

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

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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