



**School Committee  
Meeting Book**

**January 9, 2019  
7:00 pm**

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



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

**AGENDA**

**January 9, 2019 7:00pm  
Town Hall—Selectmen's Meeting Room  
100 Maple Avenue**

**Items**

**Suggested time allotments**

- |       |   |  |
|-------|---|--|
| I.    | Public Participation  | <div style="border: 1px solid black; padding: 10px; text-align: center;">7:00-7:10</div> |
| II.   | Chairperson's Report & Members' Reports   |  |
| III.  | Superintendent's Report   |  |
| IV.   | Time Scheduled Appointments:  |  |
| A.    | Shrewsbury Education Association: Discussion of State Funding for Public Education  | 7:10 – 7:25  |
| V.    | Curriculum  |  |
| A.    | Shrewsbury High School Program of Studies Proposed Changes: Report                  | 7:25 – 7:50  |
| VI.   | Policy  |  |
| A.    | Enrollment of Non-Resident Students Policy Revision: First Reading                  | 7:50 – 8:05  |
| VII.  | Finance & Operations  |  |
| A.    | Fiscal Year 2019 Staffing Levels: Report  | 8:05 – 8:15  |
| B.    | Student Activity Funds Audit: Report  | 8:15 – 8:25  |
| VIII. | Old Business  |  |
| IX.   | New Business  |  |
| X.    | Approval of Minutes   | 8:25 – 8:30  |
| XI.   | Executive Session   | 8:30 – 9:00  |
| A.    | For the purpose of collective bargaining with the Shrewsbury Education Association  |  |
| B.    | For the purpose of negotiations with non-represented school administrators          |  |
| C.    | For the purpose of reviewing, approving, and/or releasing executive session minutes |  |
| XII.  | Adjournment   | 9:00   |

**Next regular meeting: January 23, 2019**



## **SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING**

### **ITEM NO: I      Public Participation**

MEETING DATE: 1/9/19

#### **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  
Mr. Jason Palitsch, Chairperson  
Ms. Erin Canzano, Vice Chairperson  
Ms. Sandra Fryc, Secretary  
Dr. B. Dale Magee, Committee Member  
Mr. Jon Wensky, 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: **1/9/19**  
**A. Shrewsbury Education Association: Discussion of State Funding for Public Education**

**BACKGROUND INFORMATION:**

The Massachusetts Teachers Association recently began a campaign called *Fund Our Future* to address the problem of inadequate state funding for education. As part of this campaign, the Shrewsbury Education Association (SEA) Board passed a resolution in support of full funding for our public schools. The resolution is enclosed. Mr. Chalmers will present the resolution to the School Committee with a request for their support.

**ACTION RECOMMENDED:**

That the School Committee hear the resolution and take whatever steps it deems necessary in the interests of the Shrewsbury Public Schools.

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Gary Chalmers, Teacher, Sherwood Middle School & President, Shrewsbury Education Association

## **Resolution in Support of Full Funding for**

### **Our Public Schools**

**WHEREAS**, free public schools available to all students without exception are foundational to our democracy and are required by the state constitution; and

**WHEREAS**, all of our students, no matter where they live, deserve high-quality public schools that teach the whole child and provide them with a rich school experience that addresses their academic, social and emotional needs;

**WHEREAS**, the state's foundation budget formula, which determines state aid to each district, has been woefully out of date for years, thereby underfunding our districts by more than \$1 billion a year for essential educational services; and

**WHEREAS**, an updated foundation budget formula would bring Shrewsbury up to a total of \$1,527,800 in additional state aid over the next five years, allowing this district to move closer to providing all students with the education to which they are entitled as residents of the Commonwealth; and

**WHEREAS**, the Legislature failed to pass any foundation budget legislation in the last session, leaving districts, educators and students without the funds necessary to support the schools our students deserve in every district in the state;

**THEREFORE**, be it resolved that the Shrewsbury Educators Association urges the Legislature to approve and fully fund a new foundation budget formula by May 1, 2019.



## **SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING**

ITEM NO: **V. Curriculum**

MEETING DATE: **1/9/19**

### **A. Shrewsbury High School Program of Studies Proposed Changes: Report**

#### **BACKGROUND INFORMATION:**

Each year, the high school leadership team makes recommendations for adjustments to the course offerings based on a variety of factors. Mr. Todd Bazydlo and Ms. Maureen Monopoli will highlight the proposed changes for 2019-2020, which are articulated in the enclosed memo. After hearing questions and feedback from the Committee, proposed changes will be incorporated into the complete draft of the proposed Program of Studies, which will be included in materials for the next meeting, when the Committee will be asked to vote to approve the document.

#### **ACTION RECOMMENDED:**

That the School Committee hear the report, ask questions and provide feedback, and take whatever steps it deems necessary in the interests of the Shrewsbury Public Schools.

#### **STAFF AVAILABLE FOR PRESENTATION:**

Mr. Todd Bazydlo, Principal, Shrewsbury High School

Ms. Maureen Monopoli, Assistant Principal, Shrewsbury High School

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



## Memorandum

To: Dr. Joseph Sawyer  
From: Todd Bazydlo  
Date: December 28, 2018  
Re: Proposed Changes to the 2019-2020 HS Program of Studies

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I am pleased to present proposed changes and additions to the *Program of Studies* for the 2019-20 school year. The majority of the changes presented within this document are in response to the growing demands of our diverse school population and align with current educational research. I look forward to providing the School Committee more detail regarding the revisions listed below at the January 9 meeting.

Thank you for your consideration and support.

### ***Family and Consumer Sciences Department***

1. *Mediterranean Cuisine* will be offered during the 2019-2020 school year; *Foods of the World* will not be offered during the 2019-2020 school year.

### ***Foreign Language***

1. Add new course: *AP Mandarin Chinese*

This course is designed for those students who have attained a high degree of proficiency in Mandarin Chinese and who are interested in completing studies comparable in content and difficulty to a full-year college level course. The goal of the course is to prepare students for the Mandarin Chinese AP Language examination by emphasizing the basic objectives of proficiency in listening, speaking, reading, and writing. All forms of writing are emphasized, especially the directed and the open-ended question. Weekly journals and critical writing pieces are included. Students hone listening and speaking skills through repeated practice in the form of dialogues, skits, interviews, and directed questions. Picture sequences are also used to practice for the exam, and grammar is reviewed, fine tuned and applied in authentic communicative situations. Students are expected to take the Advanced Placement Exam in May. This class is conducted entirely in Mandarin Chinese.

2. Add new course: *Accelerated French I*

The goal of this course is to prepare students for the high school French program. Students will hone their skills in reading, writing, speaking, and listening. This course emphasizes the key grammar concepts and vocabulary necessary to advance to French II.

#### Shrewsbury High School Mission Statement

The Shrewsbury High School community provides challenging, diverse learning opportunities; promotes creativity and independent thinking; and empowers students to become capable, caring, active contributors to the world in which they live.

## ***Health***

### **1. Add new course: *Global Health***

The course description is as follows: Students interested in fields of medicine, environmental science, and influencing public policy would benefit greatly from this course. *Global Health* is a multidisciplinary field that involves a blend of health and social sciences, such as biology, medicine, epidemiology, environmental science, anthropology, economics, and sociology. Students will have the opportunity to examine infectious diseases, lifestyle diseases, and mental illness while considering how society and culture influence our health. They will investigate barriers to solving global health issues, as well as explore solutions for improved global health. Potential topics include CVD, diabetes, and the obesity epidemic; HIV/AIDS, malaria, influenza, and tuberculosis; stress, depression, and anxiety; food supply, safety, and nutrition; environmental and societal factors, such as climate change, big industry, economic disparities, and water availability. Students will analyze the relative importance of issues and practicality of solutions with discussion, debate, and position papers. Students who want to take this course for honors credit must execute a written agreement with the teacher for additional work. This course meets for 3 days of the 7 day rotation.

## ***Instructional Technology and Media Services (ITAMS)***

### **1. Add new course: *Cybersecurity* Full Year, Elective, Grades 10-12, A Level**

The course description is as follows: Using the nationally recognized *Project Lead the Way* (PLTW) curriculum, this course will expose students to the ever-growing and far-reaching field of cybersecurity. Students will engage in problem-based learning, where students act as cybersecurity experts and train as cybersecurity experts do. Students will identify cybersecurity threats and how to protect against them; learn how to detect intrusions and respond to attacks; begin to examine their own digital footprint and how to better defend their own personal data. They will learn how organizations protect themselves in today's world and what careers exist in the emerging field of cybersecurity. Whether students are seeking careers in the emerging field of cybersecurity or learning to defend their own personal data or a company's data, students in PLTW Cybersecurity establish an ethical code of conduct while learning to defend data in today's complex cyberworld. No previous experience required.

NOTE: We are working toward creating a Computer Science (CS) Pathway for students through *Project Lead the Way* and the College Board. In order for students to earn CS Pathway recognition, they must satisfactorily complete three courses in the pathway – one AP course; one PLTW course; and a third course, either AP or PLTW – and earn a qualifying score of 3 or higher on the AP Exam(s) and a score of Proficient or higher on the PLTW End of Course assessment(s).



Students who complete the requirements of their chosen pathway earn the AP + PLTW student recognition, a qualification that demonstrates to colleges and employers that the student is ready for advanced course work and interested in careers in this discipline.

The College Board and *Project Lead The Way* are in the process of developing a portfolio of career-focused opportunities that will allow students to pursue work-based learning with leading industry partners. Opportunities may include industry-based internships, scholarships for a two or four-year degree completion, or priority interviews for students with the recognition.

2. Add language to course description: *Intro to Computer Programming with JAVA*: This course will not be offered during the 2019-20 school year.
3. Add language to course description: *Student Innovation Team*: SIT students provide tech support as they work at our help desk, located in the media center. This course can be taken as a semester course or a full-year course.

### ***Mathematics***

1. Add new course: *Foundations of Algebra & Geometry*.  
The course description is as follows: This course will investigate and build upon the basic foundations of Algebra and Geometry in an approach that will enable students to make the connections necessary to apply their skills in a variety of application-based problems. The units of study will include patterns in data, patterns of change, linear functions, patterns in shape, and exponential functions. Important ideas are continually revisited for students to make connections and develop a lasting understanding of the mathematics they are studying. Students who are successful in this course will be expected to enroll in Algebra & Geometry I as their next course. This course will use ALEKS software to support students' work with the course curriculum as well as their work on cumulative math review topics. ALEKS will create a learning path for students based on their performance and work in ALEKS will help to remediate or expand their knowledge of the course content. A graphing calculator (TI-83 or TI-84) is recommended because it is used extensively.
2. Add new course: *Algebra & Geometry II/Advanced Math I Honors*.  
The course description is as follows: This accelerated mathematics course will further the study of topics in Functions, Equations and Systems, Coordinate Methods, Regression and Correlation, Nonlinear Functions and Equations, Probability, and Trigonometry. The units of study will also include Reasoning and Proof, Inequalities and Linear Programming, Similarity and Congruence, Polynomial and Rational Functions, Circles and Circular Functions, Modeling Sequential Change, and Inverse Functions. All of these topics will prepare students for the study of Precalculus and Calculus. Students in this accelerated Honors level course are expected to develop independent thinking skills as they approach new situations and investigate topics in depth. Students must

demonstrate mastery in all of the course content in order to be recommended for *Precalculus Honors* for the next year. This course will use ALEKS software to support students' work with the course curriculum as well as their work on cumulative math review topics. ALEKS will create a learning path for students based on their performance and work in ALEKS will help to remediate or expand their knowledge of the course content. A graphing calculator (TI-83 or TI-84) is recommended because it is used extensively.

(NOTE: A Research Methods Option will also be available for this course, for those students who are also enrolled in *Research Methods & Biology Honors*.)

## ***Performing Arts***

Change introduction to Performing Arts section to:

“The vision of the Shrewsbury High School Performing Arts Department is to instill in our students and community a life-long passion for the performing arts that promotes personal and professional artistic interests beyond high school graduation.

The mission of the Shrewsbury High School Performing Arts Department is to provide a creative curriculum with engaging, collaborative and inclusive opportunities that will inspire critical artistic thought and a personal passion for every student enrolled in a performing arts course.”

1. Add new course: *Foundations of Dance* (Semester course)

Movement training helps to develop general body awareness, release unnecessary tension, and create strength and mobility. In this course students will explore movement improvisation that empowers the participant to be receptive to the immediate moment, to listen with the whole body, to make a spontaneous offer with confidence, to reconnect to imagination and to identify emotional states. Foundations of Dance is open to students in grades 9-12.

2. Add new course: *Stage Combat* (Semester course)

This course is an introduction and exploration of technical and aesthetic aspects of stage combat. Our main goals are to develop the ability to safely portray violence onstage within the context of a play with specificity and dramatic power, as well as to understand how stage combat fits into the practice of theater as a whole. Other aspects include the development of strength and flexibility, eye/hand coordination, understanding and applications of principles of safety in working with a partner, and learning how to advance your character journey and develop ensemble work through each individual move in a fight sequence. This course is open to students in grades 10-12.

3. Add new course: *Musical Theater Dance* (Semester course)

This course explores *Musical Theatre Dance* and techniques to include vocabulary, technique, and history. Pieces of original choreography from a variety of Broadway shows will be set in class. This course is open to students in grades 9-12.

4. Add new course: *Jazz I Dance* (Semester course)

This will be a beginning level Jazz dance class designed for the student with little or no previous training. It can also serve as a refresher for those who have previous experience and will seek to create new challenges within the scope of the technique to further their abilities. Emphasis will be on learning and/or re-emphasizing basic jazz technique through specialized placement and alignment of the body, and performing stylized steps and moves. This course is open to students in grades 9-12.

5. Add new course: *Guitar Ensemble* (Semester course)

Guitar Ensemble is a continuation of the *Introduction to Guitar* course. The emphasis of this course will be on performance in various settings including large ensembles, quartets, and trios while utilizing an expanded range of notes and rhythms. Students will also develop an understanding of basic concepts of music theory through composing and arranging projects.

Prerequisite: Successful completion of *Introduction to Guitar* or with permission of the instructor through demonstrated proficiency in reading standard music notation.

6. Add new course: *iPad Ensemble* (Semester course)

This course offers the student the opportunity to use the iPad as an instrument to learn to perform and read music, in both traditional and graphic notation. Throughout the course, ensemble members explore new applications, new works and ways of notating music. Works performed in class range from transcriptions of traditional works, structured improvisation, aleatoric scores, and works written by students. This course is open to students in grades 9-12.

7. Add new course: *Honors Chamber Orchestra*

*Honors Chamber Orchestra* is designed to develop a student's highest musical potential through performing advanced quality literature in orchestra repertoire. Students are selected for participation by audition held in the previous spring to ensure a well-balanced ensemble. Advanced concepts in ear training, theory, music literacy, musical terminology, and music history will be explored. The organization performs at school concerts throughout the year and often prepares for other venues, including competitions and festivals. Students are encouraged to audition for Central District and All-State Music Festivals. Performances are an important component of this course and students are required to participate as part of their commitment to this group and part of their evaluation. Prerequisite: Selection by audition.

8. Change course description: *Orchestra*

Orchestra is a performance course available for violinists, violists, cellists, and bassists. This class explores concepts in musicianship, ear training, theory, music literacy, musical terminology, and music history as well as teaching leadership qualities. String-specific skills such as bow management, shifting, vibrato, and tone production will be explored. Students in Orchestra will rehearse and perform quality orchestra literature. The organization performs for school concerts throughout the year and often prepares for other venues, including competitions and festivals. Students are encouraged to audition for Central District and All-State Music Festivals. Performances are an important component of this course and students are required to participate as part of their commitment to this group and part of their evaluation. Prerequisite: Experience with Middle School Orchestra or equivalent. Previous class or private instruction.

9. Add new course: *History of American Music: Rock and Roll* (Semester course)

This course is designed to explore one of our country's most powerful art forms. From its roots in blues, country, gospel, and R&B, Rock and Roll and its successor forms have touched all facets of our lives, private and public for over five decades. Rock and Roll is experienced not simply as a culture or sound, but also in cinematic and television culture, as well as literature, fashion, politics, dance, and more. Semester elective, this course is open to students in grades 9-12.

10. Add language to course description: *Playwriting/Directing* will not be offered in 2019-2020. It will be offered in 2020-2021 in place of *Movement for Theater*.

### ***Science & Engineering***

1. Add new course: *Honors Environmental Science*

This course will run concurrently with A level *Environmental Science*. The course description falls under the existing A level *Environmental Science* course. Students choosing to enroll in the Honors option will be expected to do extensive and sustained independent research and analysis outside of class and will be expected to present their findings in written, visual, and oral formats.

2. Add new course: *Principles of Biomedical Science*

Prerequisite: *Biology* or co-enrollment in *Biology*

In this *Project Lead The Way* course students explore concepts of biology and medicine to determine factors that led to the death of a fictional person. While investigating the case, students examine autopsy reports, investigate medical history, and explore medical treatments that might have prolonged the person's life. The activities and projects introduce students to human physiology, basic biology, medicine, and research processes while allowing them to design their own experiments to solve problems. This course will be available to 9-12 grade students at the A level.

NOTE: This course can only run if adequate funding is made available. We are currently

applying for a Grant to help cover most of the start-up costs. The \$50,000 grant over 3 years requires us to introduce and run 3 courses in the PLTW Biomedical pathway within a 3 year period. The additional 2 courses will include Human Body Systems and Medical Interventions. Without grant funding, the estimated start-up cost for each course is \$20,000 (This includes 2 week PLTW teacher training) Additionally this will require a sustained \$3000 increase in the annual departmental budget to cover costs for consumable materials in addition to the PLTW Biomedical Participation fee. In 2012 we attempted to introduce PLTW Bioengineering in a similar fashion. Our grant proposal was unsuccessful and district funding was not sufficient to start up the course inhouse.

### ***Visual Arts***

All course descriptions were changed to reflect and/or emphasize the content of the course that suits students' interests and/or skill.

1. *Art Appreciation* - Do you wonder how Michelangelo painted the Sistine Chapel or why Van Gogh cut off his ear? *Art Appreciation* covers the basics of art history and the how and why art is an important tool for understanding history. We cover art making mediums, discuss art from prehistoric times to the present, and all of the various art movements that have shaped art into what we see in museums and galleries. The point of this class is to get students familiar with terms and concepts so that they can confidently develop their own thoughts on the art they are seeing.
2. *Art Intro* - Maybe you are intimidated by drawing and/or painting or maybe you are looking to improve your drawing/painting skills. Either way, *Art Intro* is for you! In this course you will cover the basics with step by step instruction, understand the importance of observing and studying, drafting and revising, while exploring a variety of art materials. End result, students will understand how to create the illusion of three-dimensional imagery through shading, color and perspective. \*This course is the prerequisite for *Studio I*.
3. *Ceramics I* - Come explore the world of clay in *Ceramics I*! This is an introductory class which goes over the basics of working with clay and glaze, handbuilding techniques and how to use the potters wheel. Some of the projects we create include tiles, slab boxes, teapots and functional objects such as bowls and cups. Whether you are new to clay or have been to Claytime, *Ceramics I* will get you feeling confident about making and glazing clay objects.
4. *Ceramics II & Sculpture* - *Ceramics II* builds on the knowledge gained in *Ceramics I*, improves your clay skills and pushes the boundaries with your ideas. Some of the projects include both wheel thrown and handbuilt components, creating sculptures from clay forms made on the wheel and working on expanding your glazing and design skills. Prerequisites: *Ceramics I & Sculpture*

5. *Ceramics III & Sculpture* - Did *Ceramics I* and *II* inspire you to want more clay? In *Ceramics III* we explore creating large handbuilt ceramic sculpture and expand our wheel working skills. Students work independently researching and developing projects, drafting ideas and creating mock-up designs. Attention to detail and pushing your limits will be required. Prerequisites: *Ceramics II & Sculpture*
6. *Creative Sketchbooks* - Do you like to doodle, journal, and draw? Do you want to explore new materials? Then this is the class for you! This class is a mix of abstract and realistic projects done in a sketchbook, using all kinds of materials, such as drawing, painting, and collaging. Projects will be quicker and more experimental, however, students will still learn the foundational drawing techniques and understand the importance of observation. While most projects stay within the sketchbook, some projects may expand beyond.  
\*This course is the prerequisite for *Studio I*
7. *Digital Art & Design* - Do you love technology? Would you like to learn how to use Adobe Photoshop and get your art requirement at the same time? No need for any prior drawing experience. This is an art course that uses technology as a medium. Students learn the basics of Adobe Photoshop while learning artistic concepts. Students in *Digital Art & Design* learn about famous artists, art techniques, as well as basic layout and design. Some of the lessons are modeled after artists like Andy Warhol, Picasso, and Ben Heine. Adobe Photoshop does more than manipulate photos, it is also a program with drawing, painting and typographic capabilities.
8. *Advanced Digital Art & Design* - Are you a Photoshop whiz? Do you want an art course with more technology and less drawing? In this course students build on what they learned in *Digital Art & Design*. With some review of Adobe Photoshop, students are then introduced to Adobe Illustrator, which is a more intense drawing and graphics program that allows for accurate perspective drawing, as well as creating vector graphics. Additionally, students will expand their understanding of layout, design, and typography as a creative process in communication. Prerequisites: *Digital Art & Design*
9. *Mixed Media* - Do you feel intimidated when it comes to a traditional art class? Do you want to try working more experimentally? Take risks, try new techniques and embrace the happy accidents! In *Mixed Media* you will use traditional drawing, painting and printmaking materials in combination with collage and assemblage methods, allowing you to experiment and explore the process of creating a finished piece.
10. *Studio I* - Are you looking to delve a little deeper with materials and techniques? Are you looking to start building a portfolio? *Studio I* is the course for that! During the semester, students will continue to build on concepts and skills, while being challenged to think more independently and creatively. Prerequisite: *Art Intro or Creative Sketchbooks Semester II Course*

11. *Studio II Honors* - Looking to build a portfolio? *Studio II* is where you want to be. This class explores a variety of media and subject matter in drawing and painting that will be looked for when applying to college. Artists will create works that are both guided and open-ended, showing one's individual style, creativity and self-expression, with a strong understanding of materials, concepts and techniques. Students may use pieces created as Breadth work for Advanced Placement Studio Art. Prerequisite: *Studio I*
12. *Advanced Placement Studio Art: Drawing* - This class is for the serious art student who wants to come up with a theme/concentration for the entire year and generate their own assignments based on that. Their artistic journey over the year should show growth and development within their chosen theme. In combination with 12 Breadth pieces of art, the student's 12 new pieces from their concentration/theme will be submitted along with an essay for the AP Studio Drawing test. Students must be able to work independently at a demanding pace to meet the deadlines for the exam. Prerequisite: *Studio II*
13. Add new course: *Sculpture & Installation* - Do you like working with your hands and using tools? Do you like art that doesn't just hang on the wall? *Sculpture and Installation* will explore a variety of mediums including plaster, wire, wood, cardboard, and found objects. We explore relief sculpture and free standing work, plan out installation learn how to display our works. Students will work independently and collaboratively with peers in producing work. This course is open to students in grades 9-12.
14. Add new course: *Traditional & Digital Photography* - Do you love to take photos and want learn more about photography? This class covers the ins and outs of using both digital and 35mm film cameras. Students will be using a darkroom to print traditional black and white prints as well as learning Adobe Photoshop to manipulate and enhance photos. This course is co-taught with two art teachers. Each student will be spending an equal amount of time in the darkroom and the computer lab. Students shoot a variety of subjects including portraits, landscapes, still life, candid, close-ups and experiment with their film negatives and computer files to create captivating images. We learn about composition, using a tripod and the history of photography. This course is open to students in grades 10-12.
15. Eliminate *Photography*. This course has been retooled and named Traditional & Digital Photography in order for students to learn about both analogue and digital photography in one semester. This will allow for flexibility in scheduling.



## **SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING**

ITEM NO: **VI. Policy**

MEETING DATE: **1/9/19**

### **A. Enrollment of Non-Resident Students Policy Revision: First Reading**

#### **BACKGROUND INFORMATION:**

This is the first reading of a draft of revised Policy 621: Enrollment of Non-Resident Pupils. The intent of the update to this policy is to provide clarity regarding exceptions to the requirement that students reside within Shrewsbury, including extreme situations of hardship. The draft of the revised policy is enclosed.

#### **ACTION RECOMMENDED:**

That the School Committee hear the first reading of the revised policy and take whatever steps it deems necessary in the interests of the Shrewsbury Public Schools.

#### **COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:**

Ms. Erin Canzano, School Committee, Member of Policy Subcommittee  
Mr. Jason Palitsch, School Committee, Member of Policy Subcommittee  
Dr. Joseph M. Sawyer, Superintendent of Schools



POLICY FAMILY	Services for Students	600
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## Policy 621: Enrollment of Non-Resident Pupils

**Paragraphs Sections 1 & 2 Adopted 8/27/69, Amended ?/?/2019**

**Paragraph Section 3 Adopted 9/6/72, Amended 1/19/05**

1. Enrollment of non-resident pupils.
  - a. Except as noted below, non-resident pupils will not be enrolled in the public schools of Shrewsbury. Residency for school attendance purposes is covered by Chapter 76, Sections 5 and 6 of the Massachusetts General Laws. ~~The Shrewsbury school system does not participate in School Choice.~~
  - b. In accordance with the "School Choice Law" (M. G. L. C. 76, Section 12B), the School Committee will vote before June 1 each year and notify the Department of Education on whether the Shrewsbury Public Schools will participate in School Choice for the following year.
  - c. Under M. G. L. Ch. 76, Section 5, a person has the right to attend the public school in the town where s(he) actually resides, subject to the following: "No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public school." (M.G.L. Ch. 76, Section 5).
  - d. No person shall be excluded from or discriminated against in admission to the Shrewsbury Public Schools on account of race, color, religion, disability, gender, gender identity, sex, pregnancy or pregnancy-related medical conditions, national origin, homelessness, marital status, sexual orientation, or any other status protected by federal or state law or School Department policy. (M.G.L. Ch. 76, Section 5)
  - e. If it is determined that the child resides in Shrewsbury for the special purpose of attending school therein, the child may attend school with the authorization of the school committee of the town and may also recover tuition from the parent or guardian. Said tuition may not exceed the average expense per pupil in the school for the said period of attendance. M. G. L. Ch. 76, Sections 5 and 6. If it is determined that a child is traveling to Shrewsbury from a residence outside Shrewsbury for the purpose of attending school in the town, the School Department shall expel the child from the system.
  - f. If a non-resident ~~parent or guardian of school-age children~~ **a school-age child** is building, has purchased, or has rented a home in Shrewsbury for his personal legal residence and provides evidence ~~he that the child~~ **that the child** will be a resident of Shrewsbury within sixty days ~~of the enrollment of his children in the Shrewsbury schools,~~ **the children child** will be enrolled. The **parent/guardian must** provide necessary school transportation.
  - g. If the non-resident parent does not comply with the sixty-day requirement, the School Committee will determine the continued enrollment of the children.

2. Resident pupils to non-resident ~~during school year~~: When a pupil is no longer a resident of Shrewsbury, the child shall not continue in attendance in the Shrewsbury Public Schools except that:
  - a. A high school senior ~~at Shrewsbury High School~~ may be permitted to ~~continue his/her education in Shrewsbury~~ **complete senior year at Shrewsbury High School**. Such continued attendance is considered a privilege and requires satisfaction of the following conditions:
    - i. Residency in Shrewsbury as of ~~June 30~~ **the end of the school year** of the junior year
    - ii. The recommendation of the high school principal
    - iii. The student will continue to comply with all ~~social regulations~~ **expectations and policies of the school and school district**
    - iv. ~~The parents agree to provide transportation~~ **The family or the student provides transportation to and from school, unless transportation provided by the school district is warranted under laws or regulations governing pupils who are considered as having a disability or other qualifying circumstance**
    - v. The consent of the Shrewsbury School CommitteeFurther, the Shrewsbury School Committee may contract, at its discretion, with either the town in which he/she resides or the parent or guardian for tuition changes. (M. G. L. c. 71 6A; M. G. L. c76, 12.)
  - b. Any pupil who becomes a non-resident ~~within thirty days of the end of the school year~~ **on or after May 1** will be permitted to complete the **current** school year. **Such continued attendance is a privilege and requires satisfaction of the following conditions:**
    - i. The superintendent's approval of the request to complete the current school year
    - ii. The student will continue to comply with all expectations and policies of the school and school district
    - iii. The family provides transportation to and from school, unless transportation provided by the school district is warranted under laws or regulations governing pupils who are considered as having a disability or other qualifying circumstance
  - c. Any pupil who becomes a non-resident due to extreme circumstances that constitute a significant hardship, and who does not qualify for continued enrollment under laws or regulations governing pupils who are considered "homeless," may be allowed to continue to attend the Shrewsbury Public Schools. Such continued attendance is a privilege and requires satisfaction of the following conditions:
    - i. The recommendation from the superintendent
    - ii. The student will continue to comply with all expectations and policies of the school and school district
    - iii. The family provides transportation to and from school, unless transportation provided by the school district is warranted under laws or regulations governing pupils who are considered as having a disability or other qualifying circumstance
    - iv. The consent of the Shrewsbury School Committee
3. Foreign students residing in Shrewsbury.
  - a. The school committee seeks to encourage and stimulate a better understanding of foreign countries, customs, cultures and people.
  - b. The school committee encourages the participation of the school district in approved foreign exchange programs. All such programs should be approved by the building principal.
4. Homeless students.

Refer to School Committee policy 648.

**This policy will be reviewed within five years of its most recent revision.**



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **1/9/19**

**A. Fiscal Year 2019 Staffing Levels: Report**

**BACKGROUND INFORMATION:**

Each year the district provides a staffing report for the current fiscal year as of October 1. The enclosed report is in a new format, which utilizes an improved position control methodology that employs MUNIS, the software used for payroll and accounting by all town departments. The report contains four appendices which provide a glossary of terms and increasingly detailed information regarding staffing levels by position and school. Ms. Malone will provide a summary of the report and answer questions.

**ACTION RECOMMENDED:**

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

**STAFF AVAILABLE FOR PRESENTATION:**

Ms. Barbara Malone, Director of Human Resources

**Report to the School Committee:  
2018-2019 Staffing Report  
Effective October 1, 2018  
January 9, 2019**

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Barbara A. Malone  
Director of Human Resources

***Background***

In the past several years the administration has created a staffing chart to indicate the utilization of staff by position, department, and school level. This staffing chart is created while budgets are being developed in the spring, and then updated on October 1 of the fiscal year.

In recent months the school business office and the school human resources department have worked together to create a position control system. We are now utilizing MUNIS for this new purpose. MUNIS is the municipal information system in use for years for accounting and payroll by both the Town of Shrewsbury and the School Department. Each role within our organization has been assigned a tracking number by both the role and the location. This change has allowed us to run employee reports as needed, which can then be exported to MS Excel and manipulated in a variety of ways. The previous report was manual and required hours of clerical time to compile.

In addition to our staffing report based on the MUNIS system, the human resources department recently concluded compiling and reporting the October 1, 2018 staffing information to the Department of Elementary and Secondary Education. That information was due and submitted on December 5, 2018 and will be publicized by the department sometime during the 2019-2020 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. However, those differences have been minimized with our new reporting capabilities.

***FY 19 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 19

837.97 Positions

FY 18	831.25 Positions
FY 17	809.91 Positions
FY 16	802.77 Positions
FY 15	788.23 Positions

The information presented during budget development projected a total FTE of 844.17 positions for FY 19. As of October 1, 2018 the actual total FTE count was 837.97 positions, a difference of 6.20 fewer positions. 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. In this case the fluctuation is primarily due to paraprofessional positions that were budgeted for emergent needs across the entire 2018-2019 school year not yet being filled on October 1.

From October 2, 2018 to January 2, 2019 we have 10 paraprofessional resignations and 9 paraprofessional hires, so our actual count on January 2, 2019 was 836.97 positions in place.

Attached to this report are 4 appendix reports. Appendix A is a glossary of terms for ease of use in reading the reports.

The first report (Appendix B) indicates 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 FTE count 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.

The second report (Appendix C) provides a greater level of detail and shows the number of people in each title across the entire district.

The third report (Appendix D) provides even more detail by showing the roles by school location.

### ***Summary***

In total the FTE for FY 19 was projected at 844.17 and the actual FTE on October 1, 2018 was 837.97, resulting in 6.20 FTE for the district below the projected FTE. On January 2, 2019 the actual FTE was 836.97, resulting in 7.20 FTE for the district below the projected FTE.

The staffing numbers reflected in the charts do not include employees working in our Food Service programs or employees working in the Extended School Care program, which are fully funded by program revenues, or Day-to-Day substitutes for incidental absences. It does include door monitors and crossing guards, which have not been reported in the past.

Please note that some of the positions in this report are funded by grants.

The administration is available to answer any questions related to this staffing level report.

# 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 TECNICIAN 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 TECNOLOGY 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 TECNICIANS
WORLD LANG	WORLD LANGUAGES

## Appendix B: All Full Time Equivalent Positions by Group 10.1.2018

Row Labels	Sum of FTE %
SCH ADMINS	7
SCH CLERKS	32.5
SCH NONCLS	9.7
SCH PRINCS	9
SCH UNIT A	499.2
SCH UNIT B	10
SCHOOL IT STAFF	10
UNIT D	260.6
<b>Grand Total</b>	<b>837.97</b>



## Appendix C: All Full-Time Equivalent Positions by Job Title 10.1.2018

Row Labels	Sum of FTE %
<b>SCH ADMINS</b>	<b>7</b>
ASST DIR OF SPEC EDU	1
ASST SUPER CURR.	1
ASST SUPER FINANCE	1
DIRECTOR OF TECH.	1
HUMAN RES. DIRECTOR	1
SPECIAL ED. DIRECTOR	1
SUPERINTENDENT	1
<b>SCH CLERKS</b>	<b>32.5</b>
ADMIN ASST/ASST SUPT	1
BEAL SECRETARY	1
COOLIDGE SECRETARY	1
COPY CTR SPECIALIST	2
FLORAL SECRETARY	2
HS SECRETARY SY	4
HUMAN RESOURCE REP	2
NURSE SECRETARY	1
OAK SECRETARY SY	1
OFFICE MNGR HS	1
PARKER SECRETARY	1
PATON SECRETARY SY	1
PAYROLL SPECIALIST	2
REGISTRAR	1
SECRETARY AP	1
SECRETARY FULLYR OAK	1
SECRETARY FULLYR SMS	1
SECRETARY FY GUIDANC	1
SECRETARY FY SPED	1
SECRETARY SPED	1
SECRETARY SY GUIDANC	0.5
SHERWOOD SECRETARY S	1
SPECIAL ED SECRETARY	3
SPRING SECRETARY	1
<b>SCH NONCLS</b>	<b>9.677</b>
ADMIN ASST TO SUPT	1
ATHLETIC TRAINER HS	1
COURIER/LABOR	1
DOOR MONITOR COOLIDGE	0.01
DOOR MONITOR HIGH	0.5
DOOR MONITOR SHERWOOD	0.667
DOOR MONITOR SPRING	0.5
FINANCIAL COORD/BUDG	1
STUD SUPPRT SPEC HS	1
TRAN SAFE & SEC COOR	1
VOLUNTEER COORDINATOR	1

## Appendix C: All Full-Time Equivalent Positions by Job Title 10.1.2018

WILSON TUTOR	1
<b>SCH PRINCS</b>	<b>9</b>
PRINCIPAL BEAL	1
PRINCIPAL COOLIDGE	1
PRINCIPAL FLORAL	1
PRINCIPAL OAK	1
PRINCIPAL PARKER	1
PRINCIPAL PATON	1
PRINCIPAL SHERWOOD	1
PRINCIPAL SHS	1
PRINCIPAL SPRING	1
<b>SCH UNIT A</b>	<b>499.17</b>
1ST GR TCHR BEAL	3
1ST GR TCHR COOLIDGE	4
1ST GR TCHR FLORAL	6
1ST GR TCHR PATON	4
1ST GR TCHR SPRING	3
2ND GR TCHR COOLIDGE	5
2ND GR TCHR FLORAL	9
2ND GR TCHR PATON	3
2ND GR TCHR SPRING	4
3RD GR TCHR COOLIDGE	4
3RD GR TCHR FLORAL	8
3RD GR TCHR PATON	4
3RD GR TCHR SPRING	4
4TH GR TCHR COOLIDGE	4
4TH GR TCHR FLORAL	9
4TH GR TCHR PATON	4
4TH GR TCHR SPRING	4
5TH GR TCHR SHERWOOD	20
6TH GR TCHR SHERWOOD	21
7TH GR TCHR OAK	22
8TH GR TCHR OAK	19
ADJ COUNSLR HIGH SCH	1
ADJ COUNSLR OAK	3
ADJ COUNSLR SHERWOOD	2.4
ART DIRECTOR	0.6
ART TCHR BEAL	0.4
ART TCHR FLORAL	1.4
ART TCHR HIGH SCHOOL	4.4
ART TCHR OAK	1
ART TCHR PATON	0.6
ART TCHR SHERWOOD	2
ART TEACHER SPRING	0.7
ART TEACHR COOLIDGE	0.8
CLINICAL COORDINATOR	2
CUR COOR ELA OAK	0.5
CUR COOR ELA SHERWOO	0.5

## Appendix C: All Full-Time Equivalent Positions by Job Title 10.1.2018

CUR COOR MATH OAK	0.5
CUR COOR MATH SHERWO	0.5
CUR COOR SCI OAK	0.5
CUR COOR SCI SHERWOOD	0.5
CUR COOR SS OAK	0.5
CUR COOR SS SHERWOOD	0.5
ELL DIRECTOR	1
ENG TCHR HIGH SCHOOL	17.4
ENGLISH DIRECTOR	0.6
ESL TCHR BEAL	1
ESL TCHR COOLIDGE	1.7
ESL TCHR FLORAL	2
ESL TCHR HIGH SCHOOL	2
ESL TCHR OAK	2
ESL TCHR SHERWOOD	2
ETS DIRECTOR	1
FAM SCI TCHR HS	3
FOREIGN LANG TCHR HS	12.8
FOREIGN LANG TCHR OAK	7.37
FOREIGN LANG TCHR SHER	1.5
GUIDANCE DIRECTOR	0.6
GUIDANCE HIGH SCHOOL	7.4
HEALTH DIRECTOR	0.9
HEALTH TCHR HIGH SCH	3.1
HEALTH TCHR OAK	1.6
HEALTH TCHR SHERWOOD	2
ILC COORDINATOR BEAL	1
ILC COORDINATOR PATO	1
INST COACH COOLIDGE	1
INST COACH FLORAL	2
INST COACH OAK	1
INST COACH PARKER	1
INST COACH PATON	1
INST COACH SHERWOOD	2
INST COACH SPRING	1
KINDER TCHR BEAL REV	6
KINDER TEACHER BEAL	4
KINDER TEACHER COOLI	2
KINDER TEACHER PATON	2
KINDER TEACHER SPRIN	2
MATH DIRECTOR	0.6
MATH TCHR HIGH SCHOO	17.8
MEDIA DIR BEAL	0.2
MEDIA DIR COOLIDGE	0.2
MEDIA DIR FLORAL	0.2
MEDIA DIR PATON	0.2
MEDIA DIR SPRING	0.2
MEDIA K-12 DIRECTOR	1

## Appendix C: All Full-Time Equivalent Positions by Job Title 10.1.2018

MEDIA SPEC HIGH SCHO	1
MEDIA SPEC OAK	1
MEDIA SPEC SHERWOOD	1
MUSIC DIRECTOR	0.7
MUSIC SHERWOOD TRAV	1
MUSIC TCHR BEAL	0.5
MUSIC TCHR COOL TRAV	0.8
MUSIC TCHR FLORAL	1
MUSIC TCHR FLORAL TRAV	0.3
MUSIC TCHR HIGH SCHOOL	0.4
MUSIC TCHR HS	2.5
MUSIC TCHR OAK	2.8
MUSIC TCHR PATON	1.7
MUSIC TCHR SHERWOOD	0.4
MUSIC TCHR SPRING	0.7
NURSE BEAL	1
NURSE COOLIDGE	1
NURSE DIRECTOR	0.5
NURSE FLORAL	1.3
NURSE HIGH SCHOOL	2
NURSE OAK	1.9
NURSE PARKER	1
NURSE PATON	1
NURSE SHERWOOD	1.4
NURSE SPRING	1
OCCU THER COOLIDGE	1
OCCU THER PARKER	2
OCCU THER SPRING	1
PE TCHR FLORAL	0.5
PE TCHR SPRING	0.5
PHY ED TCHR PATON	0.7
PHYS ED TCHR BEAL	1
PHYS ED TCHR COOLIDGE	1
PHYS ED TCHR FLORAL	1
PHYS ED TCHR HS	6
PHYS ED TCHR OAK	2
PHYS ED TCHR SHERWOO	3
PHYSICAL THERAPIST	1
PRE K TEACHER PARKER	8.8
PSYCHOLOGIST BEAL	1
PSYCHOLOGIST COOLIDG	1
PSYCHOLOGIST FLORAL	2
PSYCHOLOGIST HS	2
PSYCHOLOGIST OAK	1
PSYCHOLOGIST PARKER	1
PSYCHOLOGIST PATON	1
PSYCHOLOGIST SHERWOO	1
PSYCHOLOGIST SPRING	1

## Appendix C: All Full-Time Equivalent Positions by Job Title 10.1.2018

SCIENCE DIRECTOR	0.6
SCIENCE TCHR HIGH SC	18
SOC SCI DIRECTOR	0.6
SOC SCI TCHR HS	16.4
SPECIAL PROGRAM DIR	1
SPED 5-8 DIRECTOR	1
SPED HS DIRECTOR	1
SPED TCHR BEAL	2
SPED TCHR COOLIDGE	5
SPED TCHR FLORAL	6
SPED TCHR HIGH SCH	8
SPED TCHR HIGH SCHOO	5
SPED TCHR OAK	11
SPED TCHR PARKER	1
SPED TCHR PATON	3
SPED TCHR SHERWOOD	13
SPED TCHR SPRING	4
SPEECH LANG BEAL	0.8
SPEECH LANG COOLIDGE	1
SPEECH LANG FLORAL	1.6
SPEECH LANG HIGH SCH	1
SPEECH LANG OAK	2
SPEECH LANG PARKER	3
SPEECH LANG PATON	0.8
SPEECH LANG SHERWOOD	2
SPEECH LANG SPRING	1.2
TEAM CHAIR BEAL	0.5
TEAM CHAIR FLORAL	1
TEAM CHAIR OAK	1
TEAM CHAIR PARKER	1
TEAM CHAIR PATON	1
TEAM CHAIR SHERWOOD	1
TEAM CHAIR SPRING	0.5
TECH ED TCHR HIGH	2
TECH SPECIALIST OAK	1
TECH TCHR HIGH SCHOO	1
TECH TCHR OAK	1
TITLE I DIRECTOR	1
WORLD LANG DIRECTOR	0.6
WORLD LANG TCHR HS	0.4
WORLD LANG TCHR SHER	1.1
<b>SCH UNIT B</b>	<b>10</b>
ASST PRIN FLORAL	1
ASST PRIN OAK	2
ASST PRIN SHERWOOD	2
ASST PRIN SHS	4
ATHLETIC DIRECTOR	1
<b>SCHOOL IT STAFF</b>	<b>10</b>

## Appendix C: All Full-Time Equivalent Positions by Job Title 10.1.2018

COMPUTER TECH FLORAL	0.5
COMPUTER TECH PATON	0.5
DATA SPECIALIST	1
IT OPERATIONS	1
IT TECH BEAL	0.5
IT TECH COOLIDGE	1
IT TECH HIGH SCHOOL	1
IT TECH HS TIER II	1
IT TECH OAK	1
IT TECH SHERWOOD	1
IT TECH SPRING	0.5
VIDEO TECH HS	1

**UNIT D 260.6267**

ABA TECH BEAL	10
ABA TECH COOLIDGE	9
ABA TECH FLORAL	14
ABA TECH HIGH SCHOOL	8
ABA TECH OAK	11
ABA TECH PARKER	16
ABA TECH PATON	8
ABA TECH SHERWOOD	13
ABA TECH SPRING	6
CHLD SPEC AIDE BEAL	4
CHLD SPEC AIDE COOLI	3
CHLD SPEC AIDE FLORA	8
CHLD SPEC AIDE HIGH	10
CHLD SPEC AIDE OAK	15.65
CHLD SPEC AIDE PARKE	1.57
CHLD SPEC AIDE PATON	7
CHLD SPEC AIDE SHERW	7
CHLD SPEC AIDE SPRIN	4
COTA SPRING	1
ESL TUTOR FLORAL	0.65
LANG LAB TECH HS	1
LIT TUTOR BEAL	1.3
LIT TUTOR COOLIDGE	0.65
LIT TUTOR FLORAL	2.35
LIT TUTOR OAK	1
LIT TUTOR PATON	1.28
LIT TUTOR SHERWOOD	0.65
LIT TUTOR SPRING	1.19
MEDIA AIDE BEAL	1
MEDIA AIDE COOLIDGE	1
MEDIA AIDE FLORAL	1.67
MEDIA AIDE PATON	1
MEDIA AIDE SPRING	1
PARA NON SPED BEAL	9.71
PARA NON SPED COOLID	6.77

## Appendix C: All Full-Time Equivalent Positions by Job Title 10.1.2018

PARA NON SPED HIGH	1
PARA NON SPED OAK	1
PARA NON SPED PARKER	2
PARA NON-SPED FLORAL	9.15
PARA NON-SPED PATON	6.0267
PARA NON-SPED SHERWO	0.2
PARA NON-SPED SPRING	5.68
SLPA BEAL	0.5
SLPA COOLIDGE	0.5
SPED PARA	2
SPED PARA BEAL	1
SPED PARA HIGH SCHOO	13
SPED PARA OAK	9
SPED PARA PARKER	8.65
SPED PARA SHERWOOD	8.8
TITLE 1 TUTOR COOLID	1.95
TITLE 1 TUTOR FLORAL	1.08
TITLE I TUTOR BEAL	0.65
<b>Grand Total</b>	<b>837.9737</b>

Appendix D: Full-Time Equivalent Positions by School and Position 10.1.2018

Sum of FTE % Row Labels	Column Labels											
	BEAL	CENT ADMIN	COOLIDGE	FLORAL	HIGH	OAK MIDDLE	PARKER RD	PATON	SHER MIDDLE	SPED	SPRING	Grand Total
<b>SCH ADMINS</b>		<b>5</b>								<b>2</b>		<b>7</b>
ASST DIR OF SPEC EDU										1		1
ASST SUPER CURR.		1										1
ASST SUPER FINANCE		1										1
DIRECTOR OF TECH.		1										1
HUMAN RES. DIRECTOR		1										1
SPECIAL ED. DIRECTOR										1		1
SUPERINTENDENT		1										1
<b>SCH CLERKS</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>9.5</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>32.5</b>
ADMIN ASST/ASST SUPT		1										1
BEAL SECRETARY	1											1
COOLIDGE SECRETARY			1									1
COPY CTR SPECIALIST					2							2
FLORAL SECRETARY				2								2
HS SECRETARY SY					4							4
HUMAN RESOURCE REP		2										2
NURSE SECRETARY						1						1
OAK SECRETARY SY						1						1
OFFICE MNGR HS					1							1
PARKER SECRETARY							1					1
PATON SECRETARY SY								1				1
PAYROLL SPECIALIST		2										2
REGISTRAR		1										1
SECRETARY AP		1										1
SECRETARY FULLYR OAK						1						1
SECRETARY FULLYR SMS									1			1
SECRETARY FY GUIDANC					1							1
SECRETARY FY SPED										1		1
SECRETARY SPED					1							1
SECRETARY SY GUIDANC					0.5							0.5
SHERWOOD SECRETARY S									1			1
SPECIAL ED SECRETARY										3		3
SPRING SECRETARY											1	1
<b>SCH NONCLS</b>		<b>5</b>	<b>0.01</b>		<b>2.5</b>	<b>1</b>			<b>0.667</b>		<b>0.5</b>	<b>9.677</b>
ADMIN ASST TO SUPT		1										1
ATHLETIC TRAINER HS					1							1
COURIER/LABOR		1										1
DOOR MONITOR COOLIDGE			0.01									0.01
DOOR MONITOR HIGH					0.5							0.5
DOOR MONITOR SHERWOOD									0.667			0.667
DOOR MONITOR SPRING											0.5	0.5
FINANCIAL COORD/BUDG		1										1
STUD SUPPRT SPEC HS					1							1



Appendix D: Full-Time Equivalent Positions by School and Position 10.1.2018

Sum of FTE %	Column Labels											
Row Labels	BEAL	CENT ADMIN	COOLIDGE	FLORAL	HIGH	OAK MIDDLE	PARKER RD	PATON	SHER MIDDLE	SPED	SPRING	Grand Total
TRAN SAFE & SEC COOR		1										1
VOLUNTEER COORDINATOR		1										1
WILSON TUTOR						1						1
<b>SCH PRINCS</b>	<b>1</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>1</b>	<b>9</b>
PRINCIPAL BEAL	1											1
PRINCIPAL COOLIDGE			1									1
PRINCIPAL FLORAL				1								1
PRINCIPAL OAK						1						1
PRINCIPAL PARKER							1					1
PRINCIPAL PATON								1				1
PRINCIPAL SHERWOOD									1			1
PRINCIPAL SHS					1							1
PRINCIPAL SPRING											1	1
<b>SCH UNIT A</b>	<b>22.4</b>		<b>33.5</b>	<b>54.3</b>	<b>143.4</b>	<b>84.17</b>	<b>18.8</b>	<b>30</b>	<b>80.8</b>	<b>3</b>	<b>28.8</b>	<b>499.17</b>
1ST GR TCHR BEAL	3											3
1ST GR TCHR COOLIDGE			4									4
1ST GR TCHR FLORAL				6								6
1ST GR TCHR PATON								4				4
1ST GR TCHR SPRING											3	3
2ND GR TCHR COOLIDGE			5									5
2ND GR TCHR FLORAL				9								9
2ND GR TCHR PATON								3				3
2ND GR TCHR SPRING											4	4
3RD GR TCHR COOLIDGE			4									4
3RD GR TCHR FLORAL				8								8
3RD GR TCHR PATON								4				4
3RD GR TCHR SPRING											4	4
4TH GR TCHR COOLIDGE			4									4
4TH GR TCHR FLORAL				9								9
4TH GR TCHR PATON								4				4
4TH GR TCHR SPRING											4	4
5TH GR TCHR SHERWOOD									20			20
6TH GR TCHR SHERWOOD									21			21
7TH GR TCHR OAK						22						22
8TH GR TCHR OAK						19						19
ADJ COUNSLR HIGH SCH					1							1
ADJ COUNSLR OAK						3						3
ADJ COUNSLR SHERWOOD									2.4			2.4
ART DIRECTOR					0.6							0.6
ART TCHR BEAL	0.4											0.4
ART TCHR FLORAL				1.4								1.4
ART TCHR HIGH SCHOOL					4.4							4.4
ART TCHR OAK						1						1
ART TCHR PATON								0.6				0.6
ART TCHR SHERWOOD									2			2

## Appendix D: Full-Time Equivalent Positions by School and Position 10.1.2018

[illegible]

# Appendix D: Full-Time Equivalent Positions by School and Position 10.1.2018

Sum of FTE %	Column Labels											
Row Labels	BEAL	CENT ADMIN	COOLIDGE	FLORAL	HIGH	OAK MIDDLE	PARKER RD	PATON	SHER MIDL	SPED	SPRING	Grand Total
MATH DIRECTOR					0.6							0.6
MATH TCHR HIGH SCHOO					17.8							17.8
MEDIA DIR BEAL	0.2											0.2
MEDIA DIR COOLIDGE			0.2									0.2
MEDIA DIR FLORAL				0.2								0.2
MEDIA DIR PATON								0.2				0.2
MEDIA DIR SPRING											0.2	0.2
MEDIA K-12 DIRECTOR					1							1
MEDIA SPEC HIGH SCHO					1							1
MEDIA SPEC OAK						1						1
MEDIA SPEC SHERWOOD									1			1
MUSIC DIRECTOR					0.7							0.7
MUSIC SHERWOOD TRAV									1			1
MUSIC TCHR BEAL	0.5											0.5
MUSIC TCHR COOL TRAV			0.8									0.8
MUSIC TCHR FLORAL				1								1
MUSIC TCHR FLORAL TRAV				0.3								0.3
MUSIC TCHR HIGH SCHOOL					0.4							0.4
MUSIC TCHR HS					2.5							2.5
MUSIC TCHR OAK						2.8						2.8
MUSIC TCHR PATON								1.7				1.7
MUSIC TCHR SHERWOOD									0.4			0.4
MUSIC TCHR SPRING											0.7	0.7
NURSE BEAL	1											1
NURSE COOLIDGE			1									1
NURSE DIRECTOR						0.5						0.5
NURSE FLORAL				1.3								1.3
NURSE HIGH SCHOOL					2							2
NURSE OAK						1.9						1.9
NURSE PARKER							1					1
NURSE PATON								1				1
NURSE SHERWOOD									1.4			1.4
NURSE SPRING											1	1
OCCU THER COOLIDGE			1									1
OCCU THER PARKER							2					2
OCCU THER SPRING											1	1
PE TCHR FLORAL				0.5								0.5
PE TCHR SPRING											0.5	0.5
PHY ED TCHR PATON								0.7				0.7
PHYS ED TCHR BEAL	1											1
PHYS ED TCHR COOLIDGE			1									1
PHYS ED TCHR FLORAL				1								1
PHYS ED TCHR HS					6							6
PHYS ED TCHR OAK						2						2
PHYS ED TCHR SHERWOO									3			3

Appendix D: Full-Time Equivalent Positions by School and Position 10.1.2018

Sum of FTE %	Column Labels											
Row Labels	BEAL	CENT ADMIN	COOLIDGE	FLORAL	HIGH	OAK MIDDLE	PARKER RD	PATON	SHER MIDL	SPED	SPRING	Grand Total
PHYSICAL THERAPIST								1				1
PRE K TEACHER PARKER							8.8					8.8
PSYCHOLOGIST BEAL	1											1
PSYCHOLOGIST COOLIDG			1									1
PSYCHOLOGIST FLORAL				2								2
PSYCHOLOGIST HS					2							2
PSYCHOLOGIST OAK						1						1
PSYCHOLOGIST PARKER							1					1
PSYCHOLOGIST PATON								1				1
PSYCHOLOGIST SHERWOOD									1			1
PSYCHOLOGIST SPRING											1	1
SCIENCE DIRECTOR					0.6							0.6
SCIENCE TCHR HIGH SC					18							18
SOC SCI DIRECTOR					0.6							0.6
SOC SCI TCHR HS					16.4							16.4
SPECIAL PROGRAM DIR										1		1
SPED 5-8 DIRECTOR									1			1
SPED HS DIRECTOR					1							1
SPED TCHR BEAL	2											2
SPED TCHR COOLIDGE			5									5
SPED TCHR FLORAL				6								6
SPED TCHR HIGH SCH					8							8
SPED TCHR HIGH SCHOO					5							5
SPED TCHR OAK						11						11
SPED TCHR PARKER							1					1
SPED TCHR PATON								3				3
SPED TCHR SHERWOOD									13			13
SPED TCHR SPRING											4	4
SPEECH LANG BEAL	0.8											0.8
SPEECH LANG COOLIDGE			1									1
SPEECH LANG FLORAL				1.6								1.6
SPEECH LANG HIGH SCH					1							1
SPEECH LANG OAK						2						2
SPEECH LANG PARKER							3					3
SPEECH LANG PATON								0.8				0.8
SPEECH LANG SHERWOOD									2			2
SPEECH LANG SPRING											1.2	1.2
TEAM CHAIR BEAL	0.5											0.5
TEAM CHAIR FLORAL				1								1
TEAM CHAIR OAK						1						1
TEAM CHAIR PARKER							1					1
TEAM CHAIR PATON								1				1
TEAM CHAIR SHERWOOD									1			1
TEAM CHAIR SPRING											0.5	0.5
TECH ED TCHR HIGH					2							2

## Appendix D: Full-Time Equivalent Positions by School and Position 10.1.2018

[illegible]

# Appendix D: Full-Time Equivalent Positions by School and Position 10.1.2018

Sum of FTE %	Column Labels											
Row Labels	BEAL	CENT ADMIN	COOLIDGE	FLORAL	HIGH	OAK MIDDLE	PARKER RD	PATON	SHER MIDL	SPED	SPRING	Grand Total
COTA SPRING											1	1
ESL TUTOR FLORAL								0.65				0.65
LANG LAB TECH HS					1							1
LIT TUTOR BEAL	1.3											1.3
LIT TUTOR COOLIDGE			0.65									0.65
LIT TUTOR FLORAL				2.35								2.35
LIT TUTOR OAK						1						1
LIT TUTOR PATON								1.28				1.28
LIT TUTOR SHERWOOD									0.65			0.65
LIT TUTOR SPRING											1.19	1.19
MEDIA AIDE BEAL	1											1
MEDIA AIDE COOLIDGE			1									1
MEDIA AIDE FLORAL				1.67								1.67
MEDIA AIDE PATON								1				1
MEDIA AIDE SPRING											1	1
PARA NON SPED BEAL	9.71											9.71
PARA NON SPED COOLID			6.77									6.77
PARA NON SPED HIGH					1							1
PARA NON SPED OAK						1						1
PARA NON SPED PARKER							2					2
PARA NON-SPED FLORAL				9.15								9.15
PARA NON-SPED PATON								6.0267				6.0267
PARA NON-SPED SHERWO									0.2			0.2
PARA NON-SPED SPRING											5.68	5.68
SLPA BEAL	0.5											0.5
SLPA COOLIDGE			0.5									0.5
SPED PARA							2					2
SPED PARA BEAL	1											1
SPED PARA HIGH SCHOO					13							13
SPED PARA OAK						9						9
SPED PARA PARKER							8.65					8.65
SPED PARA SHERWOOD									8.8			8.8
TITLE 1 TUTOR COOLID			1.95									1.95
TITLE 1 TUTOR FLORAL				1.08								1.08
TITLE I TUTOR BEAL	0.65											0.65
<b>Grand Total</b>	<b>53.06</b>	<b>19</b>	<b>58.38</b>	<b>96.05</b>	<b>197.4</b>	<b>129.82</b>	<b>51.02</b>	<b>56.4567</b>	<b>117.117</b>	<b>9</b>	<b>50.67</b>	<b>837.9737</b>



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

**ITEM NO: VII. Finance & Operations  
B. Student Activity Funds Audit: Report**

**MEETING DATE: 1/9/19**

**BACKGROUND INFORMATION:**

Scanlon Associates conducted a required external audit of Student Activity Funds, which is to occur at least once every three years. Per School Committee policies, two reports are enclosed: Shrewsbury High School Student Activity Fund, Independent Accountant's Report on Applying Agreed-Upon Procedures and Shrewsbury Middle and Elementary Schools Student Activity Fund, Independent Accountant's Report on Applying Agreed-Upon Procedures. Mr. Collins will be available to provide additional information and answer questions.

**ACTION RECOMMENDED:**

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

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Patrick Collins, Assistant Superintendent for Finance & Operations



## Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

---

9 January 2019

To: School Committee

Subj: STUDENT ACTIVITY FUND AUDIT

### **Background**

Student Activity Funds in Massachusetts are governed by MGL Chapter 71, Section 47. The Massachusetts Department of Elementary and Secondary Education [MA DESE] also provides further guidance via their recently published *Audit Guidelines for Student Activity Accounts*. The district has School Committee Policies #941 and 942 that regulate our Student Activity Funds on a local level.

In the summer of 2018 I engaged Scanlon Associates to conduct the required external audit which is to occur at least once every three years. I specifically asked them to focus their attention on our secondary schools where we have the largest amount of activity and transactions.

Per the School Committee policies, I have enclosed their reports.

### **Independent Auditor's Reports**

Two reports are enclosed: Shrewsbury High School Student Activity Fund, Independent Accountant's Report on Applying Agreed-Upon Procedures dated June 30, 2015 and Shrewsbury Middle and Elementary Schools Student Activity Fund, Independent Accountant's Report on Applying Agreed-Upon Procedures dated June 30, 2018.

### **Future Actions**

Each report specifies several recommendations to further enhance internal controls or meet statutory accounting procedures. Principals have received these reports and I will work with them to address each of the items noted. Further, I will continue to monitor progress of the remedies via continuation of my own annual internal reviews.





# Scanlon & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

**SHREWSBURY MIDDLE AND ELEMENTARY SCHOOLS**

**Independent Accountant's Report on Applying Agreed-Upon Procedures  
Over Compliance Applicable to Massachusetts School Districts'  
Student Activity Funds**

**For the Year Ended June 30, 2018**

**SHREWSBURY MIDDLE AND ELEMENTARY SCHOOLS**

**Independent Accountant's Report on Applying Agreed-Upon Procedures  
Over Compliance Applicable to Massachusetts School Districts'  
Student Activity Funds**

**For the Year Ended June 30, 2018**

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**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

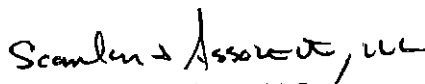
Town of Shrewsbury School Committee  
Town of Shrewsbury  
Shrewsbury, Massachusetts

We have performed the procedures, which were agreed to by the management of the Shrewsbury Public Schools, solely to assist the Shrewsbury Public Schools and the Massachusetts Department of Elementary and Secondary Education (DESE) in evaluating the Shrewsbury Public Schools' assertion that it has complied with DESE Guidelines with respect to Student Activity Funds for the Shrewsbury Middle and Elementary Schools. The Shrewsbury Public Schools' management is responsible for the Student Activity Fund. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures performed, which are set forth in the Guidelines, either for the purpose for which this report has been requested or for any other purpose.

We performed procedures specified in the DESE *Agreed Upon Procedures and Audit Guidelines* applicable to the Shrewsbury Middle and Elementary Schools' Student Activity Funds for the year ended June 30, 2018. We have listed instances of noncompliance in the accompanying Schedule of Findings and Recommendations.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the Shrewsbury Public Schools' compliance with the Guidelines. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Shrewsbury Public Schools, its management, the School Committee and the Massachusetts Department of Elementary and Secondary Education and is not intended to be and should not be used by anyone other than the specified parties. However, this report is a matter of public record and its distribution is not limited.



Scanlon & Associates, LLC  
South Deerfield, Massachusetts  
November 7, 2018

**SHREWSBURY MIDDLE AND ELEMENTARY SCHOOLS**  
**Student Activity Fund**  
**Accompanying Notes**  
**June 30, 2018**

**General**

The student activity fund is a group of self-balancing accounts for the use of student activities. The fund is governed under provisions established by Section 47 of Chapter 71 of the Massachusetts General Laws and policies adopted by the Shrewsbury School Committee under this Act. All moneys received are deposited with the Town Treasurer into a Student Activity Agency Account for the school.

The School Committee has authorized the School Department's Director of Business Services to maintain a checking account with a maximum amount authorized of \$75,000. The checking account is used for expenditures only. Periodically, to the extent that funds are available in the Student Activity Agency Account, the Town Treasurer reimburses the Student Activity checking account, through the warrant process.

**Revenues**

The revenue of this fund is revenue that is earned by activities of classes or clubs and is not derived from Town activities. Examples include class dues, class dances, class projects such as food sales, sale of small goods, etc., of which are credited to the proper activity fund.

**Expenditures**

Expenditures are charged to each club or class account.

**SHREWSBURY MIDDLE AND ELEMENTARY SCHOOLS**  
**Student Activity Fund**  
**Schedule of Findings and Recommendations**  
**June 30, 2018**

**1. Middle Schools Musical and Drama Ticket Sales**

The middle schools (Oak and Sherwood) have plays and musicals for which an admission fee is charged. There is currently no form to report the proceeds of ticket sales for admission to the events.

For proper accountability we recommend that pre-numbered tickets be used. After the event a report on ticket sales be prepared. The report would include the first and last ticket numbers sold, total number of tickets sold, complimentary admissions, total amount received, and amounts of any sales of concessions collected at the event. The ticket sales should be reconciled to the total cash collected and deposited.

**2. Gift Cards Documentation**

We noted several purchases of gift cards. These were used as raffle prizes for a fundraiser and community service gifts to needy persons from a PTO donation. There was no documentation or acknowledgement of who actually received and used the gift cards.

We recommend that for proper accountability of the use of gift cards, a list of the recipients be prepared and the recipients sign the list to acknowledge the receipt of the gift cards.

**3. Charitable Donations from Fundraisers – Lack of Documentation**

Several donations to charities were made from funds raised by student groups at the schools to benefit the charities. The Requests for Payment submitted to the Central Office did not have any backup documentation.

Gifts to charitable organizations from money raised for those organizations should have some backup documentation, such as an acknowledgement from the student organization of the intent of the fundraiser, a brochure from the school describing the fundraiser, or an acknowledgement from the receiving organization of the donation.

**4. Sherwood Middle School Gifts in Miscellaneous Account**

Our review of the records at the school level for Sherwood Middle School indicated several gifts that were deposited into the "Miscellaneous" subsidiary account of the student activity fund.

Gifts that are for specific student activities, such as field trips, can be deposited into the student activity fund. Gifts that are to supplement operations of the school should be deposited with the Town and posted to the gift account for the school.

**5. Sherwood Middle School Lost Books**

There were several deposits into the "Miscellaneous" account at Sherwood Middle School that were receipts for lost books.

Receipts from lost school books fall under Chapter 44 Section 53 of the Massachusetts General Laws, which states that money recovered from students in public schools for loss of

**SHREWSBURY MIDDLE AND ELEMENTARY SCHOOLS**  
**Student Activity Fund**  
**Schedule of Findings and Recommendations**  
**June 30, 2018**

or damage to school books and materials shall be paid to the Town treasury and may be used by the School Committee for the restoration or replacement of such books or materials without further appropriation.

Funds collected from lost books should be deposited to the Town into the Lost Book Revolving account.

**6. Variances to Town's Balances**

As of June 30, 2018, there is a variance to the Town's general ledger of \$21,335.65 between the Town Treasurer and the Town Accountant's Munis general ledger, with the Town Accountant's general ledger being higher. The Town Accountant and the Town Treasurer should research this variance.

**SCHEDULE A**

**SHREWSBURY MIDDLE AND ELEMENTARY SCHOOLS  
STUDENT ACTIVITY FUND  
BALANCE SHEET  
June 30, 2018**

**ASSETS**

**Cash:****In Custody of Assistant Superintendent for Finance and Operations:**

Checking Account:

Bank of America

\$ 13,394.31

**In Custody of Town Treasurer:**

Agency Account:

Bank of America

126,296.37**TOTAL ASSETS**\$ 139,690.68

**FUND BALANCE**

**Fund Balance:**

Student Activity Fund (SCHEDULE B)

\$ 139,690.68

See Accompanying Notes.



**SCHEDULE B**

**SHREWSBURY MIDDLE AND ELEMENTARY SCHOOLS  
STUDENT ACTIVITY FUND  
ACCOUNT BALANCES  
June 30, 2018**

<b>Name of School/Account</b>	<b>Balance</b>
Beal School	\$ 386.70
Coolidge School	3,019.20
Floral Street School	5,828.44
Parker Road Preschool	151.04
Paton School	2,518.25
Spring Street School	1,929.80
Oak Middle School	79,073.11
Sherwood Middle School	46,722.34
Interest Account	61.80
<b>TOTAL SCHEDULE B</b>	<b>\$ 139,690.68</b>

See Accompanying Notes.

**SCHEDULE B-1**

**SHREWSBURY MIDDLE AND ELEMENTARY SCHOOLS  
STUDENT ACTIVITY FUND  
OAK MIDDLE SCHOOL - SUBSIDIARY ACCOUNT BALANCES  
June 30, 2018**

<b>Name of Account</b>	<b>Balance</b>
Chinese Field Trip	\$ 34.38
Cross Country	1,230.10
Community Service Learning Club	4,423.10
Fall Play	13,772.33
French Field Trip	1,215.00
Grade 7 Blue	60.18
Grade 8 Activities	10,220.74
Grade 8 Gold	820.00
Heiffer Project	3,257.60
Interest Based Workshop	534.73
Latin Field Trip	94.65
Media	26.15
Miscellaneous	386.98
Musical	15,054.85
Returned/Bad Checks	215.90
Science Olympiad	208.08
Speech	662.69
Student Voice	3,610.06
Teamworks	1,393.73
Yearbook	21,851.86
<b>TOTAL SCHEDULE B-1</b>	<b>\$ 79,073.11</b>

See Accompanying Notes.

**SCHEDULE B-2**

**SHREWSBURY MIDDLE AND ELEMENTARY SCHOOLS  
STUDENT ACTIVITY FUND  
SHERWOOD MIDDLE SCHOOL - SUBSIDIARY ACCOUNT BALANCES  
June 30, 2018**

<u>Name of Account</u>	<u>Balance</u>
Art	\$ 161.58
Book Fair	827.63
Coffee Cart	186.49
Drama	12,741.63
Field Trips	3,319.14
Miscellaneous	4,594.94
Ski Club	2,474.46
Speech	1,601.05
Tufts	87.42
Yearbook	20,728.00
<b>TOTAL SCHEDULE B-2</b>	<b>\$ 46,722.34</b>

See Accompanying Notes.



# Scanlon & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

**SHREWSBURY HIGH SCHOOL**

**Independent Accountant's Report on Applying Agreed-Upon Procedures  
Over Compliance Applicable to Massachusetts School Districts'  
Student Activity Funds**

**For the Year Ended June 30, 2018**

**SHREWSBURY HIGH SCHOOL**

**Independent Accountant's Report on Applying Agreed-Upon Procedures  
Over Compliance Applicable to Massachusetts School Districts'  
Student Activity Funds**

**For the Year Ended June 30, 2018**

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**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

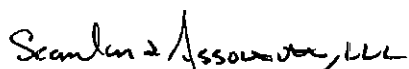
Town of Shrewsbury School Committee  
Town of Shrewsbury  
Shrewsbury, Massachusetts

We have performed the procedures, which were agreed to by the management of the Shrewsbury Public Schools, solely to assist the Shrewsbury Public Schools and the Massachusetts Department of Elementary and Secondary Education (DESE) in evaluating the Shrewsbury Public Schools' assertion that it has complied with DESE Guidelines with respect to Student Activity Funds for the Shrewsbury High School. The Shrewsbury Public Schools' management is responsible for the Student Activity Fund. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures performed, which are set forth in the Guidelines, either for the purpose for which this report has been requested or for any other purpose.

We performed procedures specified in the DESE *Agreed Upon Procedures and Audit Guidelines* applicable to the Shrewsbury High School's Student Activity Funds for the year ended June 30, 2018. We have listed instances of noncompliance in the accompanying Schedule of Findings and Recommendations.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the Shrewsbury Public Schools' compliance with the Guidelines. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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Scanlon & Associates, LLC  
South Deerfield, Massachusetts  
November 7, 2018

**SHREWSBURY HIGH SCHOOL**  
**Student Activity Fund**  
**Accompanying Notes**  
**June 30, 2018**

**General**

The student activity fund is a group of self-balancing accounts for the use of student activities. The fund is governed under provisions established by Section 47 of Chapter 71 of the Massachusetts General Laws and policies adopted by the Shrewsbury School Committee under this Act. All moneys received are deposited with the Town Treasurer into a Student Activity Agency Account for the school.

The School Committee has authorized the Principal of the School to maintain a checking account with a maximum amount authorized of \$150,000. The checking account is used for expenditures only. Periodically, to the extent that funds are available in the Student Activity Agency Account, the Town Treasurer reimburses the Student Activity checking account, through the warrant process.

**Revenues**

The revenue of this fund is revenue that is earned by activities of classes or clubs and is not derived from Town activities. Examples include class dues, class dances, class projects such as food sales, sale of small goods, etc., of which are credited to the proper activity fund.

**Expenditures**

Expenditures are charged to each club or class account.



**SHREWSBURY HIGH SCHOOL**  
**Student Activity Fund**  
**Schedule of Findings and Recommendations**  
**June 30, 2018**

**1. Accounts That Should Be Revolving Funds**

A student activity account may be used for funds raised by student organizations which will be expended by those students for their benefit. Funds raised or donated that are governed by laws other than the student activity laws cannot be deposited to a student activity account.

We found the following accounts in the student activity fund that could more appropriately be considered revolving accounts as the funds are from fees charged for services as part of a curriculum and are not from student fundraising for extracurricular activities:

Art Revolving and AP Arts – Money deposited into these accounts is from fees charged to students to purchase supplies for art classes. These accounts should be revolving funds.

Guidance Literature – Money deposited into this account is from student transcript fees. Disbursements from this account are for guidance department expenses. This account should be a revolving fund.

**2. Library Lost Book Fees**

The Library-Media Account has receipts deposited that are from lost books fees.

Receipts from lost school books fall under Chapter 44 Section 53 of the Massachusetts General Laws, which states that money recovered from students in public schools for loss of or damage to school books and materials shall be paid to the Town treasury and may be used by the School Committee for the restoration or replacement of such books or materials without further appropriation.

Funds collected from lost library books should be deposited to the Town into the Lost Book Revolving account.

**3. Drama and Musical Ticket Sales**

The school has a spring musical and a fall play for which an admission fee is charged. There is currently no form to report the proceeds of ticket sales for admission to the events.

For proper accountability we recommend that pre-numbered tickets be used. After the event a report on ticket sales should be prepared. The report would include the first and last ticket numbers sold, total number of tickets sold, complimentary admissions, total amount received, and amounts of any sales of concessions collected at the event. The ticket sales should be reconciled to the total cash collected and deposited.

**4. Accounting for Fundraisers**

During the most recent school year the classes and clubs at the school have not used the Fundraising Report Form to report the results of fundraisers, as has been done in prior years.

We recommend that groups holding fundraisers complete a Fundraising Report Form and submit them to the Assistant Principal responsible for overseeing fundraisers.

**SHREWSBURY HIGH SCHOOL**  
**Student Activity Fund**  
**Schedule of Findings and Recommendations**  
**June 30, 2018**

These reports would provide a basis for review by third parties and help groups for future planning to evaluate the effectiveness of past fundraisers.

**5. Inactive Accounts**

As of June 30, 2018, there were 30 accounts for a total of \$14,525.18 that had no activity during the 2017-2018 school year. Of these accounts, 21 of them for a total of \$9,695.50 have had no activity for at least three years.

The school should annually review the accounts that have had no activity for several years. Any that represent groups that are no longer active should be closed out to the General Interest account or to a similar account as the original group and should be expended in accordance with School Committee policy.

**6. Yearbook Account Balance**

As of June 30, 2018, the Yearbook account had a balance of \$21,470.18. This is an increase of \$10,884.00 from the prior year. Parents and students purchase the yearbooks online and pay the yearbook vendor directly. The receipts into the Yearbook account in the student activity fund are from sales of "ads", or parents paying for a page to highlight their students.

The money raised from ad sales should be used as a credit to the yearbook vendor to offset the cost of the yearbooks and should be passed on as a reduction of the cost to the parents and students.

**7. Variances to Town's Balances**

As of June 30, 2018, there is a variance to the Town's general ledger of \$15,101.81 between the Town Treasurer and the Town Accountant's Munis general ledger, with the Town Accountant's general ledger being lower. The Town Accountant and Town Treasurer should research this variance.

**SCHEDULE A**

**SHREWSBURY HIGH SCHOOL  
STUDENT ACTIVITY FUND  
BALANCE SHEET  
June 30, 2018**

**ASSETS**

**Cash:**

**In Custody of School Principal:**

Checking Account:

Bank of America

\$ 52,230.72

**In Custody of Town Treasurer:**

Agency Account:

Bank of America

134,740.20

Trust Account:

Bank of America

30,000.00

**TOTAL ASSETS**

\$ 216,970.92

**FUND BALANCE**

**Fund Balance:**

Student Activity Fund (SCHEDULE B)

\$ 216,970.92

See Accompanying Notes.

**SCHEDULE B-1**

**SHREWSBURY HIGH SCHOOL  
STUDENT ACTIVITY FUND  
ACCOUNT BALANCES  
June 30, 2018**

<b>Name of Organization/Fund</b>	<b>Balance</b>
Academic Mentors	\$ 2,138.71
Acapella Choir	5,047.45
American Studies	89.44
Anime Club	156.72
AP Arts	144.54
Art Revolving	2,036.35
Asian Club	877.46
Athletic Department	1,790.14
Athletic-Ski Team	457.12
Audit Fee	772.61
Black History Committee	905.55
Chemistry Club	136.42
Chess Club	184.17
Class of 2018	5,757.33
Class of 2019	32,152.38
Class of 2020	18,379.96
Class of 2021	3,949.17
Concussion Testing	301.24
Do-it-Yourself Club	481.18
Education Leadership for a Nonviolent Age (ELNA)	57.49
Education Television Studio (ETS)	45.29
Excelsior	603.07
Fashion for Charity	64.35
French Club	433.97
Gay Straight Alliance	336.08
General Interest Fund	2,731.03
<b>TOTAL SCHEDULE B-1</b>	<b>\$ 80,029.22</b>

See Accompanying Notes.

**SHREWSBURY HIGH SCHOOL  
STUDENT ACTIVITY FUND  
ACCOUNT BALANCES  
June 30, 2018**

**SCHEDULE B-2**

<u>Name of Organization/Fund</u>	<u>Balance</u>
Field Trips:	
Accounting	\$ 77.35
Art	699.47
Chinese	10.40
ELC	165.00
English	3,279.07
French	154.09
Math	293.79
Science	3,004.03
Social Studies	971.20
Spanish	14.21
Global-Make a Difference (G-Mad)	885.02
Green Club	1,860.63
Guidance Literature	5,019.67
Guidance PSAT	2,455.76
History Club	955.88
Latin Club	451.00
Latin Honor Society	2,550.71
Library - Media	233.28
Life Skills Vocational Fund	50.94
Little Colonials	332.71
Lock Money	420.00
Marine Biology Club	495.17
Math Honor Society	1,894.61
Math Team	1,065.43
Mock Trial	50.00
Music Revolving	1,353.07
Music-Band	3,430.14
Music-Orchestra	542.46
Muslim Student Association	555.91
National Art Honor Society	287.91
National Chinese Honor Society	2,781.33
National English Honor Society	420.05
National Honor Society	9,955.70
National Social Studies Honor Society	979.17
New Entrant Assistance Team	389.94
Outdoor Classroom	4,578.50
Outdoors Club	49.39
<b>TOTAL SCHEDULE B-2</b>	<b>\$ 52,712.99</b>

See Accompanying Notes.

**SCHEDULE B-3**

**SHREWSBURY HIGH SCHOOL  
STUDENT ACTIVITY FUND  
ACCOUNT BALANCES  
June 30, 2018**

<b>Name of Organization/Fund</b>	<b>Balance</b>
Political Action Group	\$ 13.77
Quiz Team	5.00
Reality Check Events	620.40
School Store	3,941.48
Science Team	400.00
Service Learning Grant	2,048.36
Shrewsbury High School:	
Drama	12,347.82
Faces Project	16.42
Improv	969.84
Model United Nations	162.36
Plants and Planting Fund	410.31
Ski Club	40.10
Students for a Medically Aware Community (SMAC)	1,324.57
Soup-er Bowl Fundraiser	50.00
Spanish Club	242.40
Spanish National Honor Society	3,235.84
Special Education (SPED)	142.03
Special Education (SPED) Life Skills	63.36
Special Peer Connection	2,564.19
Speech and Debate Team	3,538.51
Spring Musical	23,713.82
Student Council	4,078.79
Student Social Services	2,255.71
Town Crier	57.83
Music National Honor Society (Tri-M)	515.62
Yearbook	21,470.18
<b>TOTAL SCHEDULE B-3</b>	<b>84,228.71</b>
<b>TOTAL SCHEDULE B-1</b>	<b>80,029.22</b>
<b>TOTAL SCHEDULE B-2</b>	<b>52,712.99</b>
<b>TOTAL ACCOUNT BALANCES</b>	<b>\$ 216,970.92</b>

See Accompanying Notes.



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

ITEM NO: **VIII. Old Business**

MEETING DATE: **1/9/19**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**

MEETING DATE: **1/9/19**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:





**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **1/9/19**

**BACKGROUND INFORMATION:**

The minutes are enclosed.

**ACTION RECOMMENDED:**

That the Committee vote to approve the minutes from the School Committee Workshop Meetings held on December 10, 13, and 17, 2018, and the School Committee Meeting held on December 19, 2018.

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Jason Palitsch, Chairperson

Ms. Sandra Fryc, Secretary

**School Committee Workshop  
Shrewsbury High School  
Media Center  
64 Holden Street  
SHREWSBURY, MASSACHUSETTS**

**Monday, December 10, 2018**

**Present:** Mr. Jason Palitsch, Chairperson; Ms. Erin Canzano, Vice Chairperson; Ms. Sandra Fryc, Secretary; Mr. Jon Wensky; and Dr. Dale Magee; Dr. Joseph Sawyer, Superintendent of Schools; Ms. Amy Clouter, Assistant Superintendent of Schools; Mr. Patrick Collins, Assistant Superintendent of Finance and Operations; Ms. Barb Malone, Director of Business Services; and Ms. Meg Belsito, Assistant Superintendent for Student Services, along with various school principals and educators from the Shrewsbury Education Association.

Workshop opened at 3:30 PM

The School Committee participated in Interest-Based Bargaining training with members of administration and representatives from the Shrewsbury Education Association.

Trainer and Facilitator, Nancy Peace, provided training in interest-based bargaining which is a negotiation strategy that focuses on developing mutually beneficial agreements based on the interests of both parties.

Workshop ended at 8:00 PM

Respectfully submitted,

Sandra Fryc - Secretary

Documents referenced:

1. Interest-Based Bargaining in the Collective Bargaining Context: Theory and Practice

**School Committee Workshop  
Shrewsbury High School  
Media Center  
64 Holden Street  
SHREWSBURY, MASSACHUSETTS**

**Monday, December 13, 2018**

**Present:** Mr. Jason Palitsch, Chairperson; Ms. Erin Canzano, Vice Chairperson; Ms. Sandra Fryc, Secretary; Mr. Jon Wensky; Dr. Joseph Sawyer, Superintendent of Schools; Ms. Amy Clouter, Assistant Superintendent of Schools; Mr. Patrick Collins, Assistant Superintendent of Finance and Operations; Ms. Barb Malone, Director of Business Services; and Ms. Meg Belsito, Assistant Superintendent of Student Services along with various school principals and educators from the Shrewsbury Education Association.

**Absent:** Dr. Dale Magee

Workshop opened at 3:30 PM

The School Committee participated in Interest Based Bargaining (IBB) training with members of administration and representatives from the Shrewsbury Education Association.

Trainer and Facilitator, Nancy Peace concluded her training in interest based bargaining.

The School Committee and Shrewsbury Education Association will decide if they want to use the IBB method for their upcoming contract negotiations.

Workshop ended at 8:00 PM

Respectfully submitted,

Sandra Fryc - Secretary

Documents referenced:

1. Interest-Based Bargaining in the Collective Bargaining Context: Theory and Practice

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

**MINUTES OF SCHOOL COMMITTEE WORKSHOP  
Principal's Conference Room  
Shrewsbury High School  
64 Holden Street  
Shrewsbury, Massachusetts**

**Monday, December 17, 2018**

**Present:** Mr. Jason Palitsch, Chairperson; Ms. Erin Canzano, Vice Chairperson; Ms. Sandra Fryc, Secretary; Dr. Dale Magee; Mr. Jon Wensky; Dr. Joseph Sawyer, Superintendent of Schools; Ms. Amy Clouter, Assistant Superintendent of Schools; Mr. Patrick Collins, Assistant Superintendent of Finance & Operations; Ms. Barbara Malone, Director of Human Resources; and Ms. Meg Belsito, Assistant Superintendent for Student Services

Workshop was opened by Mr. Palitsch at 6:06 PM.

Mr. Collins provided the group with historical budget information as well as an FY20 status quo budget projection. The status quo budget projection carries forward all existing budget staff; there are no new positions added; continues all existing educational programs; and projects in district and out of district enrollments and associated tuitions, if applicable. It does not include targeted resources to fund strategic priorities and there is no funding to achieve two-year district goals.

As the budget process progresses next steps will include refinement of the FY20 Status Quo budget as new information emerges; continued dialogue with Town Manager on FY20 outlook; and development of strategic improvement options.

The group discussed the fact that a Status Quo budget does not move education in the district forward. There is consensus that the district's strategic priorities should be assessed to determine educational growth opportunities and required funding for each.

The group discussed how to best present budget information to the public as well as the Board of Selectmen, Finance Committee and Town Meeting Members. School Committee members requested budget information, particularly the School Department Town Meeting Member Budget Book, be presented at a broader level of detail for easier understanding of the budget and district needs.

### **Executive Session**

Mr. Palitsch requested a motion to adjourn to executive session for the purpose of collective bargaining with the Shrewsbury Education Association, where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body. On a motion by Dr. Magee, seconded by Ms. Canzano, on a roll call vote: Dr. Magee, yes; Ms. Canzano, yes; Ms. Fryc, yes; Mr. Wensky, yes; Mr. Palitsch, yes, the School Committee voted to adjourn to executive session at 7:28 PM.

### **Adjournment**

On a motion Dr. Magee, seconded by Ms. Canzano, the meeting was adjourned at 7:52 pm. On a roll call vote: Dr. Magee, yes; Ms. Canzano, yes; Ms. Fryc, yes; Mr. Wensky, yes; Mr. Palitsch, yes.

Respectfully submitted,

Ms. Sandra Fryc, Secretary

Documents Referenced:

FY20 Budget Workshop

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

**MINUTES OF SCHOOL COMMITTEE MEETING**

**Wednesday, December 19, 2018**

Present: Mr. Jason Palitsch, Chairperson; Ms. Erin Canzano, Vice Chairperson; Ms. Sandy Fryc, Secretary; Mr. Jon Wensky; Dr. B. Dale Magee; 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.

A complete audio/visual recording of this meeting is available on the Shrewsbury Public Schools website.

The meeting was convened by Mr. Palitsch at 7:01pm, who requested a moment of silence in remembrance of fallen Worcester Firefighter Christopher Roy, Shrewsbury resident and father, whose daughter, Ava, is a fourth grade student at Coolidge School.

**I. Public Participation**

None.

**II. Chairperson's Report & Members' Reports**

Ms. Canzano advised that she would not seek re-election to the School Committee when her (fourth) term ends in May.

**III. Superintendent's Report**

Dr. Sawyer advised he was proud of the response to the recent tragedy of the death of Worcester Firefighter Christopher Roy, noting Coolidge staff were skillful and sensitive in how they reached out to daughter Ava (who is a student at Calvin Coolidge School) and her family and how they helped students there cope with their classmate's loss. He added that all schools responded to the tribute and fundraiser that Coolidge created to assist the Roy Family, noting the grand total raised by students, parents, and staff across nine schools, along with Town of Shrewsbury and SELCO staff, as part of the #Red4Roys effort was over \$50,000.

Dr. Sawyer attended, and congratulated participants in, recent seasonal concerts and the Sherwood Middle School musical.

Dr. Sawyer accompanied Shrewsbury Education Foundation (SEF) co-President Chris Juetten and Treasurer Mark Adler to present a number of awards. The Impact Award for contributions that will have a lasting impact on students for many years to come was given to the following

leaders for their superb work in creating the educational plan for the new Beal Elementary School, which board members of the Massachusetts School Building Authority called one of the best they had ever received for a new building project: Assistant Superintendent for Student Services, Meg Belsito; Assistant Superintendent for Curriculum, Instruction, & Assessment, Amy Clouter; and Beal Early Childhood Center Principal, Chris Girardi.

John P. Collins Awards for Excellence were presented to the following individuals whose efforts routinely go above and beyond and exemplify the core values of the Shrewsbury Public Schools:

#### Professional Educators

Meghan de Leon, Special Education Team Chair/Teacher, Sherwood Middle School

Kathy Floyd, School Counselor, Shrewsbury High School (SHS)

Mario Gonzales, Special Education Teacher, SHS

Maggie Korab, Television Production Teacher, SHS

#### Paraprofessionals

Lisa Easson, Sherwood Middle School

Jodi Couture, Sherwood Middle School

#### Support Staff

Tracey Snow & Brianna Snow, Bus Driver & Bus Monitor - AA Transportation

#### Unsung Hero

Wolf Goethert, Volunteer, Spring Street School

#### Leadership

Shelley Hoey, Instructional Coach/Curriculum Coordinator, Floral Street School

Dr. Sawyer thanked and congratulated Assistant Superintendent Amy Clouter and her team for applying for and receiving the state level Systemic Student Support Grant.

### **IV. Time Scheduled Appointments:**

#### **A. SHS Student Advisory Committee: Report**

Prisha Singh, Student, Chairperson; Erica Hanlon, Student; Paulina Hruskoci, Student; and Sophia Peng, Student (Mr. Andrew Smith, SHS Teacher and Faculty Advisor to the Student Advisory Committee was in attendance; Mr. Wensky is the School Committee liaison) gave the presentation. Max Evers, Student, was not in attendance as he was participating in a Shrewsbury High School (SHS) track meet. The students presented information on a variety of extracurricular opportunities, school service activities, and events that contribute to improving student life. The Committee asked clarifying questions about fundraising, the structure of Town Meeting at SHS, managing stress, and school start times. Dr. Sawyer added that a group of students who have studied the issue of school start times had been in touch with him as well.

## **V. Curriculum**

### **A. Oak Middle School Design Lab: Student Presentation & Report**

Ms. Clouter introduced Mr. Jeremy Mularella, Design Lab Teacher; Science and Technology Curriculum Coordinator Pam Poitras; and Oak Middle School (OMS) students Sidney Adams, Jordan Arria, and Nicole Iparraguirre-Bringas (OMS Principal Ann Jones was in attendance at the meeting) who gave the report. Ms. Poitras gave a history of Oak Middle School educator Allen Beer's pre-engineering curriculum at the Middle level, and Mr. Mularella described his vision going forward for the Design Lab in terms of desirability, feasibility, and viability. The students discussed a variety of projects that had been completed, and provided samples of their finished work that included models created on 3D printers. Mr. Mularella provided a "wish list" of tools for the lab, noted concerns around funding and sustaining the program, and expressed appreciation for past funding from the Colonial Fund for the Design Lab.

The Committee asked questions about evaluation and assessment, funding, and garnering feedback from students, and commented on the spirit of communication and collaboration inherent in the structure of the Design Lab. Dr. Sawyer acknowledged Ms. Poitras' and Dr. Jones' contributions to the design of the new program, and expressed appreciation to Co-Coordinators of Development & Volunteer Activities Michelle Biscotti and Kathleen Keohane who fundraise for the Colonial Fund, which provides seed money for innovative practices like the Design Lab. He then invited students to receive a certificate and be recognized by the Committee.

## **VI. Policy**

None.

## **VII. Finance & Operations**

### **A. ClearGov Budget Communication Tool: Report**

Mr. Collins introduced Mr. Bryan Burdick, President and CoFounder of ClearGov, and provided background information on Shrewsbury Public Schools joint project with the Town of Shrewsbury to secure the ClearGov product and platform. Mr. Burdick provided a history of the company and described how they take publicly available state data and organize it to be more transparent and understandable. He gave a live demonstration of their website and highlighted the *Benchmarking* and new *Projects* features. Mr. Burdick also provided an overview of some of the administrative and budgeting features that would be available to SPS as part of their subscription.

The Committee asked clarifying questions on subscription benefits, transmission of data to ClearGov, data integration with the SPS website, cost, control of information released, tech support, similarities to the Town's product use, and budgeting capabilities of the platform. Mr. Collins noted the product would provide value around communicating simplified historical data to the community, but added that there would be limits to using the budgeting tools given the multiple complex factors that are utilized in addition to Cost of Living Adjustments (COLAs)



when forecasting. Dr. Sawyer noted opportunities for communicating information to the public going forward with the product and asked clarifying questions about benchmarking relative to traditional and charter schools.

## **B. Fiscal Year 2019 Budget Update: Report**

Mr. Collins gave an update on the FY19 budget by category, noting those that were over, under, or tracking as expected; described the overall budget as stable; and predicted an estimated year-end surplus (1.5 to 2%) based on current and projected spending trends. Mr. Palitsch noted that while there is the potential for volatility, the report represented a good news story, and Dr. Sawyer concurred.

## **VIII. Old Business**

None.

## **IX. New Business**

### **A. Educator Evaluation Agreement with Shrewsbury Education Association: Vote to Ratify Memorandum of Understanding**

Mr. Palitsch provided historical background for the proposed language changes to the educator evaluation process outlined in the Memorandum of Agreement being presented. Ms. Malone noted there would be no direct impact to the budget, described key language changes, and thanked Dr. Sawyer, Ms. Clouter, and SHS Principal Todd Bazydlo for their participation in the process. Dr. Sawyer recommended that the Committee vote to ratify the language changes and expressed his appreciation to the Shrewsbury Education Association for their work on the changes.

On a motion by Dr. Magee, seconded by Mr. Wensky, the Committee voted unanimously to ratify the agreed upon language changes to the educator evaluation process outlined in the enclosed Memorandum of Agreement.

## **X. Approval of Minutes**

Without objections from the Committee, the minutes from the School Committee Meeting held on November 28, 2018 were accepted as distributed.

## **XI. Executive Session**

### **A. For the purpose of collective bargaining with the Shrewsbury Education Association**

### **B. For the purpose of reviewing, approving, and/or releasing executive session minutes**

Mr. Palitsch requested a motion to adjourn to Executive Session for the purpose of collective bargaining with the Shrewsbury Education Association, where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body, and for the purpose

of reviewing, approving, and/or releasing executive session minutes, and to return to Open Session only for the purpose of adjourning for the evening. On a motion by Dr. Magee, seconded by Ms. Canzano, on a roll call vote: Dr. Magee, yes; Mr. Wensky, yes; Ms. Fryc, yes; Ms. Canzano, yes; and Mr. Palitsch, yes, the School Committee voted to adjourn to executive session at 8:49 pm.

## **XII. Adjournment**

On a motion by Dr. Magee, seconded by Ms. Canzano, the committee unanimously agreed to adjourn the meeting at 9:06 pm. Roll call votes were as follows: Dr. Magee, yes; Ms. Canzano, yes; Ms. Fryc, yes; Mr. Wensky, yes; and Mr. Palitsch, yes.

Respectfully submitted,

Elizabeth McCollum, Clerk

Documents referenced:

1. Student Advisory Committee Agenda
2. Design Lab Report
3. Design Lab Slide Presentation
4. ClearGov Report
5. ClearGov Product Flyer
6. ClearGov Case Study
7. FY19 Budget Update Report
8. Educator Evaluation Memo
9. Memorandum of Agreement: Educator Evaluation
10. Set(s) of Minutes as Referenced Above



## **SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING**

ITEM NO: **XI. Executive Session**

MEETING DATE: **1/9/19**

- A. For the purpose of collective bargaining with the Shrewsbury Education Association**
- B. For the purpose of negotiations with non-represented school administrators**
- C. For the purpose of reviewing, approving, and/or releasing executive session minutes**

### **BACKGROUND INFORMATION:**

Executive session is warranted for these purposes.

### **ACTION RECOMMENDED:**

That the School Committee enter into executive session for the purpose of collective bargaining with the Shrewsbury Education Association and for the purpose of negotiations with non-represented school administrators, where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body, and for the purpose of reviewing, approving, and/or releasing executive session minutes, 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, Director of Human Resources

ITEM NO: **XII. Adjournment**