen's Meeting Room
100 Maple Avenue

THIS MEETING IS NOT OPEN TO PHYSICAL PARTICIPATION BY THE PUBLIC. TOWN HALL IS CLOSED TO THE PUBLIC FOR MEETINGS. THIS MEETING WILL BE BROADCAST LIVE ON LOCAL CABLE CHANNELS 29 & 329 AND STREAMED LIVE ON THE SHREWSBURY MEDIA CONNECTION WEBSITE AT <https://videoplayer.telvue.com/player/iE0p5N2b-Se5BhxS-3KDrHfUWzLHfku2/stream/722>. SEE BELOW FOR INFORMATION ON CONTACTING THE CHAIR OF THE SCHOOL COMMITTEE RE: PUBLIC PARTICIPATION.

On March 12, 2020, Governor Baker issued an Executive Order modifying certain requirements of the Open Meeting Law, to enable public bodies to carry out their responsibilities while adhering to public health recommendations regarding social distancing.

The Executive Order relieves public bodies from the requirement in the Open Meeting Law that meetings be conducted in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body through adequate, alternative means. "Adequate, alternative means" may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body in real time. A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable afterwards.

In addition, all members of a public body may participate in a meeting remotely; the Open Meeting Law's requirement that a quorum of the body and the chair be physically present at the meeting location is suspended.

All other provisions of the Open Meeting Law, such as the requirements regarding posting notice of meetings and creating and maintaining accurate meeting minutes, as well as the limited, enumerated purposes for holding an executive session, remain in effect.

While for this meeting the School Committee and members of the School Department administrative team will physically meet at the location listed above, members of the public may not attend in person. If a member of the public wishes to participate remotely in the Public Participation portion of the meeting, they should contact the Committee Chair, Ms. Sandra Fryc, by sending an email to schoolcommittee@shrewsbury.k12.ma.us.

Items

Suggested time allotments

I. Public Participation

II. Chairperson's Report & Members' Reports

III. Superintendent's Report

IV. Time Scheduled Appointments:

A. Update on School District's Response to the Pandemic: Report

B. Fiscal Year 2022 Budget: Superintendent's Recommendation

C. Redistricting of Elementary School Attendance Zones: Vote

D. Staffing Report for 2020-2021 School Year: Report

V. Curriculum

VI. Policy

7:00-7:05

7:05 – 7:35

7:35 – 8:15

8:15 – 8:45

8:45 – 9:00



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

- A. Updated Policy on Title IX & Anti-Harassment: Vote 9:00 – 9:10
- VII. Finance & Operations
- VIII. Old Business
- IX. New Business
- X. Approval of Minutes 9:10 – 9:15
- XI. Executive Session 9:15 – 9:45
- A. For the purpose of addressing G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), Open Meeting Law, G.L. c. 30A, §§ 22(f), (g) – for the purpose of reviewing, approving, and/or releasing executive session minutes.
- B. For the purpose of addressing G.L. c. 30A, § 21(a)(3) “to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect of the bargaining or litigating position of the public body and the chair so declares” (“Purpose 3”) - the Shrewsbury Education Association Units A and/or B, the Shrewsbury Paraprofessional Association, and/or the Cafeteria Workers Association.
- XII. Adjournment 9:45

Next regular meeting: February 24, 2021



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: I Public Participation

MEETING DATE: **02/10/21**

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
Mr. Jon Wensky, Vice Chairperson
Dr. B. Dale Magee, Secretary
Ms. Lynsey Heffernan, Committee Member
Mr. Jason Palitsch, 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:** MEETING DATE: **02/10/21**
A. Update on School District's Response to the Pandemic: Report

BACKGROUND INFORMATION:

Dr. Sawyer and members of the leadership team will provide an update on the school district's response to the COVID-19 pandemic.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools
District Administrators



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: IV. Time Scheduled Appointments: **MEETING DATE: 02/10/21**
B. Fiscal Year 2022 Budget: Superintendent's Recommendation

BACKGROUND INFORMATION:

Dr. Sawyer and Mr. Collins will present the Superintendent's initial recommendation for the Fiscal Year 2022 School Department Budget. The recommendation will include a "status quo" budget that illustrates the financial resources that would be necessary to carry the existing program forward and the resources it will require to open the new Beal School. The Fiscal Year 2022 Superintendent's Initial Budget Recommendation document will be provided under separate cover.

ACTION RECOMMENDED:

That the School Committee hear the recommendation 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
Mr. Patrick C. Collins, Assistant Superintendent for Finance and Operations



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: IV. Time Scheduled Appointments: MEETING DATE: 02/10/21
C. Redistricting of Elementary School Attendance Zones: Vote

BACKGROUND INFORMATION:

The opening of the new Major Howard W. Beal School for students in grades K-4 in the fall of 2021 will require redistricting of elementary school attendance zones at Shrewsbury Public Schools. At the meeting on January 20, 2021, the Redistricting Committee presented two recommended redistricting options for review by the Committee, and on January 27 the School Committee hosted a public hearing for feedback from the community. Dr. Sawyer will make his recommendation on redistricting in advance of a vote by the Committee, and his recommendation memo will be sent under separate cover.

ACTION RECOMMENDED:

That the Committee vote to approve the recommended redistricting plan for elementary attendance zones to take effect when the new Beal School opens.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools
Mr. Patrick C. Collins, Assistant Superintendent for Finance & Operations



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: IV. Time Scheduled Appointments: **MEETING DATE: 02/10/21**
D. Staffing Report for 2020-2021 School Year: Report

BACKGROUND INFORMATION:

Each year the district provides a staffing report for the current fiscal year as of October 1. The report is in a relatively new format which utilizes an improved position control methodology that employs MUNIS, the information system used for payroll and accounting by all town departments. The enclosed report contains five appendices which include a glossary of terms, detailed information regarding staffing levels by position and school, staffing data by race/ethnicity and gender, and demographic information on day-to-day substitute teachers. Ms. Malone will provide a summary of the report and answer questions.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

Ms. Barbara Malone, Executive Director of Human Resources

**Report to the School Committee
2020-2021 Staffing Report
Effective October 1, 2020
February 10, 2021**

Barbara A. Malone
Executive Director of Human Resources

Background

The School Department's human resources department has provided annual staffing reports each year for at least 15 years. Beginning with the 2018-2019 staffing report, the HR department created a staffing chart to indicate utilization of staff by position, department, and school level utilizing our MUNIS information system. MUNIS is the municipal information system in use for accounting and payroll by both the Town of Shrewsbury and the School Department. Prior to the 2018-2019 school year the staffing charts were compiled manually.

As required by the Commonwealth, the HR department recently concluded compiling and reporting October 1, 2020 staffing information to the Department of Elementary and Secondary Education ("EPIMS-Education Personnel Information Management System" report). That information was submitted in late December and will be publicized by the department sometime during the 20-21 school year. There are always some differences between our staffing report and the report to DESE, as the guidelines for state reporting differ from a strict Full Time Equivalency (FTE) accounting, which is provided in our own report. Those differences are minimized with careful attention to our position control system and communication with the EPIMS department at the state level.

As a result of our EPIMS submission the state calculates demographic information within our reportable employee base (not all roles are reported, including cafeteria, day-to-day substitutes, and Covid Assistants). Effective October 1, 2020 93.53% of our employees self-report as white, which does not reflect our student demographics. This information provides a benchmark this year for future progress in diversifying staff.

We are providing a chart in the appendix to show the diversity of our day-to-day substitute staff, a group where the HR department has focused on bringing in more diverse staff members, as this role is often a first step towards a position as a paraprofessional, long-term substitute teacher, teacher, or other professional roles. In addition, day-to-day substitute teachers play a crucial role this year in covering for teachers and paraprofessionals who must quarantine per our Covid-19 guidelines. Effective October 1, 2020 48% of our day-to-day substitutes self-report as whites, while 32% did not self-report, and 18% reported as Asian, with 2% reporting as a member of a different group. These results show an improvement in diversity from the groups reported via EPIMS and more closely match our student population.

The challenge will be to help day-to-day substitutes transition into other more permanent roles in our district, including help in obtaining teacher licensure in Massachusetts, while also improving our direct diversity recruiting efforts for open full-time professional or paraprofessional positions.

FY 21 Staffing Overview

The staffing levels listed below indicate the total number of FTE positions in place in the school system on October 1 of each year:

FY 21	834.48 Positions
FY 20	856.70 Positions
FY 19	837.97 Positions
FY 18	831.25 Positions
FY 17	809.91 Positions

The information presented during budget development projected a total FTE of 842.80 positions for FY 21. As of October 1, 2020 the actual FTE count was 834.48 positions, a difference of 8.32 fewer positions. While we often see that each school year there are fluctuations in the staffing total on October 1, as our FTE count reflects the actual staffing on that date, as well as fluctuations due to changing student needs, this year the fluctuations were almost entirely due to staffing impacts of the COVID-19 pandemic, both in terms of needing to add professional staffing quickly at the end of the summer in order to stand up both hybrid and full remote cohorts, and the subsequent challenges to fill paraprofessional positions, which are ongoing. In a challenging and competitive environment the net result is running two different forms of school (hybrid and remote) with 8.32 fewer positions than budgeted.

Additional Information

Attached to this report are five appendix charts.

Appendix A is a glossary of terms for ease of use in reading the reports.

Appendix B contains a chart indicating the highest, most broad level of information and reflects all full-time equivalent positions by grouping. Our largest group is “Sch Unit A”, which is the designation for all eligible members of the Shrewsbury Education Association, Unit A. This group includes classroom teachers, special education teachers, nurses, occupational therapists, psychologists, adjustment counselors, and a variety of other professional roles.

Appendix C provides a greater level of detail and shows positions by job title and location.

Appendix D provides demographic information generated by the Department of Elementary and Secondary Education, in response to our annual EPIMS submission

Appendix E provides demographic information on day-to-day substitute teachers.

Summary

In total the FTE for FY 21 was projected at 842.80 and the actual FTE on October 1, 2020 was 834.48, resulting in 8.32 FTE for the district below the projected FTE.

Staff demographics show a greater diversity in the day-to-day substitute pool than in our regular, full-time professional and paraprofessional positions

Appendix A: Glossary of Terms

TCHR	TEACHER
ABA	APPLIED BEHAVIORAL ANALYSIS TECHNICIAN
ADJ COUNSLR	ADJUSTMENT COUNSELOR
ADMIN ASST	ADMINISTRATIVE ASSISTANT
ASST DIR	ASSISTANT DIRECTOR
ASST PRIN	ASSISTANT PRINCIPAL
HS	HIGH SCHOOL
CHILD SPEC AIDE	CHILD SPECIFIC AIDE
TECH	TECHNICIAN
COPY CTR	COPY CENTER
COTA	CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT
CUR COOR	CURRICULUM COORDINATOR
ELA	ENGLISH LANGUAGE ARTS
SCI	SCIENCE
SS	SOCIAL STUDIES
TECH.	TECHNOLOGY
ELL	ENGLISH LANGUAGE LEARNER
ENG	ENGLISH
ETS	EDUCATION OF TELEVISION STUDIO
FAM SCI	FAMILY CONSUMER SCIENCES
COORD/BUDG	FINANCIAL COORDINATOR/BUDGET ANALYST
HS SECRETARY SY	HIGH SCHOOL SECRETARY WORKING THE SCHOOL YEAR ONLY
HUMAN RES. DIRECTOR	DIRECTOR OF HUMAN RESOURCES
HUMAN RESOURCE REP	HUMAN RESOURCE REPRESENTATIVE
ELC/ILC	EARLY LEARNING CENTER/INTENSIVE LEARNING CENTER
INST	INSTRUCTIONAL
IT	INFORMATION TECHNOLOGY
KINDER	KINDERGARTEN
LANG LAB TECH HS	LANGUAGE LAB TECHNICIAN HIGHSCHOOL
LIT TUTOR	LITERACY TUTOR
TRAV	TRAVELS BETWEEN BUILDINGS
SY	SCHOOL YEAR EMPLOYEE (NOT FULL YEAR)
OCCU THER	OCCUPATIONAL THERAPIST
OFFICE MNGR HS	HIGH SCHOOL OFFICE MANAGER
PARA NON SPED	INSTRUCTIONAL AIDE
PE	PHYSICAL EDUCATION
PRE K	PRE KINDERGARTEN
SCH	SCHOOL
SCH ADMINS	SCHOOL DISTRICT ADMINISTRATORS: SUPERINTENDENT, ASSISTANT SUPERINTENDENTS, DIRECTORS OF HR AND IT, ASSISTANT DIRECTOR FOR SPECIAL EDUCATION AND PUPIL PERSONNEL SERVICES
SCH CLERKS	SCHOOL AND DISTRICT SECRETARIES: FULL YEAR SCHOOL SECRETARIES, SCHOOL YEAR SCHOOL SECRETARIES AND CENTRAL OFFICE ADMINISTRATIVE ASSISTANTS, SPECIALISTS AND REGISTRAR
SCH NONCLS	SCHOOL NONCLERICAL: ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT, FINANCIAL COORDINATOR/BUDGET ANALYST, COORDINATOR OF SECURITY & TRANSPORTATION, VOLUNTEER COORDINATOR, COURIER/LABOR, DOOR MONITORS, ATHLETIC TRAINORS
SCH PRINCS	SCHOOL PRINCIPALS
SCH UNIT A	TEACHERS, NURSES, MEDIA SPECIALIST, DEPARTMENT DIRECTORS, ADJUSTMENT COUNSELORS, SCHOOL COUNSELORS, CURRICULUM COORDINATORS, INSTRUCTIONAL COACHES, OCCUPATIONAL THERAPISTS, PSYCHOLOGISTS, TEAM CHAIRS AND TITLE I DIRECTOR
SCH UNIT B	ASSISTANT PRINCIPALS AND ATHLETIC DIRECTOR
SCHOOL IT STAFF	INFORMATIONAL TECHNOLOGY TECHNICIANS, VIDEO TECHNICIAN, IT SYSTEMS MANANGER, IT OPERATIONS SPECIALIST AND DATA SPECIALIST
SECRETARY AP	ACCOUNTING & OPERATIONS SPECIALIST FULL YEAR
SPED	SPECIAL EDUCATION
SECRETARY SY GUIDANC	HIGH SCHOOL GUIDANCE SECRETARY SCHOOL YEAR
SLPA	SPEECH AND LANGUAGE PATHOLOGIST ASSISTANT
SOC SCI TCHR HS	SOCIAL SCIENCE TEACHER AT THE HIGH SCHOOL
SPEECH LANG	SPEECH LANGUAGE PATHOLOGIST
STUD SUPPRT SPEC HS	HIGH SCHOOL STUDENT SUPPORT SPECIALIST
TECH ED	TECHNOLOGY EDUCATOR
TRAN SAFE & SEC COOR	COORDINATOR OF SECURITY & TRANSPORTATION
Unit D	PARAPROFESSIONALS , INCLUDES AIDES, TUTORS AND ABA TECHNICIANS
WORLD LANG	WORLD LANGUAGES

Appendix B All Full Time Equivalent Positions by Group 10.1.2020

Row Labels	Sum of FTE %
SCH ADMINS	7.00
SCH CLERKS	31.50
SCH NONCLS	9.17
SCH PRINCS	9.00
SCH UNIT A	495.40
SCH UNIT B	10.00
SCH IT STAFF	12.00
SCH UNIT D	260.41
Grand Total	834.48

Appendix C: All FTE Positions by Job title, Location 2020-2021

Job Class Code Desc	Location Code Desc	FTE %	FTE Job Class	FTE UNIT
ASSISTANT SPECIAL ED DIRECTOR	SPECIAL EDUCATION	1.0000		
ASSISTANT SUPERINTENDENT	CENTRAL ADMINISTRATION	1.0000		
ASSISTANT SUPERINTENDENT	CENTRAL ADMINISTRATION	1.0000		
ASSISTANT SUPERINTENDENT	SPECIAL EDUCATION	1.0000		
DIRECTOR OF INFO TECHNOLOGY	HIGH SCHOOL	1.0000		
HUMAN RESOURCE MANAGER	CENTRAL ADMINISTRATION	1.0000		
SUPERINTENDENT OF SCHOOLS	CENTRAL ADMINISTRATION	1.0000		
SCH ADMINS			7.0000	7.0000
PRINCIPAL	HIGH SCHOOL	1.0000		
PRINCIPAL	OAK MIDDLE SCHOOL	1.0000		
PRINCIPAL	SHERWOOD MIDDLE SCHOOL	1.0000		
PRINCIPAL	PARKER ROAD	1.0000		
PRINCIPAL	BEAL SCHOOL	1.0000		
PRINCIPAL	COOLIDGE SCHOOL	1.0000		
PRINCIPAL	FLORAL ST SCHOOL	1.0000		
PRINCIPAL	PATON SCHOOL	1.0000		
PRINCIPAL	SPRING ST SCHOOL	1.0000		
SCH PRINCS			9.0000	9.0000
ASSISTANT PRINCIPAL	HIGH SCHOOL	4.0000		
ASSISTANT PRINCIPAL	OAK MIDDLE SCHOOL	2.0000		
ASSISTANT PRINCIPAL	SHERWOOD MIDDLE SCHOOL	2.0000		
ASSISTANT PRINCIPAL	FLORAL ST SCHOOL	1.0000		
ATHLETIC DIRECTOR	HIGH SCHOOL	1.0000		
SCH UNIT B			10.0000	10.0000
ACCTING & OPERATION SPECIALIST	CENTRAL ADMINISTRATION	1.0000		
ASSIS TO THE DIR OF EXTENDED L	SHERWOOD MIDDLE SCHOOL	1.0000		

ASST SUPERINTENDENT EXEC ASST	CENTRAL ADMINISTRATION	1.0000		
ATTENDANCE CENTRAL OFFICE	CENTRAL ADMINISTRATION	1.0000		
CENTRAL OFFICE ADMIN ASSISTAN	CENTRAL ADMINISTRATION	1.0000		
COPY CENTER SPECIALIST	HIGH SCHOOL	1.0000		
HUMAN RESOURCE ADMIN ASSIST.	CENTRAL ADMINISTRATION	2.0000		
OFFICE MANAGER HIGH SCHOOL	HIGH SCHOOL	1.0000		
PAYROLL SPECIALIST	CENTRAL ADMINISTRATION	2.0000		
SECRETARY	SPECIAL EDUCATION	2.0000		
SECRETARY GUIDANCE	HIGH SCHOOL	1.5000		
SECRETARY MIDDLE SCHOOL	OAK MIDDLE SCHOOL	2.0000		
SECRETARY NURSE	OAK MIDDLE SCHOOL	1.0000		
SECRETARY SPECIAL EDUCATION	SPECIAL EDUCATION	1.0000		
SECRETARY-ELEMENTARY	BEAL SCHOOL	6.0000		
SECRETARY-SHS SPEC GUID	HIGH SCHOOL	1.0000		
SECRETARY-SHS/MIDDLE	HIGH SCHOOL	6.0000		
SCH CLERKS			31.5000	31.5000
1ST GRADE TEACHER	BEAL SCHOOL	3.0000		
1ST GRADE TEACHER	COOLIDGE SCHOOL	4.0000		
1ST GRADE TEACHER	FLORAL ST SCHOOL	5.0000		
1ST GRADE TEACHER	PATON SCHOOL	4.0000		
1ST GRADE TEACHER	SPRING ST SCHOOL	4.0000		
			20.0000	
2ND GRADE TEACHER	COOLIDGE SCHOOL	4.0000		
2ND GRADE TEACHER	FLORAL ST SCHOOL	9.0000		
2ND GRADE TEACHER	PATON SCHOOL	4.0000		
2ND GRADE TEACHER	SPRING ST SCHOOL	4.0000		
			21.0000	
3RD GRADE TEACHER	COOLIDGE SCHOOL	4.0000		
3RD GRADE TEACHER	FLORAL ST SCHOOL	9.0000		
3RD GRADE TEACHER	PATON SCHOOL	3.0000		

3RD GRADE TEACHER	SPRING ST SCHOOL	3.0000	
			19.0000
4TH GRADE TEACHER	COOLIDGE SCHOOL	4.0000	
4TH GRADE TEACHER	FLORAL ST SCHOOL	9.0000	
4TH GRADE TEACHER	PATON SCHOOL	4.0000	
4TH GRADE TEACHER	SPRING ST SCHOOL	4.0000	
			21.0000
5TH GRADE TEACHER	SHERWOOD MIDDLE SCHOOL	20.0000	
			20.0000
6TH GRADE TEACHER	SHERWOOD MIDDLE SCHOOL	18.0000	
			18.0000
7TH GRADE TEACHER	OAK MIDDLE SCHOOL	20.0000	
			20.0000
8TH GRADE TEACHER	OAK MIDDLE SCHOOL	19.0000	
			19.0000
ACADEMIC DEPT HEAD	NURSING, DISTRICT	1.0000	
ACADEMIC DEPT HEAD	MATHEMATICS, SHS	0.6000	
ACADEMIC DEPT HEAD	FOREIGN LANGUAGE 6-12	0.8000	
ACADEMIC DEPT HEAD	SCIENCE & ENGINEERING, SHS	0.6000	
ACADEMIC DEPT HEAD	ENGLISH, SHS	0.6000	
ACADEMIC DEPT HEAD	SCHOOL COUNCILING/GUIDANCE, SHS	0.6000	
ACADEMIC DEPT HEAD	VISUAL ARTS, K-12	0.6000	
ACADEMIC DEPT HEAD	PERFORMING ARTS, K-12	0.7000	
ACADEMIC DEPT HEAD	SOCIAL SCIENCES, SHS	0.6000	
ACADEMIC DEPT HEAD	INSTRUCTIONAL TECHNOLOGY/MEDIA, SHS	1.0000	
ACADEMIC DEPT HEAD	HEALTH, PE & CONSUMER SCIENCE, SHS	1.0000	
ACADEMIC DEPT HEAD	SPECIALIZED PROGRAMS, DISTRICT	1.0000	
ACADEMIC DEPT HEAD	SPECIAL EDUCATION PRESCHOOL & ELEMEN	1.0000	
ACADEMIC DEPT HEAD	SPECIAL EDUCATION 5-8	1.0000	
ACADEMIC DEPT HEAD	SPECIAL EDUCATION HIGH SCHOOL	1.0000	

ACADEMIC DEPT HEAD	ENGLISH LANGUAGE EDUCATION	1.0000	
ACADEMIC DEPT HEAD	TITLE 1	1.0000	
			14.1000
ADJUSTMENT COUNSELOR	HIGH SCHOOL	2.0000	
ADJUSTMENT COUNSELOR	OAK MIDDLE SCHOOL	3.0000	
ADJUSTMENT COUNSELOR	SHERWOOD MIDDLE SCHOOL	4.0000	
ADJUSTMENT COUNSELOR	COOLIDGE SCHOOL	1.0000	
ADJUSTMENT COUNSELOR	FLORAL ST SCHOOL	1.0000	
ADJUSTMENT COUNSELOR	PATON SCHOOL	0.5000	
ADJUSTMENT COUNSELOR	SPRING ST SCHOOL	0.5000	
			12.0000
ART TEACHER	HIGH SCHOOL	5.0000	
ART TEACHER	OAK MIDDLE SCHOOL	1.0000	
ART TEACHER	SHERWOOD MIDDLE SCHOOL	2.0000	
ART TEACHER	BEAL SCHOOL	0.4000	
ART TEACHER	COOLIDGE SCHOOL	0.8000	
ART TEACHER	FLORAL ST SCHOOL	2.0000	
ART TEACHER	PATON SCHOOL	0.6000	
ART TEACHER	SPRING ST SCHOOL	0.7000	
			12.5000
CURRICULUM COORDINATOR	OAK MIDDLE SCHOOL	3.0000	
CURRICULUM COORDINATOR	SHERWOOD MIDDLE SCHOOL	1.0000	
			4.0000
ELL TEACHER	HIGH SCHOOL	2.6000	
ELL TEACHER	OAK MIDDLE SCHOOL	2.0000	
ELL TEACHER	SHERWOOD MIDDLE SCHOOL	2.0000	
ELL TEACHER	BEAL SCHOOL	2.0000	
ELL TEACHER	COOLIDGE SCHOOL	2.0000	
ELL TEACHER	FLORAL ST SCHOOL	2.0000	
			12.6000
ENGLISH TEACHER	HIGH SCHOOL	18.0000	

			18.0000
ETS DIRECTOR	HIGH SCHOOL	1.0000	1.0000
FAMILY CONSUMER SCI TEACHER	HIGH SCHOOL	3.0000	
			3.0000
FOREIGN LANGUAGE TEACHER	HIGH SCHOOL	11.0000	
FOREIGN LANGUAGE TEACHER	OAK MIDDLE SCHOOL	7.8000	
			18.8000
GUIDANCE COUNSELOR	HIGH SCHOOL	8.4000	
			8.4000
HEALTH TEACHER	HIGH SCHOOL	3.0000	
HEALTH TEACHER	OAK MIDDLE SCHOOL	2.0000	
HEALTH TEACHER	SHERWOOD MIDDLE SCHOOL	2.0000	
			7.0000
INSTRUCT COACH/CURR COORD	PARKER ROAD	1.0000	
INSTRUCT COACH/CURR COORD	COOLIDGE SCHOOL	1.0000	
INSTRUCT COACH/CURR COORD	FLORAL ST SCHOOL	2.0000	
INSTRUCT COACH/CURR COORD	PATON SCHOOL	1.0000	
INSTRUCT COACH/CURR COORD	SPRING ST SCHOOL	1.0000	
			6.0000
KINDERGARTEN TEACHER	BEAL SCHOOL	9.0000	
KINDERGARTEN TEACHER	COOLIDGE SCHOOL	2.0000	
KINDERGARTEN TEACHER	PATON SCHOOL	2.0000	
KINDERGARTEN TEACHER	SPRING ST SCHOOL	2.0000	
			15.0000
MATH TEACHER	HIGH SCHOOL	17.0000	
			17.0000
MEDIA SPECIALIST	HIGH SCHOOL	1.0000	
MEDIA SPECIALIST	SHERWOOD MIDDLE SCHOOL	1.0000	
MEDIA SPECIALIST	FLORAL ST SCHOOL	0.2000	
MEDIA SPECIALIST	BEAL SCHOOL	0.2000	

MEDIA SPECIALIST	PATON SCHOOL	0.2000	
MEDIA SPECIALIST	COOLIDGE SCHOOL	0.2000	
MEDIA SPECIALIST	SPRING ST SCHOOL	0.2000	
			3.0000
MUSIC TEACHER	HIGH SCHOOL	3.0000	
MUSIC TEACHER	OAK MIDDLE SCHOOL	1.8000	
MUSIC TEACHER	SHERWOOD MIDDLE SCHOOL	2.7000	
MUSIC TEACHER	BEAL SCHOOL	0.7000	
MUSIC TEACHER	COOLIDGE SCHOOL	0.8000	
MUSIC TEACHER	FLORAL ST SCHOOL	1.3000	
MUSIC TEACHER	PATON SCHOOL	0.7000	
MUSIC TEACHER	SPRING ST SCHOOL	0.7000	
			11.7000
OCCUPATIONAL THERAPIST	HIGH SCHOOL	0.1000	
OCCUPATIONAL THERAPIST	SHERWOOD MIDDLE SCHOOL	0.4000	
OCCUPATIONAL THERAPIST	PARKER ROAD	2.0000	
OCCUPATIONAL THERAPIST	COOLIDGE SCHOOL	1.0000	
OCCUPATIONAL THERAPIST	SPRING ST SCHOOL	1.0000	
			4.5000
PHYSICAL EDUCATION TEACHER	HIGH SCHOOL	6.0000	
PHYSICAL EDUCATION TEACHER	OAK MIDDLE SCHOOL	2.0000	
PHYSICAL EDUCATION TEACHER	SHERWOOD MIDDLE SCHOOL	3.0000	
PHYSICAL EDUCATION TEACHER	BEAL SCHOOL	1.0000	
PHYSICAL EDUCATION TEACHER	COOLIDGE SCHOOL	1.0000	
PHYSICAL EDUCATION TEACHER	FLORAL ST SCHOOL	1.5000	
PHYSICAL EDUCATION TEACHER	PATON SCHOOL	0.7000	
PHYSICAL EDUCATION TEACHER	SPRING ST SCHOOL	0.5000	
			15.7000
PHYSICAL THERAPIST	PATON SCHOOL	1.0000	1.0000
PRE KINDERGARTEN TEACHER	HIGH SCHOOL	1.0000	

PRE KINDERGARTEN TEACHER	PARKER ROAD	7.0000	
			8.0000
PSYCHOLOGIST	HIGH SCHOOL	2.0000	
PSYCHOLOGIST	OAK MIDDLE SCHOOL	1.0000	
PSYCHOLOGIST	SHERWOOD MIDDLE SCHOOL	1.0000	
PSYCHOLOGIST	PARKER ROAD	1.0000	
PSYCHOLOGIST	BEAL SCHOOL	1.0000	
PSYCHOLOGIST	COOLIDGE SCHOOL	1.0000	
PSYCHOLOGIST	FLORAL ST SCHOOL	2.0000	
PSYCHOLOGIST	PATON SCHOOL	1.0000	
PSYCHOLOGIST	SPRING ST SCHOOL	1.0000	
			11.0000
SCHOOL NURSE	HIGH SCHOOL	2.7000	
SCHOOL NURSE	OAK MIDDLE SCHOOL	1.4000	
SCHOOL NURSE	SHERWOOD MIDDLE SCHOOL	1.4000	
SCHOOL NURSE	PARKER ROAD	1.0000	
SCHOOL NURSE	BEAL SCHOOL	1.0000	
SCHOOL NURSE	COOLIDGE SCHOOL	1.0000	
SCHOOL NURSE	FLORAL ST SCHOOL	1.0000	
SCHOOL NURSE	PATON SCHOOL	1.0000	
SCHOOL NURSE	SPRING ST SCHOOL	1.0000	
			11.5000
SCIENCE TEACHER	HIGH SCHOOL	17.4000	
			17.4000
SOCIAL SCIENCE TEACHER	HIGH SCHOOL	16.4000	
			16.4000
SPECIAL EDUCATION TEACHER	HIGH SCHOOL	14.0000	
SPECIAL EDUCATION TEACHER	OAK MIDDLE SCHOOL	11.0000	
SPECIAL EDUCATION TEACHER	SHERWOOD MIDDLE SCHOOL	13.0000	
SPECIAL EDUCATION TEACHER	PARKER ROAD	2.0000	
SPECIAL EDUCATION TEACHER	BEAL SCHOOL	3.0000	

SPECIAL EDUCATION TEACHER	COOLIDGE SCHOOL	5.0000		
SPECIAL EDUCATION TEACHER	FLORAL ST SCHOOL	6.0000		
SPECIAL EDUCATION TEACHER	PATON SCHOOL	4.0000		
SPECIAL EDUCATION TEACHER	SPRING ST SCHOOL	4.0000		
SPECIAL EDUCATION TEACHER	SPECIAL EDUCATION	2.0000		
			64.0000	
SPED TEAM CHAIR	OAK MIDDLE SCHOOL	1.0000		
SPED TEAM CHAIR	SHERWOOD MIDDLE SCHOOL	1.0000		
SPED TEAM CHAIR	PARKER ROAD	1.0000		
SPED TEAM CHAIR	BEAL SCHOOL	0.5000		
SPED TEAM CHAIR	FLORAL ST SCHOOL	1.0000		
SPED TEAM CHAIR	PATON SCHOOL	1.0000		
SPED TEAM CHAIR	SPRING ST SCHOOL	0.5000		
			6.0000	
SPEECH LANGUAUGE TEACHER	HIGH SCHOOL	1.0000		
SPEECH LANGUAUGE TEACHER	OAK MIDDLE SCHOOL	2.0000		
SPEECH LANGUAUGE TEACHER	SHERWOOD MIDDLE SCHOOL	2.0000		
SPEECH LANGUAUGE TEACHER	PARKER ROAD	3.0000		
SPEECH LANGUAUGE TEACHER	BEAL SCHOOL	0.8000		
SPEECH LANGUAUGE TEACHER	COOLIDGE SCHOOL	1.0000		
SPEECH LANGUAUGE TEACHER	FLORAL ST SCHOOL	1.6000		
SPEECH LANGUAUGE TEACHER	PATON SCHOOL	0.8000		
SPEECH LANGUAUGE TEACHER	SPRING ST SCHOOL	1.2000		
			13.4000	
TECHNOLOGY EDUC TEACHER	HIGH SCHOOL	3.4000		
TECHNOLOGY EDUC TEACHER	OAK MIDDLE SCHOOL	1.0000		
			4.4000	
SCH UNIT A				495.4000
ADMIN ASST TO SUPT	CENTRAL ADMINISTRATION	1.0000		
ATHLETIC TRAINER	HIGH SCHOOL	1.0000		

COURIER/BUILDING SUB	CENTRAL ADMINISTRATION	1.0000		
FINANCIAL COORD/BUDGET ANAL	CENTRAL ADMINISTRATION	1.0000		
STUDENT SUPPORT SPECIALIST	HIGH SCHOOL	1.0000		
TUTOR -ALL OTHER	HIGH SCHOOL	0.9230		
TUTOR -ALL OTHER	OAK MIDDLE SCHOOL	1.0000		
TUTOR -ALL OTHER	SHERWOOD MIDDLE SCHOOL	0.5385		
TUTOR -ALL OTHER	SHERWOOD MIDDLE SCHOOL	0.7077		
VOLUNTEER COORDINATOR	CENTRAL ADMINISTRATION	0.5000		
VOLUNTEER COORDINATOR	CENTRAL ADMINISTRATION	0.5000		
SCH NONCLS			9.1692	9.1692
IT OPERATIONS SPECIALIST	HIGH SCHOOL	1.0000		
IT OPERATIONS SPECIALIST	HIGH SCHOOL	1.0000		
IT SUPPORT SPECIALIST	HIGH SCHOOL	1.0000		
IT SUPPORT SPECIALIST	HIGH SCHOOL	1.0000		
IT SUPPORT SPECIALIST	OAK MIDDLE SCHOOL	1.0000		
IT SUPPORT SPECIALIST	OAK MIDDLE SCHOOL	1.0000		
IT SUPPORT SPECIALIST	SHERWOOD MIDDLE SCHOOL	1.0000		
IT SUPPORT SPECIALIST	BEAL SCHOOL	0.5000		
IT SUPPORT SPECIALIST	BEAL SCHOOL	1.0000		
IT SUPPORT SPECIALIST	COOLIDGE SCHOOL	1.0000		
IT SUPPORT SPECIALIST	PATON SCHOOL	0.5000		
IT SUPPORT SPECIALIST	SPRING ST SCHOOL	1.0000		
VIDEO TECHNICIAN	HIGH SCHOOL	1.0000		
SCH IT STAFF			12.0000	12.0000
ABA TECHNICIAN	HIGH SCHOOL	12.0000		
			12.0000	
ABA TECHNICIAN	OAK MIDDLE SCHOOL	8.0000		
			8.0000	
ABA TECHNICIAN	SHERWOOD MIDDLE SCHOOL	13.0000		

			13.0000
ABA TECHNICIAN	PARKER ROAD	18.0000	
			18.0000
ABA TECHNICIAN	BEAL SCHOOL	9.0000	
			9.0000
ABA TECHNICIAN	COOLIDGE SCHOOL	13.0000	
			13.0000
ABA TECHNICIAN	FLORAL ST SCHOOL	13.7000	
			13.7000
ABA TECHNICIAN	PATON SCHOOL	12.0000	
			12.0000
ABA TECHNICIAN	SPRING ST SCHOOL	6.0000	
			6.0000
CHILD SPECIFIC PARA (1:1)	HIGH SCHOOL	12.0000	
			12.0000
CHILD SPECIFIC PARA (1:1)	OAK MIDDLE SCHOOL	8.0000	
			8.0000
CHILD SPECIFIC PARA (1:1)	SHERWOOD MIDDLE SCHOOL	12.0000	
			12.0000
CHILD SPECIFIC PARA (1:1)	BEAL SCHOOL	5.0000	
			5.0000
CHILD SPECIFIC PARA (1:1)	COOLIDGE SCHOOL	7.0000	
			7.0000
CHILD SPECIFIC PARA (1:1)	FLORAL ST SCHOOL	9.0000	
			9.0000
CHILD SPECIFIC PARA (1:1)	PATON SCHOOL	6.0000	
			6.0000
CHILD SPECIFIC PARA (1:1)	SPRING ST SCHOOL	7.0000	
			7.0000
ESL TUTORS	FLORAL ST SCHOOL	0.6500	
			0.6500

INSTRUCTIONAL PARA NON-SPED	HIGH SCHOOL	1.0000	
			1.0000
INSTRUCTIONAL PARA NON-SPED	SHERWOOD MIDDLE SCHOOL	0.2000	
			0.2000
INSTRUCTIONAL PARA NON-SPED	PARKER ROAD	1.0000	
			1.0000
INSTRUCTIONAL PARA NON-SPED	BEAL SCHOOL	9.0247	
			9.0247
INSTRUCTIONAL PARA NON-SPED	COOLIDGE SCHOOL	6.4500	
			6.4500
INSTRUCTIONAL PARA NON-SPED	FLORAL ST SCHOOL	8.7416	
			8.7416
INSTRUCTIONAL PARA NON-SPED	PATON SCHOOL	7.3220	
			7.3220
INSTRUCTIONAL PARA NON-SPED	SPRING ST SCHOOL	5.2667	
			5.2667
LITERACY TUTOR	BEAL SCHOOL	0.6500	
LITERACY TUTOR	COOLIDGE SCHOOL	1.3000	
LITERACY TUTOR	PATON SCHOOL	1.2800	
LITERACY TUTOR	SPRING ST SCHOOL	0.5967	
			3.8267
MEDIA AIDE	BEAL SCHOOL	1.0000	
MEDIA AIDE	COOLIDGE SCHOOL	1.0000	
MEDIA AIDE	FLORAL ST SCHOOL	2.0000	
MEDIA AIDE	PATON SCHOOL	1.0000	
MEDIA AIDE	SPRING ST SCHOOL	1.0000	
			6.0000
SPECIAL ED PARAPROFESSIONAL	HIGH SCHOOL	12.0000	
			12.0000
SPECIAL ED PARAPROFESSIONAL	OAK MIDDLE SCHOOL	8.0000	
			8.0000

SPECIAL ED PARAPROFESSIONAL	SHERWOOD MIDDLE SCHOOL	8.8000		
			8.8000	
SPECIAL ED PARAPROFESSIONAL	PARKER ROAD	7.0000		
			7.0000	
SPEECH LANGUAGE ASSISTANT	BEAL SCHOOL	0.6000		
			0.6000	
TITLE 1 TUTOR	COOLIDGE SCHOOL	3.8300		
			3.8300	
SCH UNIT D				260.4117
		834.4809		834.4809

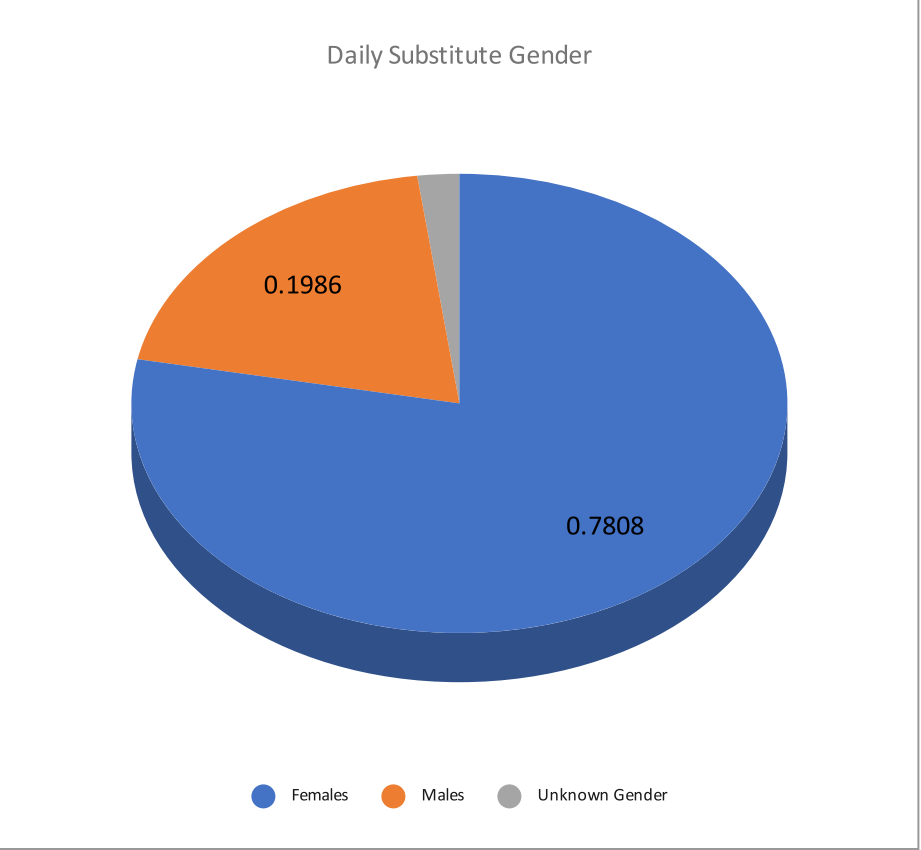
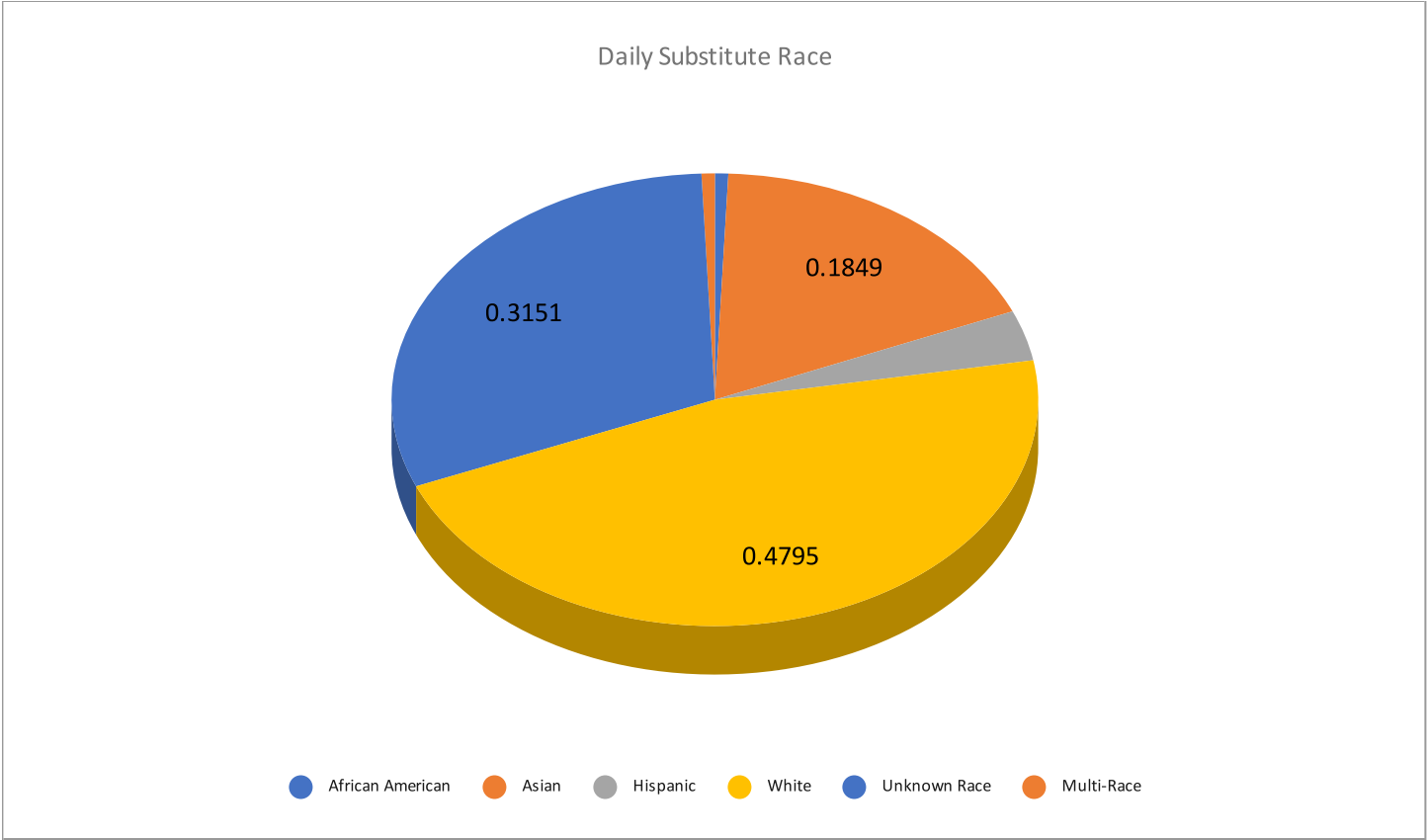


District: Shrewsbury (02710000)

Staff positions	African American (%)	Asian (%)	Hispanic (%)	White (%)	Native American (%)	Native Hawaiian, Pacific Islander (%)	Multi-Race Non-Hispanic (%)	Females (%)	Males (%)	FTE Count
Teachers	0.24	2.88	1.92	94.23	0	0	0.72	81.97	18.03	400.76
Administrators	0	2.13	0	97.87	0	0	0	63.83	36.17	42.5
All	1.04	3.35	1.27	93.53	0.12	0	0.69	86.03	13.86	835.56

Appendix E

Staff position	African American	Asian	Hispanic	White	Native American	Native Hawaiian/Pacific Islander	Unknown Race	Multi-Race	Females	Males	Unknown Gender
Daily Substitute	0.0068	0.1849	0.0370	0.4795	0.0000	0.0000	0.3151	0.0068	0.7808	0.1986	0.0205





**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **V. Curriculum**

MEETING DATE: **02/10/21**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: **VI. Policy**

MEETING DATE: **02/10/21**

A. Updated Policy on Title IX & Anti-Harassment: Vote

BACKGROUND INFORMATION:

The first reading of a draft of an updated policy on Title IX requirements that updates and consolidates elements of existing School Committee Policy 316 - Harassment, and Policy 645 - Sexual Harassment, into a single policy was presented at the meeting on January 20, 2021. Based on feedback from the Committee, the draft was submitted for further review by legal counsel in advance of a vote, and the updated policy draft is enclosed.

ACTION RECOMMENDED:

That the Committee vote to approve the updated policy titled Anti-Harassment & Title IX Policy as presented, to be included in the School Committee policies as both #316 and #645 in the personnel and student services sections respectively as presented.

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:

Ms. Sandy Fryc, School Committee Chair, Member of Policy Subcommittee
Mr. Jason Palitsch, School Committee, Member of Policy Subcommittee
Dr. Joseph M. Sawyer, Superintendent of Schools
Ms. Barbara Malone, Executive Director of Human Resources

DRAFT 1.22.21

DRAFT 2.3.21

Title IX Policy Change (Impacts Policy 316/staff and Policy 645/student)

Working Title: Title IX Sexual Harassment and Anti-Harassment Policy

Policy 316/645: Title IX and anti-Harassment Policy Adopted 6/16/93 Amended 5/4/94 Revised 4/2/97 Revised 3/28/18 Revised 1/x/21

Statement

Shrewsbury Public Schools strives to meet the intellectual, emotional, cultural, physical and social needs of the entire school community. Students are encouraged to develop to their maximum potential and to demonstrate critical thinking and content mastery, leadership, global citizenship and engagement, innovation, resilience and focus, collaboration and communication. Faculty and staff work together in a professional environment to help students fulfill these goals. We strive to create and maintain a work **and school** environment in which people are treated according to our core values of respect and responsibility, collaboration and communication, commitment to high standards and expectations, and equity.

It is the goal of Shrewsbury Public Schools to promote a workplace **and school environment** that is free of sexual and other forms of harassment. Harassment of employees occurring in the workplace or other settings in which employees may find themselves in connection with their employment (including interaction with contractors and third party vendors) is unlawful and will not be tolerated by this organization. Harassment which occurs on social media, in emails, or in texts, which may be seen by colleagues or other members of our school community, is included in this policy. (Please refer to School Committee policy #312 for more information.) **Harassment of students is similarly unlawful and will not be tolerated.**

Definitions

In the employment context, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under Massachusetts law when:

- **Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement (quid pro quo harassment);**
- **Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;**
- **Such conduct interferes with an individual's job duties; or**

- The conduct creates an intimidating, hostile or offensive work environment.

In the educational context, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct ("quid pro quo harassment");
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity ("hostile environment harassment"); or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

The District will promptly investigate all allegations of sexual harassment of which it has actual knowledge and which are alleged to occur in the school's programs and activities, including locations, events, and/ or circumstances in which the school district exercises substantial control, in a way that is not deliberately indifferent.

The following additional definitions apply:

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to any employee of the district, except that this standard is not met when the only official of the district with actual knowledge is the respondent (where the respondent is an employee). Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Complaints will be addressed whenever the district has actual knowledge of the allegation.

"Administrative leave" means placing an employee on leave pursuant to state law. Nothing in the Title IX regulations precludes a District from placing a non-student employee respondent on administrative leave during the pendency of a grievance process, provided that Massachusetts laws are followed.

"Consent" means cooperation in act or attitude pursuant to an exercise of free will of a conscious person with informed knowledge of the nature of the act or actions. A current or previous relationship shall not be sufficient to constitute consent. Consent will not be found when submission to the act or actions is undertaken due the influence of fear, fraud, forcible compulsion, threats, and/ or the complainant possessed any legal incapacity (including being

under age) to consent at the time of the act or actions. Consent is a defense to all types of sexual harassment. **Consent will not be assumed by the District in any circumstance.**

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Deliberate indifference” means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

“Emergency removal” means the suspension or expulsion of a student on an emergency basis, consistent with state law. Nothing in the Title IX regulations precludes a district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district follows all procedures under Massachusetts law, undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the **District’s** education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the **District’s** educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the **District** to provide the supportive measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures

Further, any retaliation against an individual who has complained about harassment, asserted or advocated for protected rights, or any retaliation against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual and other forms of harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees:

Because Shrewsbury Public Schools takes allegations of sexual or other forms of harassment seriously, administration will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, administration will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Based upon the seriousness of the offense, corrective and disciplinary action could include training or retraining, verbal counseling, written warning, paid or unpaid suspension, and/or termination of employment:

Please note that while this policy sets forth our goals of promoting a workplace **and school environment** that is free of sexual and other forms of harassment, this policy is not designed or intended to limit the school district's authority to investigate, discipline, or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the legal definitions of harassment.

Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
 - such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.
-

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct (including harassment based upon gender stereotypes, perceived gender roles, or one's gender identity), whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment. Harassers and the targets of harassment need not be of opposite genders. It is possible that the harasser and the harassment target belong to the same protected group or are of the same gender.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not

- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess

- Displaying sexually suggestive objects, images, cartoons, videos, or other media

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments

- Inquiries into one's sexual experiences, and

- Discussion of one's sexual activities

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, asserted or advocated for protected rights, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

~~Complaints of Sexual and other Forms of Harassment~~

~~These individuals are also available to discuss any concerns you may have and to provide information to you about this policy and our complaint process.~~

Complaints and Reports of Sexual Harassment

Upon receiving actual notice of alleged sexual harassment without a formal complaint, staff members must notify the Title IX Coordinator. The Title IX Coordinator must then contact the complainant within two school days of receiving the complaint and do the following:

- Discuss and offer supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a formal complaint;
- Determine whether the complainant wishes to file a formal complaint; and
- Explain to the complainant the purpose of filing a formal complaint.

The Title IX Coordinator must document in writing the supportive measures offered/provided or why no supportive measures were offered/provided. Complainants and respondents must be offered supportive measures even if they do not file a formal complaint.

If the complainant declines to file a formal complaint, the Title IX Coordinator must consider whether to sign a formal complaint and start an investigation despite the complainant's preferences. This decision may be appropriate when safety or similar concerns lead the district to conclude that a non-deliberately indifferent response to actual knowledge of Title IX sexual harassment could reasonably require the school district to investigate and potentially sanction a respondent. A Title IX Coordinator's decision to override the complainant's decision not to file a formal complaint must be documented in writing along with an explanation of why this decision was necessary in order to avoid deliberate indifference.

Formal complaints may also be filed directly with the Title IX Coordinator by a complainant in person, by mail, by email, or by telephone at any time, including during non-business hours. The contact information for the Title IX Coordinator is:

BARBARA A. MALONE
EXECUTIVE DIRECTOR OF HUMAN RESOURCES AND TITLE IX COORDINATOR
SHREWSBURY PUBLIC SCHOOLS

100 MAPLE AVENUE
SHREWSBURY, MA 01545
508 841 8443

The complaint may be written by the complainant, or it will be reduced to writing by either the school employee who receives the complaint, the building Principal, or the Title IX Coordinator. Whether the complaint is reduced to writing by a student, parent, or staff member, the written complaint should include the name of the complainant, the name of the alleged victim (if different), the name of the respondent, the location of the school/department where the alleged discriminatory action occurred, the basis for the complaint, witnesses (if any), and the corrective action the complainant is seeking. This information will be made on or transferred to a discrimination/ harassment complaint form maintained by the District.

There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, an alleged victim must be participating or attempting to participate in a program or activity of the school district. Additionally, the district has discretion to dismiss a formal complaint where the passage of time would result in the district's inability to gather evidence sufficient to reach a determination regarding responsibility, or when the district loses responsibility for the respondent (e.g., the respondent no longer attends or is employed by the district).

If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the school district's education program or activity, or did not occur against a person in the United States, then the school district must dismiss the formal complaint under these procedures, but could investigate it under other policies and procedures. The school district must send written notice of any dismissal.

Investigations to allegations of sexual harassment will be prompt and the formal process will be completed within a sixty day timeframe where feasible. There may be a temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Written Notice

Before any investigation can begin, the district must send written notice to both parties including sufficient details. Sufficient details include the identities of the parties involved in the

incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must inform the parties that the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If additional allegations are added during the course of the investigation, additional written notice must be provided.

Informal Resolution

Where appropriate, after notice has been issued, the Title IX Coordinator should also consider offering the parties an option for informal resolution (e.g., mediation). Informal resolution may only be offered after a formal complaint is filed, and the parties must give written consent to engage in this process. Informal resolution may not be used if the allegation is against an employee respondent. Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties.

Informal resolution is entirely voluntary. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal resolution has already begun. Similarly, respondents may elect to follow formal procedures and decline informal resolution.

If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within five (5) school days after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below.

Investigation

If informal resolution is not offered to or accepted by the parties, the Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person. The Title IX Coordinator is free to cast himself/ herself in either role, where appropriate.

The investigator must not be biased against any of the parties at the outset of the investigation. The investigator will be responsible for interviewing parties and witnesses, finding facts, and making determinations related to credibility, all of which will go into a written report. The investigator must avoid all questions that are protected by legal privilege, unless the privilege has been waived, and should avoid asking about the complainant's sexual history unless it is directly relevant to prove consent to the conduct at issue or to prove that the conduct was committed by someone other than the respondent.

Prior to completion of the investigative report, the school district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

The investigator must avoid making any final determinations of responsibility for sexual harassment.

Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent.

During the investigative process and any further hearings, complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings. The district will provide both parties with written notice of investigative interviews, meetings, and hearings, with sufficient time to prepare.

The investigation will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Findings of Responsibility

After the investigator has completed the investigation, the designated decision-maker will be assigned to determine final responsibility or lack thereof for violating Title IX. The decision-maker must not be biased against any of the parties at the outset of this process.

Before the district can determine responsibility, an investigative report will be sent to the parties and the decision-maker will offer both the complainant and respondent the opportunity to submit proposed relevant, written questions to ask of any party or witness, to respond to questions posed by another party, and to offer additional limited follow-up. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

After this process is complete, the decision-maker will create a written determination regarding whether sexual harassment has occurred using a preponderance of the evidence standard.

A "preponderance of the evidence" means that it is more likely than not that the alleged conduct occurred. The decision-maker shall further recommend what action, if any, is required. If it is determined that sexual harassment occurred, the District will take steps to prevent the recurrence of the harassment and correct its discriminatory effect on the complainant and others if appropriate.

The written determination must be issued to both parties simultaneously and must include:

- (A) Identification of the allegations potentially constituting sexual harassment;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the District's code of conduct to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
- (F) The district's procedures and permissible bases for the complainant and respondent to appeal (a copy of, or direct reference to, this policy will suffice).

If there is a finding that sexual harassment occurred, the school district will provide remedies to the complainant designed to restore or preserve equal access to the school district's education program or activity. Such remedies may include supportive measures.

Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion or termination. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.

As indicated above, these procedures do not limit the District from removing a student or employee from a program or activity on an emergency basis based on immediate threats to people's physical health or safety or placing an employee on administrative leave during the pendency of the investigation.

Records

A record will be maintained for a period of seven years of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment and district staff will document the basis for the district's conclusion that its response was not deliberately indifferent.

Training

The district will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The district will ensure that decision-makers receive training on any technology to be used in interviews and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant,.

The district also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

These training materials will be posted on the school district's website.

Appeals

Any party may appeal the decision in writing to the Superintendent within fifteen (15) school days of receipt of the findings of the formal procedure or a dismissal on the following bases:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The school district will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The Superintendent or designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) school days of the appeal.

Contact information for the Superintendent:

Superintendent Joseph M. Sawyer, Ed.D.

1 508 841 8400

Other Forms of Harassment

Employees are also protected from harassment on the basis of their race, color, religion, national origin, ancestry, sex, gender identity **and expression**, disability, participation in discrimination complaint-related activities, sexual orientation, genetics, **pregnancy and**

pregnancy-related medical conditions, or active military or veteran status.

While it is not possible to list all those additional circumstances that may constitute other forms of harassment or discrimination, the following are some examples of conduct which may constitute harassment or discrimination. It is also possible that the harasser and the harassment target belong to the same protected group or are of the same gender. Examples include:

- Epithets, jokes, and/or demeaning references, whether written or oral, to one's race, color, religion, national origin, ancestry, sex, gender identity **and expression**, perceived gender roles or stereotypes, disability, participation in discrimination complaint-related activities, sexual orientation, genetics, **pregnancy and pregnancy-related medical conditions**, or active military or veteran status
- Displaying offensive objects, images, cartoons, videos, or other media
- Asking if or implying that someone would belong to a particular organization or take specific actions based on their perceived ancestry, religion, or national origin
- Making jokes about the pronunciation of someone's name
- Comments on an individual's body of a derogatory nature

All employees should take special note that, as stated above, retaliation against an individual who has complained about harassment, asserted or advocated for protected rights, and retaliation against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated by Shrewsbury Public Schools.

Complaints of Other Forms of Harassment:

When a complaint of harassment **other than sexual harassment** is received, an administrator will promptly investigate the allegation in a fair and expeditious manner. The investigation will

be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include an interview with the person filing the complaint and with witnesses. The person alleged to have committed harassment will also be interviewed. The investigation will include review of the alleged harasser's employment file and applicable policies. When the investigation is complete, the investigator will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the school district will act promptly to eliminate the offending conduct, and where it is appropriate the school district will also impose disciplinary action.

Based upon the seriousness of the offense, corrective and disciplinary action could include training or retraining, verbal counseling, written warning, paid or unpaid suspension, and/or termination of employment.

If any employee **or student** believes **they** have been subjected to harassment, the employee **or student** has the right to file a complaint with Shrewsbury Public Schools. This may be done in writing or verbally. It is the goal of Shrewsbury Public Schools to promote a workplace that is free of sexual and other forms of harassment, and even if an employee believes that they *may* have a concern, he or she is encouraged to report it.

If you would like to file a complaint you may do so by contacting the Director of Human Resources:

Barbara Malone

Shrewsbury Public Schools

100 Maple Avenue

Shrewsbury, MA 01545

bmalone@shrewsbury.k12.ma.us

Ph 508-841-8443

Complaints may also be filed with any School Principal, any Assistant Principal, or any Assistant Superintendent for Shrewsbury Schools, or with the Superintendent of Schools.

External Grievance Procedure

Any student, parent or employee who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

For complaints related to discrimination/harassment of students:

The Office for Civil Rights, US Department of Education

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination

One Ashburton Place

Sixth Floor, Room 601

Boston, MA 02108

Phone 617-994-6000, TTY: 617-994-6196

For complaints related to discrimination/harassment of parents:

The Office for Civil Rights, US Department of Education

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

For complaints related to discrimination/harassment of employees:

The Office for Civil Rights, US Department of Education

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination

One Ashburton Place

Sixth Floor, Room 601

Boston, MA 02108

Phone 617-994-6000, TTY: 617-994-6196

OR

The Equal Employment Opportunities Commission

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

Phone: 1-800-669-4000

Referral to Law Enforcement, Other Agencies

Some alleged conduct may constitute both a violation of District policies and criminal activity.

The building Principal, coordinator, Superintendent, or designee will refer matters to law

enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/ alleged victim of the right to file a criminal complaint.

Retaliation

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

This policy will be reviewed within five years of adoption.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **02/10/21**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **02/10/21**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VIII. Old Business**

MEETING DATE: **02/10/21**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**

MEETING DATE: **02/10/21**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **02/10/21**

BACKGROUND INFORMATION:

The minutes from the School Committee Meeting held on January 27, 2021, and the School Committee Workshop held on February 3, 2021 are enclosed.

ACTION RECOMMENDED:

That the Committee accept the minutes from the School Committee Meeting held on January 27, 2021, and the School Committee Workshop held on February 3, 2021.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Sandra Fryc, Chairperson

Dr. B. Dale Magee, Secretary

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

MINUTES OF SCHOOL COMMITTEE MEETING

Wednesday, January 27, 2021

Present via virtual participation: Ms. Sandy Fryc, Chairperson; Mr. Jon Wensky, Vice Chairperson; Dr. B. Dale Magee, Secretary; Ms. Lynsey Heffernan; Mr. Jason Palitsch; Mr. Patrick Collins, Assistant Superintendent for Finance and Operations; Ms. Amy B. Clouter, Assistant Superintendent for Curriculum & Instruction; Ms. Barb Malone, Director of Human Resources; and Dr. Joseph Sawyer, Superintendent of Schools.

Due to the Coronavirus (COVID-19) pandemic and the Shrewsbury Media Connection's decision not to provide personnel for live broadcasting from the Town Hall, the meeting was conducted remotely and was not open to physical participation by the public, but was broadcast live on SELCO Channels 29 & 329 and streamed live on the Shrewsbury Media Connection website. A complete audio/visual recording of the meeting is available on the Shrewsbury Public Schools website.

The meeting was convened by Ms. Fryc at 7:00 pm.

I. Public Participation

None.

II. Chairperson's Report & Members' Reports

Mr. Wensky announced his intention to run for re-election to the School Committee in the upcoming May 2021 election.

III. Superintendent's Report

Dr. Sawyer expressed appreciation to State Sen. Michael Moore for securing \$25,000 in funding for the district to address COVID-related costs, noting it would be used for the surveillance pool testing initiative. He also reported that Summer Enrichment programs would not be offered this year due to uncertainty and space considerations, but that summer special education and English language learner services would be offered.

IV. Time Scheduled Appointments:

A. Update on School District's Response to the Pandemic: Report

In his report, Dr. Sawyer presented a summary of key messages, case counts in the district, and current state and local public health data. He discussed medical literature that focuses on in-school transmission risk; updated state guidance to decision-making relative to determining educational program changes; efforts to maintain stability in the district; an incident of suspected in-school transmission; and upcoming COVID-19 pooled surveillance testing in the district. Regarding suspected in-school transmission cases, Dr. Magee asked about the time-frame and frequency of follow-up testing of other individuals after determination of a positive result (one test was administered two days post-determination for an incident in December).

B. Recommended Redistricting Options: Public Hearing

Ms. Fryc opened the public hearing at 7:15 pm. Dr. Sawyer and Mr. Collins presented context and background information on the Redistricting Committee, the redistricting timeline, and the redistricting process, and noted that the hearing represented the third opportunity (two Community Forums were held previously) for the community to provide public feedback.

Participants Sara Port, 3 Park Street West; Diana Sladen, 7 Holman Heights Circle; Liz Mason, 45 Park Street; and Jennifer Mathney, 96 School Street, expressed support for recommended redistricting option Scenario 19. Adeola Mbaneme, 85 Colonial Drive, expressed concern that both recommended redistricting options (Scenario 18 and Scenario 19) would further contribute to racial imbalance and racial isolation of elementary students; expressed a belief that current available data on Black, Indigenous and People of Color (BIPOC) students was not adequately examined in the redistricting process; requested that Scenario 18 and Scenario 19 be revised prior to a vote by the School Committee; and (speaking again later in the hearing) requested that any potential additional or revised scenarios include a detailed breakdown of projected student demographics by race. Sudha Devarajan, 2 Grove Meadow Lane, noted a clerical error on the redistricting maps being utilized and Mr. Collins advised it would be corrected. Jeremy Hilton, 119 Gulf Street, noted the importance of special education services for students as a factor in the balance of the redistricting process.

On a motion by Dr. Magee, seconded by Mr. Palitsch, the Committee voted unanimously to close the Public Hearing at 7:53 PM. Roll call votes were as follows: Ms. Heffernan, yes; Dr. Magee, yes; Mr. Palitsch, yes; Mr. Wensky, yes; and Ms. Fryc, yes.

C. State of the School District: Report from the Superintendent

Dr. Sawyer noted multiple significant challenges currently facing the district and the nation; acknowledged the hard work done by SPS staff in response to these challenges; detailed the ongoing structural funding dilemma facing the district and its potential to compromise the educational program going forward; discussed the vision for students embodied in Shrewsbury Public Schools' *Portrait of a Graduate*, and the district's five-year Strategic Priorities; and advised that transparency, advocacy, and leadership would be needed going forward to address the long-standing structural funding dilemma.

Committee members offered their perspectives in turn. Recurrent themes included acknowledgement of the ongoing structural deficit; dismay at past budget cuts; the need for leadership and local solutions - including the use of an operational override - to address the fiscal challenges; and the importance of community advocacy and outreach to other municipal boards, including the Board of Selectmen, to address the financial deficit.

V. Curriculum

A. SHS Program of Studies: Vote

Ms. Fryc advised that proposed changes to the Program of Studies at Shrewsbury High School for 2021-2022 had been presented at the prior meeting. There were no questions or comments from the Committee. On a motion by Mr. Wensky, seconded by Dr. Magee, the Committee voted unanimously to approve the Shrewsbury High School 2021-2022 Program of Studies. Roll call votes were as follows: Dr. Magee, yes; Ms. Heffernan, yes; Mr. Wensky, yes; Mr. Palitsch, yes; and Ms. Fryc, yes.

VI. Policy

A. Updated Policy on Title IX Requirements: Vote

Ms. Fryc advised that the updated policy on Title IX requirements had been returned by legal counsel but was still pending review by Dr. Sawyer and Ms. Malone, and recommended that the Committee move the vote on this agenda item to the meeting on February 10, 2021; the Committee and Dr. Sawyer concurred.

VII. Finance & Operations

None.

VIII. Old Business

None.

IX. New Business

None.

X. Approval of Minutes

Without objections from the Committee, the minutes from the School Committee Workshop held on January 19, 2021, and the School Committee Meeting held on January 20, 2021 were accepted as distributed.

XI. Executive Session

None.

XII. Adjournment

On a motion by Dr. Magee, seconded by Mr. Wensky, the committee unanimously agreed to adjourn the meeting at 8:31 pm. Roll call votes were as follows: Dr. Magee, yes; Ms. Heffernan, yes; Mr. Wensky, yes; Mr. Palitsch, yes; and Ms. Fryc, yes.

Respectfully submitted,

Elizabeth McCollum, Clerk

Documents referenced:

1. Pandemic Response Update Slide Presentation
2. Elementary Redistricting Recommended Options Memo
3. Elementary Redistricting Recommended Options Slide Presentation
4. Superintendent's State of the District Report Slide Presentation
5. Shrewsbury High School 2021-2022 Program of Studies
6. Set(s) of minutes as referenced above

SHREWSBURY PUBLIC SCHOOLS
100 MAPLE AVENUE
SHREWSBURY, MASSACHUSETTS
MINUTES OF SCHOOL COMMITTEE WORKSHOP
February 3, 2021
Selectmen's Meeting Room

Meeting opened at 7:03PM

Present: Ms. Sandra Fryc, Chairperson; Mr. Jon Wensky, Vice Chairperson; Dr. Dale Magee, Secretary; Ms. Lynsey Heffernan; Mr. Jason Palitsch; Dr. Joseph Sawyer, Superintendent of Schools; Mr. Patrick Collins, Assistant Superintendent for Finance and Operations; Ms. Meg Belsito, Assistant Superintendent for Student Services; Ms. Barbara Malone, Executive Director of Human Resources; Dr. Jane Lizotte, Assistant Superintendent for Community Partnerships & Well-Being

Discussions:

1. There was a discussion of previously presented budget scenarios. FY22 presents challenges both regarding the uncertainty of teaching conditions and costs due to the Covid pandemic as well as the fact that all revenue projections are below what is needed to sustain the district even under the most modest cost projections. It appears that without a significant override we will not be able to open the new Beal School. The budget gap from what the Town is likely to offer for status quo service level is ~ \$4.2 million if Beal is not opened and ~\$6 million if it is; it is likely that the Circuit Breaker projection will be updated to be somewhat better, and it is expected that the Town Manager will release his budget recommendation number on February 9, the evening prior to the Superintendent's budget presentation, at which point the initial gap will be defined publicly. This uncertainty is also spilling over to the redistricting plan since it does not make sense at this point to vote on redistricting and not have a new school in which to place students.

An urgent appeal to the Selectmen will be made since, absent a successful override prior to this summer, we will have to begin cuts in service. This may have repercussions regarding how long it would take to rebuild services if money were to become available. In addition, hiring teachers has become more difficult since the pandemic has increased demand.

A biweekly discussion with Ms. Fryc, Dr. Magee, Mr. Collins, Dr. Sawyer and representatives of the Town Government including Selectmen Samia and Casavant as well as Mr. Mizakar has been going on since last fall. We have repeatedly brought up the need for an override. We will, again, emphasize the urgency and critical nature of this need at the next meeting.

There have been a number of emails from concerned citizens calling for an override. Some have mentioned a citizen's petition for such and we will monitor that progress.

2. Ms. Malone presented a Memorandum of Agreement (MOA) regarding full remote work standards that was presented to and approved by the membership of the Shrewsbury Education Association (SEA). This has been reviewed and discussed by the Committee in the past. Motion by Mr. Palitsch to approve the MOA; second by Mr. Wensky. Roll Call vote: Ms. Fryc, yes; Ms. Heffernan, yes; Mr. Palitsch, yes; Mr. Wensky: yes; Dr. Magee, yes.
3. Ms. Malone presented an MOA regarding educator evaluation that was presented to and approved by the membership of the SEA. This has been reviewed and discussed by the Committee in the past. Motion by Mr. Palitsch to approve the MOA; second by Mr. Wensky. Roll Call vote: Ms. Fryc, yes; Ms. Heffernan, yes; Mr. Palitsch, yes; Mr. Wensky, yes; Dr. Magee, yes.

Motion to adjourn: On a motion by Mr. Palitsch; second by Mr. Wensky. Roll Call vote: Ms. Fryc, yes; Ms. Heffernan, yes; Mr. Palitsch, yes; Mr. Wensky, yes; Dr. Magee, yes; the School Committee voted to adjourn at 8:48PM.

Documents referenced:

1. Final Remote MOA Jan 20, 2021
2. Ed Eval MOA 2.2.2021 FINAL
3. MASS FY22 State Aid Summary
4. FY22 Budget Workshop Slide Presentation



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **XI. Executive Session**

MEETING DATE: **02/10/21**

A. For the purpose of addressing G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), Open Meeting Law, G.L. c. 30A, §§ 22(f), (g) – for the purpose of reviewing, approving, and/or releasing executive session minutes.

B. For the purpose of addressing G.L. c. 30A, § 21(a)(3) “to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect of the bargaining or litigating position of the public body and the chair so declares” (“Purpose 3”) - the Shrewsbury Education Association Units A and/or B, the Shrewsbury Paraprofessional Association, and/or the Cafeteria Workers Association.

BACKGROUND INFORMATION:

Executive Session is warranted for these purposes.

ACTION RECOMMENDED:

That the School Committee enter into executive session:

A. for the purpose of addressing G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), Open Meeting Law, G.L. c. 30A, §§ 22(f), (g) – for the purpose of reviewing, approving, and/or releasing executive session minutes; and

B. for the purpose of addressing G.L. c. 30A, § 21(a)(3) “to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect of the bargaining or litigating position of the public body and the chair so declares” (“Purpose 3”) - the Shrewsbury Education Association Units A and/or B, the Shrewsbury Paraprofessional Association, and/or the Cafeteria Workers Association, where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body; and return to Open Session only for the purpose of adjourning for the evening.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools

Ms. Barbara A. Malone, Executive Director of Human Resources

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **XII. Adjournment**