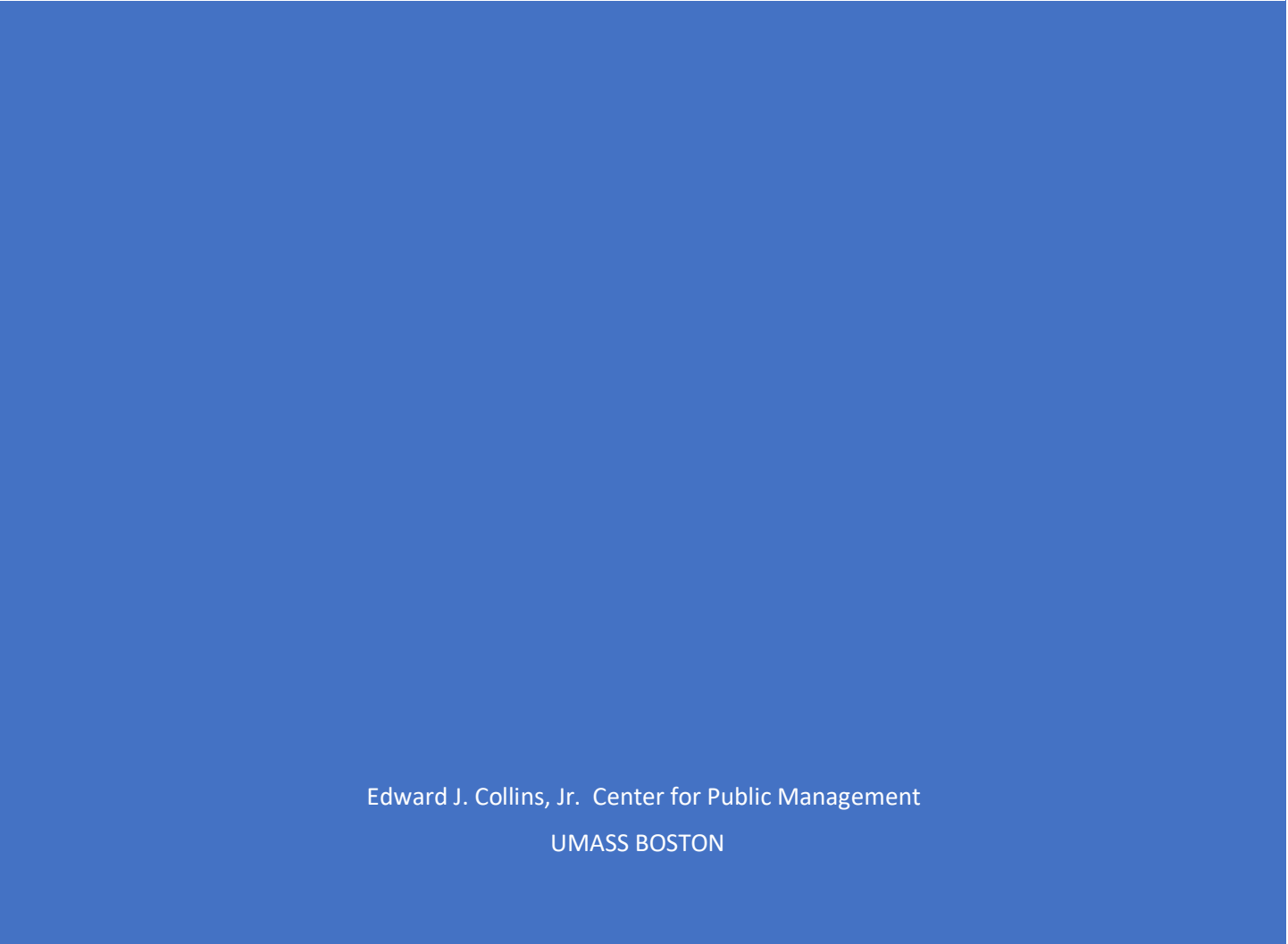# SHREWSBURY PUBLIC SCHOOLS
CENTRAL OFFICE ORGANIZATION SURVEY SUMMARY

Edward J. Collins, Jr. Center for Public Management

UMASS BOSTON

1. Please select all roles that report directly to the Superintendent of Schools. List any roles not included in the list below in the "other" space provided.

11 responses

District Role Reporting to Superintendent	# of Districts Reporting
Assistant Superintendent (multiple responsibilities)	7
Assistant Superintendent/Director Business and Finance	11
Assistant Superintendent/Director Student Services	8
Assistant Superintendent/Director Special Education	3
Assistant Superintendent/Director Teaching and Learning (Curriculum/Instruction)	5
Assistant Superintendent/Director Human Resources	8
Director of Early Childhood	0
Director of Technology	4
Administrative Assistant	10
Other: 8 Principals, METCO Director	1
Other: Director of Strategic Innovations, Principals	1
Other: Director of Digital Learning	1
Other: Director of Operations	1
Other: Principals	1
Other: Director of Facilities	1
Other: 9 Principals	1

2. Does your district have a Parent Information Center? If yes, who manages the Center and to whom do they report?

11 responses

No

No.

We have a registrar who reports to the Business Manager

We have a Student Information Office. The manager reports to the Director of Technology.
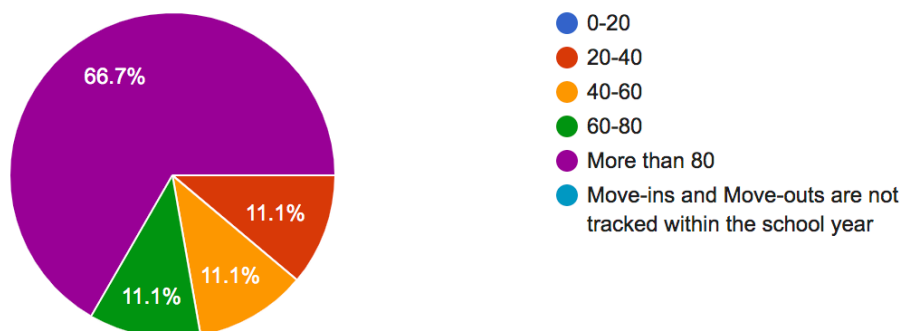
no

3. If your district does not have a Parent Information Center, who (indicate title) is responsible for student registration and to whom do they report?

10 responses

We have a PreK-12 registrar who reports to the assistant superintendent.

IT Department and Assistant Superintendent for Teaching and Learning

We have an office/department devoted to student registration overseen by the Assistant superintendent for Finance and Operations.

Student Information Office Manager

Data and Information Specialist reports to the Assistant Superintendent of C&I

Registrar/Data Assistant

multiple people as part of the multiple tasks they have

Central Registrar (also serves as receptionist at main office) who reports to the Director of Business & Finance

Administrative Assistant to the Superintendent (reports directly to the Superintendent)

Summer at CO, PT admin asst, online, at schools. Reports to Asst Supt T&L

4. Typically, how many new students are registered within a school year (not including PK and Kindergarten)?

9 responses

Legend:
- 0-20
- 20-40
- 40-60
- 60-80
- More than 80
- Move-ins and Move-outs are not tracked within the school year

Pie chart values: 66.7%, 11.1%, 11.1%, 11.1%

5. How many direct reports does the Assistant Superintendent (or Director) for Teaching and Learning/Curriculum and Instruction supervise?

11 responses

- 1 -5
- 6-10
- 11-15
- >15

27.3%

18.2%

54.5%
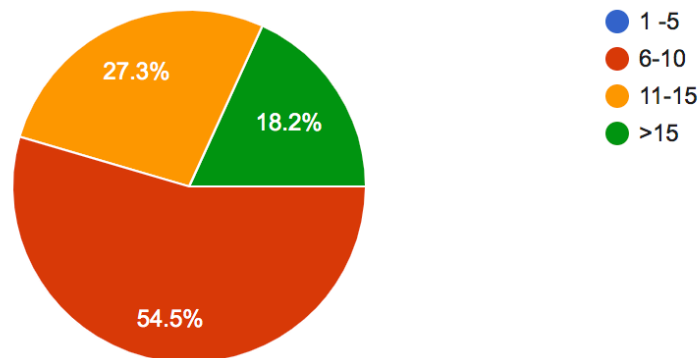
6. How many staff members are evaluated by the Assistant Superintendent (or Director) for Teaching and Learning/Curriculum and Instruction (as primary or secondary evaluator) ?

11 responses

- 1-5
- 6-10
- 11-15
- >15

18.2%

18.2%

63.6%
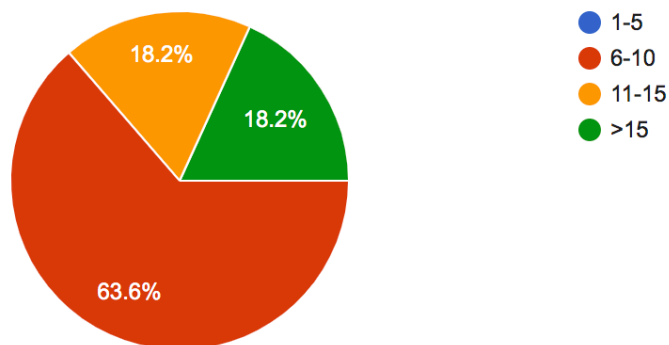
7. How many different grants does the Teaching and Learning/Curriculum and Instruction department manage?

10 responses

Legend:
- 0
- 1-3
- 4-6
- 7-9
- 10+

Pie chart values: 30%, 10%, 20%, 40%
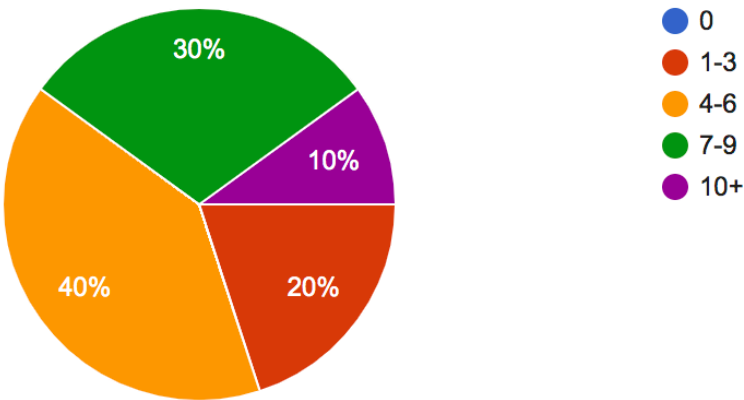
8. Does the Business/Finance office play a role in management and/or submission of Grants? If so, please list staff members (by job title) involved and areas of responsibility.

11 responses

Director of Operations and Finance and payroll/grants manager.

Manages financial monitoring, oversees purchase orders and hiring process associated with grants.

Yes. The entire staff works on various aspects of grants.

One Special Revenue Funds Manager

Business Manager, coordinates payroll activity if connected to a grant.

Yes, Accounts Receivables/Grants Specialist

Yes. Ass't Superintendent for Finance and Operations, bookkeepers, and Director of Community Education, Communication, and Planning

yes - fiscal and accounting support

Yes, Director of Business & Finance and Assistant Business Administrator. These individuals handle all of the financial reporting and requesting of funds associated with the grants received (all non-programmatic elements of the grants).

The Business Office does not play a role in submission or management of grants

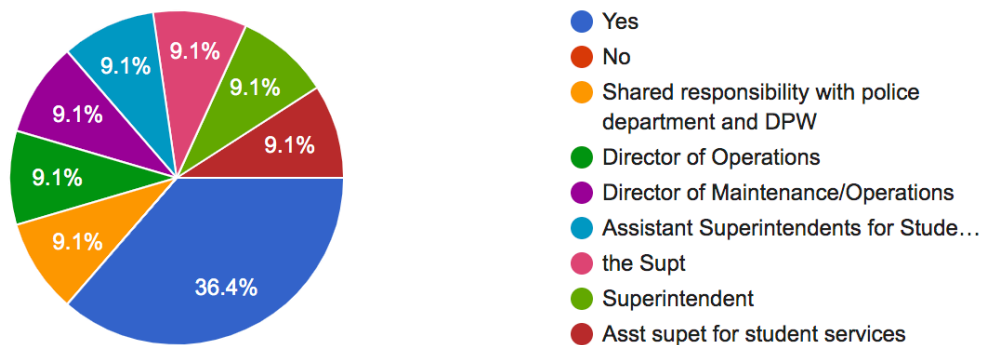bookkeeper, planning and budget analyst

9. Is there a full or part time grant writer in your district?

11 responses

Legend:
- ● Yes, full-time
- ● Yes, part-time
- ● No

Pie chart values:
- 72.7%
- 27.3%
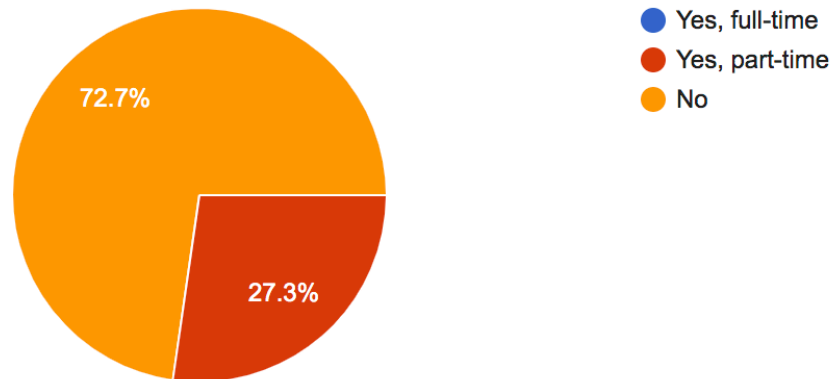
10. Does the district Business/Finance department manage Safety and Security? If, no, please indicate who is responsible (by job title) and to whom they report (by job title) in the "other" option below.

11 responses

Legend:
- ● Yes
- ● No
- ● Shared responsibility with police department and DPW
- ● Director of Operations
- ● Director of Maintenance/Operations
- ● Assistant Superintendents for Stude…
- ● the Supt
- ● Superintendent
- ● Asst supet for student services

Pie chart values:
- 9.1%
- 9.1%
- 9.1%
- 9.1%
- 9.1%
- 9.1%
- 9.1%
- 36.4%

11. Is the district Business/Finance department responsible for district payroll?

11 responses

- ● Yes
- ● No, The Town offices are responsible for district payroll
- ● No, A combination of district and Town staff are responsible for district payroll
- ● We create the payroll but submit it to the city side to issue direct deposit
- ● Payroll is the responsibility of Human Resources; Benefits is a Town resp…

27.3%
9.1%
9.1%
54.5%
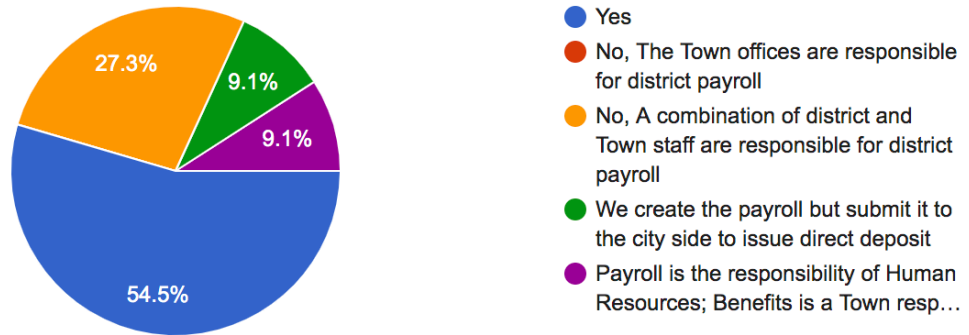
12. Please list all Central Office staff who manage or support payroll operations by their job title.

11 responses

Payroll coordinator
Financial Assistant, Payroll Assistant, Asst. to the Director for Personnel, Personnel Assistant
School Accountant; Payroll Coordinator; Finance Office Administrative support staff
Assistant Director of Finance, Payroll Specialist, Financial Analyst
Business Manager, Financial Analyst, Business Office Clerk, 2 payroll confidential secretaries
Payroll Specialist
Payroll Supervisor and Payroll Assistant
payroll clerk - one person - we are a 5000 student district with over 550 staff
Director of Business & Finance, Assistant Business Administrator and Payroll Coordinator
Payroll Clerk Human Resources Secretary
planning and budget analyst, payroll bookkeeper, HR admin asst, Director of HR, Dir of Finance

13. Please list all Central Office staff who manage or support staff benefits by their job title.

11 responses

Personnel director

Same as above

Director of Human Resources; Benefits Specialist; Benefits and Compensation Manager; Human Resource Coordinator

HR Specialist

0.5 FTE Human Resource Coordinator and 2 payroll confidential secretaries

Human Resources Specialist

Assistant Director of Human Resources assists school staff and is contact with Town staff

two - human resources director and the administrative assistant for HR

Director of Personnel & Professional Learning and the HR Administrative Assistants (2)

Payroll Clerk
Human Resources Secretary

Town side

14. Please list Central Office staff responsible for management of instructional technology for the district by job title(s).

11 responses

Network administrator

none. The CIO is a shared position with the city -- 60% city/ 40% schools. He reports to the CFO of the city and the Superintendent.

Director of Instructional Technology

Director of Digital Learning, Technology Coordinator

Asst. Superintendent for Learning, Director of Operations, Director of Technology, Director of Technology Integration

Director of Curriculum and Instruction and Technology Supervisor

Administrator of Information Technology Services

no one - the Assistant Supt for curriculum and the Tech Director share it

Director of Information, Communication and Technology Services

Director of Digital Learning

Dir Tech, deployment specialist, data manager curric and assess systems, help desk manager, Technician ! , Technician 2

15. Please list Central Office staff responsible for administrative/operational technology for the district by job title(s).

11 responses

assistant superintendent

none. Building based technician report to the CIO.

Chief Information Officer, shared with the town, who is supported by a staff of about 15 people with various titles

staff housed in the High School will be moving to CO next year - District Systems Administrator, District Network Administrator, Technical Support Specialists (3), System and Network Associates (2)

Director of Operations, Director of Technology

Director of Curriculum and Instruction and Technology Supervisor

Assistant to the Administrator of Information Technology Services

director of tech

Director of Information, Communication and Technology Services

Director of Digital Learning

Dir Tech, network manager, network engineer, help desk manager

16. Is there a Central Office administrator or staff member responsible for data reporting and analysis? If "yes", please list the title of the person responsible. If "no" please indicate "no" in the space provided.

11 responses

Data clerk

yes Data Specialist

Yes. Educational Administration Applications Specialist

Database Administrator, Assistant Database Administrators (2)

Student Information Office Manager

Data and Information Specialist

Data Manager

no - tech staff

Yes, Student Database Administrator

Software Application Support Specialist

manager of data, quality and control; data, budget and control analyst,

17. Please list all Central Office staff, by title, who are responsible for data reporting and data analysis.

11 responses

N/A

same as above

We have two other data specialists

Database Administrator, HR Specialist

Student Information Office Manager and 2 support staff

Data and Information Specialist

Data Manager, Registrar/Data Assistant

Student Database Administrator

Software Application Support Specialist

manager of data, quality and control; data, budget and control analyst,
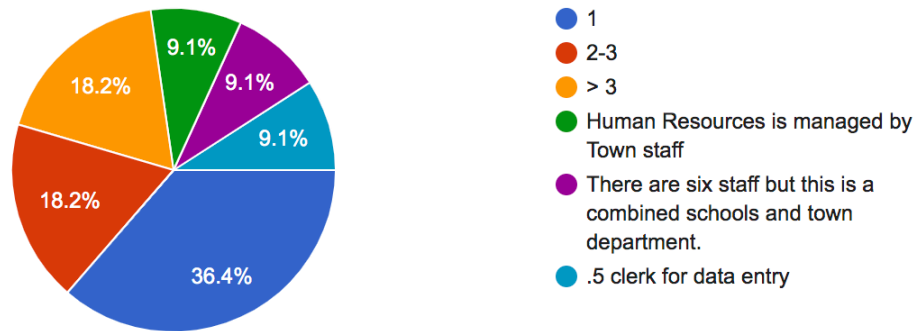
18. Please list the title of the Central Office administrator responsible for Human Resources.

11 responses

Director of Human Resources

Personnel Director

Director for Finance and Administrative Affairs (aka Business Manager)

0.5 FTE Director of Human Resources (split position with the Town)

Director of Business Operations and Human Resources along with the Human Resources Specialist

Assistant Superintendent for Human Resources

HR Director

Director of Personnel & Professional Learning

Human Resources Coordinator

Director of HR

19. Aside from the Central Office administrator, how many staff members are in the Human Resources department?

11 responses

Legend:
- ● 1
- ● 2-3
- ● > 3
- ● Human Resources is managed by Town staff
- ● There are six staff but this is a combined schools and town department.
- ● .5 clerk for data entry

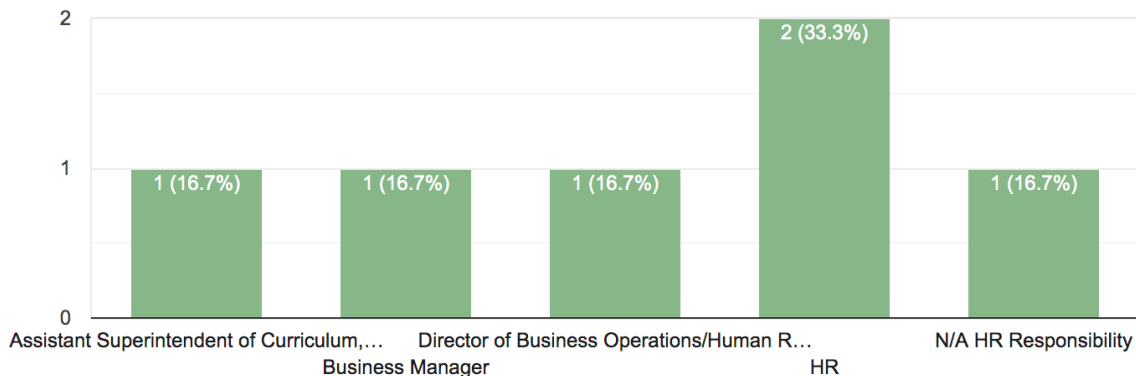Pie chart values: 36.4%, 18.2%, 18.2%, 9.1%, 9.1%, 9.1%

20. Please indicate areas of data gathering and input that are the responsibility of the Human Resources department. Please check all that apply.

11 responses

Area of Data Collection by Human Resources Department	# of Districts Reporting
Employee personal information (initial entry and changes)	10
Employee work assignment	9
Staff attendance	7
DESE performance evaluation reports	5
EPIMS	6
EEO reports	6
Lane change information	9
Professional Development information	4
Substitute teacher information	10
Teacher appointment letters	10
Administrator appointment letters	9
Other: Searches, benefits, transitions, health	1
Other: Collective bargaining prep, administrative searches	1

21. Who manages Lane Changes if not included as an HR responsibility? Please list the title of person responsible.

6 responses

Assistant Superintendent of Curriculum,…		Director of Business Operations/Human R…	N/A HR Responsibility
1 (16.7%)	Business Manager 1 (16.7%)	1 (16.7%) HR 2 (33.3%)	1 (16.7%)

22. Who manages record keeping associated with Professional Development if not included as an HR responsibility? List all staff and/or administrators responsible by title.
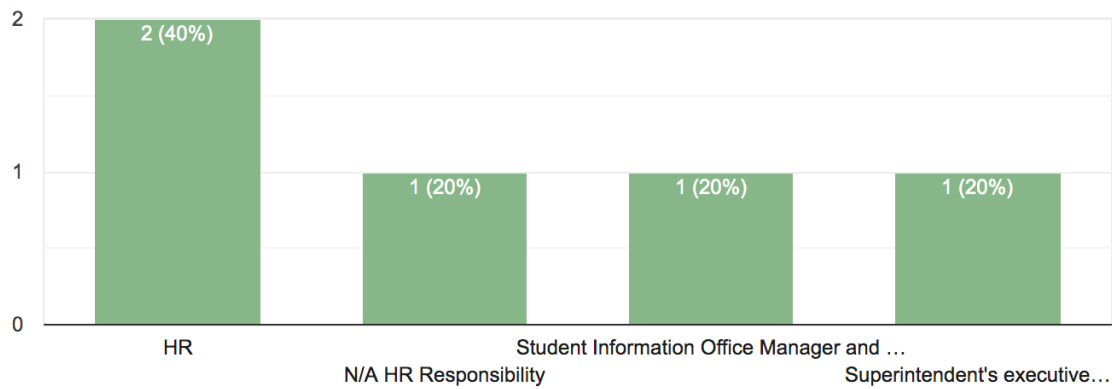
11 responses

HR
Administrative assistant to assistant superintendent
Secretary to the Asst. Superintendent for Teaching and Learning
Assistant Superintendent for Teaching and Learning
Curriculum and Instruction Office, Secretary
Assistant Superintendent of C&I; Director of C&I; Human Resources Specialist
assistant supt and her administrative assistant
Assistant Superintendent of Curriculum & Instruction
Assistant Superintendent of Curriculum and Instruction and Grants
Asst Superintendent for T & L, within Teachpoint

23. Who generates teacher/administrator appointment letters if not included as an HR responsibility? List staff responsible by title.

5 responses

24. Please list the types of data analysis provided by the Human Resources department for use by district staff and administrators (please record "none" if this is not a function of your Human Resources department).

9 responses

None
attendance, seniority, leaves, benefits, sick leave and personal day accruals
Staff attendance data; all salary and benefit data; evaluation completion data; sick leave bank data; union contract data.
HR works with the Data team for all DESE reporting.
There is some data provided but mostly not from this office
Staff attendance, staffing levels and assignments (FTE).
attendance reports, (new hires, terminations spreadsheets), salary surveys for negotiations