



Shrewsbury Public Schools

Barbara A. Malone
Director of Human Resources

June 8, 2018

To: School Committee

Re: Non-Represented Staff Cost of Living Adjustment

Please note the following requested rate changes for non-represented staff.

The first request is part of the FY 19 school budget as approved at town meeting in May. Administration is requesting a 2% cost of living adjustment for non-represented roles that include technology, clerical, salaried administration support, and the athletic trainer (excluding school administrators). The total cost of this 2% increase for these individuals is budgeted at \$45,471.41. Please note that some of these roles are offset by revolving funds. \$45,471.41 reflects the total impact of the 2% increase, regardless of funding source.

Administration is requesting an increase of 1% for Extended Day Child Provider and Lead Child Provider roles. It is necessary to mitigate program costs in the upcoming school year, as discussed in a March school committee meeting. These rates are already positioned well in the market. The total impact of the 1% increase is \$24,692.75.

In addition, administration is requesting a new pay scale for the Tier II IT Support Specialist position. This new pay scale was suggested by Brian L'Heureux, Director of IT, to place the new position appropriately in market, and to provide differentiation from Tier I roles already in existence.

If the new pay scale is approved, Mr. L'Heureux would like the Telecommunications and Video Specialist, currently placed on the Tier I scale, to be reassigned to Step 2 of this new scale, due to the increased complexity of the position with the evolution of how A/V is used in instruction, and also for internal equity purposes. This change would result in a cost of \$3,578. In addition, we are beginning the recruiting process for a new Tier II IT Support Specialist position, and it is likely that a recommended finalist would be placed at Step 1 of this new scale, resulting in a cost of \$1,477. We are confident that the total of these two changes (\$5,055) can be absorbed into the personnel budget.

Finally, the administration is recommending adjustments be made to the stipends for the Coordinators of Development & Volunteer Services. The stipend of \$15,000 has not changed since the origin of the position in 2006, so a general cost of living adjustment is overdue. Further, there have been added responsibilities with the development element of the role. Currently, we have two coordinators working the equivalent of half-time

during the school year, although the individuals in these roles have frequently extended their hours to weekends, evenings, and summer due to the demands of the fundraising element of this role. As you know, these roles have been critical to helping the district raise over \$2 million in outside funds for various purposes over the past four years, including the Colonial Fund and the Campaign for Shrewsbury Athletic Fields (see enclosed spreadsheet). The proposed adjustment is to add \$2,500 to the stipend for the current fiscal year and to add \$5,000 for next fiscal year, for stipends of \$17,500 and \$20,000, respectively, for these positions. Please be reminded that, currently, \$15,000 of the cost of these stipends is provided through donations from Shrewsbury Federal Credit Union and Audubon Shrewsbury Apartments, and additional donations will be sought to offset the cost of the increased stipend.

I am available to answer any questions. Thank you for your support.