



**School Committee
Meeting Book**

**September 27, 2023
7:00 pm**

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

AGENDA

**September 27, 2023 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;">7:00-7:05</div>
II. Chairperson’s Report & Members’ Reports	
III. Superintendent’s Report	
IV. Time Scheduled Appointments:	
A. Homeless Student Update: Report	7:05 – 7:20
V. Curriculum	
VI. Policy	
VII. Finance & Operations	
A. Transportation Services: Report	7:20 – 7:35
B. Food Services & Student Meal Price: Report & Vote	7:35 – 7:50
C. Fiscal Year 2024 Personnel: Report	7:50 – 8:05
D. Warehouse Rental Closeout Plan: Update	8:05 – 8:15
VIII. Old Business	
IX. New Business	
A. Strategic Plan: Update	8:15 – 8:30
X. Approval of Minutes	8:30 – 8:35
XI. Executive Session	8:35 – 8:50
A. For the purpose of addressing G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), Open Meeting Law, G.L. c. 30A, §§ 22(f), (g) – for the purpose of reviewing, approving, and/or releasing executive session minutes.	
B. For the purpose of addressing G.L. c. 30A, § 21(a)(3) “to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect of the	



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bargaining or litigating position of the public body and the chair so declares” (“Purpose 3”)
- the Shrewsbury Education Association Units A and/or B, the Shrewsbury Paraprofessional Association, and/or the Cafeteria Workers Association

XII. Adjournment

8:50

Next regular meeting: October 11, 2023



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: I Public Participation

MEETING DATE: 09/27/23

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear thoughts and ideas from the public regarding the operations and the programs of the school system?

BACKGROUND INFORMATION:

Copies of the policy and procedure for Public Participation are available to the public at each School Committee meeting.

ITEM NO: II. Chairperson's Report/Members' Reports

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a report from the Chairperson of the School Committee and other members of the School Committee who may wish to comment on school affairs?

BACKGROUND INFORMATION:

This agenda item provides an opportunity for the Chairperson and members of the Shrewsbury School Committee to comment on school affairs that are of interest to the community.

STAFF AVAILABLE FOR PRESENTATION:

School Committee Members
Ms. Sandra Fryc, Chairperson
Ms. Erin Boucher, Vice Chairperson
Mr. Jon Wensky, Secretary
Ms. Lynsey Heffernan, Committee Member
Ms. Rachel Sharifipour, 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:**
A. Homeless Student Update: Report

MEETING DATE: **09/27/23**

BACKGROUND INFORMATION:

Dr. Sawyer will provide a report on homeless students in the district and how Shrewsbury Public Schools has been supporting these students and their families since the emergency shelter in Shrewsbury opened in May 2023, and will present updates on the projected dedicated state revenue, and the projected costs to the district, associated with meeting the needs of these students.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools



Shrewsbury Public Schools

Joseph M. Sawyer, Ed.D.
Superintendent

September 27, 2023

To: School Committee
Re: Update on Education of Students from Local Emergency Shelter for Homeless Families

At your meeting earlier this month, I provided you with an update on the number of students enrolled in our schools from the emergency homeless shelter opened in a hotel in Shrewsbury, the number of students we are transporting back to their districts of origin per our legal responsibilities, and how we planned to use two sources of state funding that we have been told we will receive to support the education of these students. You can find that memo [here](#) for reference.

At this time, the total population of students we are educating within the district has increased slightly, from 49 students to 52 students. The number of students we are transporting back to their districts of origin has decreased from 10 to 4.

The most important information I want to convey is that meeting the needs of our students who reside at the shelter is requiring even more intensive levels of dedicated time and attention than we anticipated, particularly for the youngest students who have never been in school, have no or extremely limited English, and who have experienced trauma as a result of their life experiences. We are experiencing the following challenges:

- The district has been allocating much of its existing resources for supporting the safety and behavior of these students, including a significant amount of the time of our four Clinical Coordinators (all of whom are board-certified behavior analysts, or BCBAs), our Director of Counseling and Mental Health Services, the school-based adjustment counselors and school psychologists at Beal and Floral Street, Educational Learning Center (ELC) coordinators (where possible), district social worker, and the principals and assistant principals.
- This is compounded by being short one school psychologist at Floral Street and with the other being new, as the previous psychologists resigned in late summer, as well as the challenges of bringing candidates for paraprofessional positions on board as quickly as we would like due to the current job market.
- The number of other newly enrolled students who are qualifying as English language learner students is significant at both Beal and Floral Street, putting additional pressure on providing mandated services.

- Effectively communicating with the parents at the shelter requires a great deal of in-person communication, as many families are not able to understand written communication even when translated into their home language.

Updated projected costs:

Because of these evolving challenges, it has become apparent that additional personnel resources are needed, and our plan to utilize the state funding we have been told we will receive has changed as follows. Changes from the previous memo are in blue.

- We now need to hire 2.0 FTE full-time English language education teachers, one each at Beal and Floral Street School. These will be long-term substitute positions since they may be temporary for this year, total estimated cost is \$45,000 each \$90,000 total
- A part-time Homeless Family Coordinator to serve as a liaison between families at the site and the schools – \$23,500, and a second part-time Homeless Family Coordinator who speaks Haitian Creole - \$23,500, total of \$47,000
- Two bilingual instructional aides – \$60,000
- 8.0 FTE (instead of the original 2.0 FTE) applied behavioral analysis technician paraprofessionals to support individual or small groups of students – \$280,000
- 2.0 FTE bus monitors to assist with safe transportation – \$52,000
- Mental and behavioral health counselor contracted through Shrewsbury Youth and Family Services – \$65,000

Subtotal for cost of personnel resources: \$594,000

In addition to the above, there are costs for various supports such as interpreters for meetings, technology, supplies and materials, required contributions to the state pension system for positions funded through state homeless grant funds, etc., which are conservatively estimated as requiring an additional \$400,000.

Updated grand total of projected expenditures to support homeless students: \$994,000.

Updated projected dedicated state revenue:

The updated estimate of state funding we should receive, based on the small number of additional students enrolled who qualify for funding is \$952,000, as follows:

- 1) Homeless Emergency Support Grant, which provides \$1,000 for each student enrolled in our district from an emergency shelter for initial needs (such as technology, supplies, etc. 52 students enrolled = \$52,000 in funds.
- 2) Expanded Homeless Shelter Funding Program, which provides \$104 per student per day for the time they are enrolled in our district. We currently have 52 students, and we expect some changes in the census over the course of the year. If we

conservatively average the number of the census over time at 48, that would result in approximately \$900,000 in state funding.

Based on the above, depending on how long students remain at the shelter, the amount of state funding we are projecting we will receive (\$952,000) will not entirely cover the expenses we are estimating we may incur (\$994,000), given the substantial additional personnel we plan to add. There is a possibility that resources needed during the first part of the school year can be shifted/reduced as needs change, and the \$400,000 in “additional costs” we have plugged in is a conservative estimate. We are monitoring these expenditures carefully and will make efforts to minimize any potential assumption of costs beyond what the state has communicated they will provide.

Conclusion:

Meeting the needs of students who are English learners (ELs) *and* who are also students with limited or interrupted formal education (known as SLIFE students) presents a variety of significant challenges for our schools. I am proud of the dedicated efforts that our staff have been making to welcome our students who reside at the emergency shelter, and it is clear that our educators and support staff are working extremely hard to respond to their needs. We are considering ways in which we can provide the most effective educational programming options in conjunction with these increased staffing levels that will help our students to successfully adapt to and learn within their new school environments.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: IV. Time Scheduled Appointments:

MEETING DATE: 09/27/23

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **V. Curriculum**

MEETING DATE: **09/27/23**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VI. Policy**

MEETING DATE: **09/27/23**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VII. Finance & Operations**
A. Transportation Services: Report

MEETING DATE: **09/27/23**

BACKGROUND INFORMATION:

Mr. Girardi and Ms. Yu will report on transportation services at Shrewsbury Public Schools that includes information on the district's contract with AA Transportation, changes in bus schedules due to school start time changes for the 2023-2024 school year, current ridership, bus registration, and late bus service. The report is enclosed. AA Transportation Division Manager Mr. Robert Chevalier will join Mr. Girardi and Ms. Yu for the report.

ACTION RECOMMENDED:

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

STAFF & GUEST AVAILABLE FOR PRESENTATION:

Mr. Chris Girardi, Assistant Superintendent for Finance & Operations
Ms. April Yu, Assistant Finance and Operations Manager
Mr. Robert Chevalier, Division Manager, AA Transportation



Shrewsbury Public Schools

Christian Girardi

Assistant Superintendent for Finance and Operations

September 21, 2023

To: School Committee

Subj: Transportation Update for 2023-2024 School Year

Overview

This presentation highlights the key aspects of transportation for the Shrewsbury Public Schools. Topics in this presentation include:

- Contract with AA Transportation and fleet recognition
- Response to SPS time changes effective 2023-2024 school year
- Current ridership
- School bus registration
- Late bus program

Contract with AA Transportation and Fleet

Shrewsbury Public Schools is in year one of five year [August 2023-August 2028] contract renewal with AA Transportation following our M.G.L. Chapter 30B bid process completed on February 2, 2023. The contracted rates for a school bus are \$ 475.53 per bus per day which equates to \$85,595 per bus per school year. Shrewsbury Public Schools is accessing a vehicle fleet of 39 seventy-seven passenger buses, 8 thirty-four passenger buses (with 3 containing a wheelchair lift) plus an additional 3 vans for transportation to and from the RISE Program, and multiple vans supporting specialized runs for specific student out-of-district needs. The total contract for FY24 is \$5,050,342 with an annual increase of 6% over the life of the contract. Please see the following table for a breakdown in transportation pricing:

Transportation Service	FY24 Budget
Regular Day	\$3,167,030
Special Education: In-District and Out of District	\$1,206,403
Vocational	\$174,044
Field Trips, Athletics and Extra-Curricular	\$ 502,865
	\$5,050,342

In August, Dr. Sawyer notified you that the district would need to contract an additional two 77 passenger school buses to appropriately meet the demands of school start and end time changes. The two buses are included in the 39 bus total listed above. These additional routes are being funded out of the Transportation Fee account at the cost of \$171,190

In addition to our contracted transportation with AA, Shrewsbury Public Schools owns three vehicles obtained through sponsorship and grant funding. We are grateful to Shrewsbury Federal Credit Union for sponsoring a 12 passenger Ford Transit van; additionally, the district has a 12 passenger Ford Transit van and a Toyota Sienna 7 passenger van, both funded through grants and dedicated to community program access for the RISE program.

The following chart shows the services and contracted providers needed to support transportation needs for our community:

Services & Contracted Providers

Service	Vendor	Notes
Regular day [aka Home to School]	AA Transportation	<ul style="list-style-type: none"> ▶ Shrewsbury Public Schools ▶ Assabet Valley Reg. Technical H.S. ▶ St. Mary's, St. John's, Al-Hamra, Montessori
Out of District- Special Education	Varied	▶ Private school placements throughout the state
Athletic Competitions/ Extra Cutricular Events/ Music Travel	AA Transportation	▶ High school and middle school events
Homeless Students (McKinney-Vento)	Varied	▶ Includes busing students sheltering in other towns back to SPS and students sheltering in Shrewsbury to other public school systems
Summer School	AA Transportation	For special education students with transportation in their IEP
Field Trips ["yellow bus"]	AA Transportation	Coach buses contracted separately for long trips or special events

Response to School Time Changes (Please see Appendix for [SPS Bus Routes 23-24](#))

This summer, the School Department worked closely with AA Transportation to rebuild the bus schedules to reflect new start and end times that went into effect this school year [2023-2024 school year] following School Committee approval on January 25, 2023. Start and end times are shown in the table below:

School	Start Time of Student School Day	End Time of Student School Day
Shrewsbury High School	7:55am	2:20pm
Sherwood & Oak Middle Schools	8:35am	3:00pm
Beal School Coolidge School Floral Street School Paton School Spring Street School	9:15am	3:30pm

The School Department focused on the recommendations from the Sleep Health Advisory Committee and contractual agreements with our collective bargaining units to ensure transportation patterns meet the following outcomes:

- All high school bus routes begin after 7:00 AM.
- All morning bus routes at all levels arrive at school in time for students to participate in breakfast, if they so choose.
- All afternoon buses depart schools within the identified dismissal times barring unforeseen circumstances.
- All afternoon buses are scheduled to maximize route times. The target route time is 30 minutes or less to account for minimizing later dismissal times conflicting with after-school activities.

As of Tuesday, September 19, 2023, we can share:

- All high school bus routes begin after 7:00 AM.
-

Earliest pick-up time for SHS bus routes <u>before</u> 2023-2024 school start time change	6:13 AM
Earliest pick-up time for SHS bus routes: 2023-2024 school year	7:00 AM (AVG 7:05 AM) Average of 46 minutes more sleep opportunity for SHS bus students

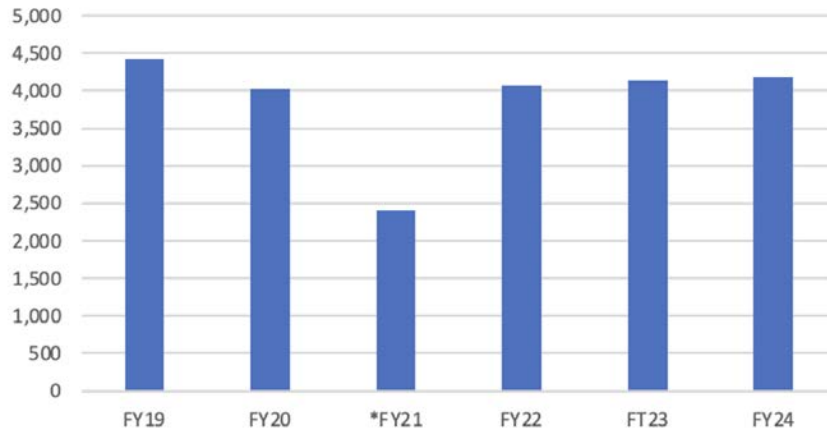
Earliest pick-up time of Middle School bus routes <u>before</u> school start time change	7:13 AM
Earliest pick-up time for Middle School bus routes: 2023-2024 school year	7:36 AM (AVG 7:46 AM) Average of 28 minutes more sleep opportunity for Middle School bus students

- All morning bus routes at all levels arrive at school in time for students to participate in breakfast, if they so choose.
- All afternoon buses depart schools within the identified dismissal times barring unforeseen circumstances.
 - 4 buses consistently arrive at elementary schools at the 3:45 PM dismissal time. Two buses consistently arrive at approximately 3:50 PM. We continue to work with AA Transportation to maximize route efficiency and elementary school routines.
 - These early patterns are historically consistent and improve through the following practices:
 - new drivers improve their times gaining experience with the route.
 - All drivers benefit from developing relationships with students and families, resulting in route efficiency.
 - schools improve their internal dismissal routines, particularly elementary schools building kindergarten routines.
- All afternoon buses are scheduled to maximize route times; target route is 30 minutes or less to account for later dismissal times conflicting with after-school activities.
 - Bus routes are meeting their intended route times once en route; the goal is to have them depart the schools on time to meet the promised drop-off time.

Ridership

Ridership is in a healthy place with approximately 69% of students registered for transportation as of September 18, 2023. This percentage is on par with historical data with a continued increase in registrations following the COVID shutdown years. The following chart provides registration data over the past six years, showing the averages from two years prior to the COVID pandemic through this year. Non-COVID year registrations hover around 70% of the overall student population.

Ridership by Year- 6 Year Span



Shrewsbury Public Schools is also required to provide transportation per M.G.L Ch 76, Section 1 to pupils who attend approved private and regional vocational schools. The following chart shows ridership to each of the approved affiliates with differences between FY24 and FY23. Although there are minimal differences with most schools, please recognize the downward trend of students accessing transportation to Assabet Valley Regional Technical High School. The School Department will monitor the demand for transportation as fewer students are able to attend Assabet and adjust our transportation assets accordingly. Currently, we run two buses to Assabet during the morning and afternoon runs (down from three in previous years) and we are studying options for FY25 to gain efficiency as ridership continues to decrease.

Ridership

School District	2022-2023 Riders	2023-2024 Riders	Difference
Shrewsbury Public Schools	4,133	4,184	+51
Assabet Valley Regional Tech. H.S.	51	36	(-15)
St. John's High School	46	45	(-1)
St. Mary School	12	21	+9
Al Hamra Academy	29	34	+5
Montessori School	24	21	(-3)
Out of District Students (includes McKinney-Vento transportation for homeless students)	39	42	+3
Total Daily Riders	4,334	4,374	+40

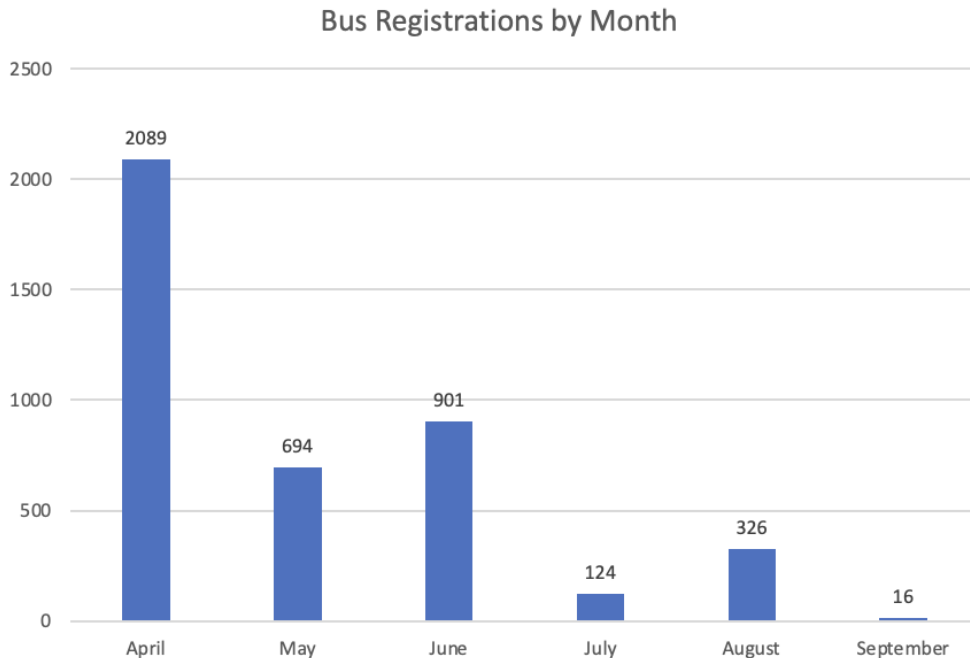
School Bus Registration

School bus registration opened April 3, 2023 and out of the 4,133 registrations, 2,089 [or ~50%] occurred in April following the first communication. School bus registrations responded positively to reminder communications from SPS in May and June, and again in August. This year, Shrewsbury Public Schools initiated a change in practice in August to put forth a deadline of August 11th for families who have had the opportunity to register for transportation since the opening window of April 3rd [this did not include all new student registrations including kindergarten families and recent move-in's, who were routed as soon possible after registration.]

This deadline meant that any transportation registration submitted after the August 11, 2023 deadline [and not meeting the new student registration criteria] could be subject to not receiving their bus assignment until Tuesday, September 12, 2023; two weeks after the start of the school year. This change of practice was initiated to allow the School Department and AA Transportation ample time to prepare bus routing in the midst of new school start and end times without the weight of adding last minute bus stops leading up to the start of school due to late registrations.

The data shows that families responded positively to the deadline with **0 issues that could not be resolved in time for a child to have a school bus assignment in place for Day 1 of school.** Please note that the School Department did have families who did not receive transportation for a period of time at the start of the year due to unpaid late fees not being resolved.

Please see the attached chart for registrations by month beginning April 3, 2023:



Late Buses

Late Buses went into effect on Monday, September 18, 2023. Late bus access is funded out of the ESSER III grant fund with the intention of allowing students access to school (extra academic support, participation in after-school extra-curricular activities, space to study.) Three buses are allocated for Shrewsbury High School and three buses for Oak and Sherwood Middle Schools on Mondays, Wednesdays, and Thursdays. Families can sign their students up for the late bus through a district Google sign-up. Please see the following charts to see ridership from the spring of 2023.

Late Bus Service Ridership Counts											
	Wkly	Wkly	Wkly	Wkly	Wkly	Wkly	Wkly	Wkly	Wkly	Mon.	Totals
High School											
	W#1	W#2	W#3	W#4	W#5	W#6	W#7	W#8	W#9	5/23	
Red	5	15	13	10	8	8	10	20	9	5	103
Green	37	43	31	36	16	32	23	24	20	6	268
Blue	28	42	28	38	27	28	26	25	21	5	268
Daily/Wkly Totals	70	100	72	84	51	68	59	69	50	16	639

Late Bus Service Ridership Counts											
	Wkly	Wkly	Wkly	Wkly	Wkly	Wkly	Wkly	Wkly	Wkly	Mon.	Totals
Middle Schools											
	W#1	W#2	W#3	W#4	W#5	W#6	W#7	W#8	W#9	5/23	Totals
Red	13	14	14	17	16	5	10	11	9	0	109
Green	34	19	19	15	22	18	13	16	17	1	174
Blue	26	16	21	24	13	7	20	13	6	0	146
Daily/Wkly Totals	73	49	54	56	51	30	43	40	32	1	429

The estimated cost of late bus service in FY24 is \$174,424, funded through the ESSER 3 federal grant.

Conclusion

Locally and nationally, school transportation is in the midst of a crisis due to the lack of competition, shortage of bus drivers, and fluctuation in fuel costs. However, thanks to the excellent work of the SPS Transportation Team, especially April Yu, Assistant Manager of Finance & Operations, and the team at our partner AA Transportation, we are grateful to report that the Shrewsbury Public Schools transportation program is in a very strong place compared to many other school districts, with the following highlights:

- School bus routes are on pace to meet the expectations of adjusted school start and end times
- Ridership continues to be strong with approximately 70% of students registered for transportation
- All bus routes have qualified and consistent drivers

I look forward to answering any questions you have at the meeting on September 27.

High School AM Bus Routes 23-24					Sherwood and Oak AM Bus Routes 23-24					Elementary Schools AM Bus Routes 23-24					
Route #	Riders	1st Pickup	Route Time	Arrial at SHS	Route #	Riders	1st Pickup	Route Time	Arrival at MS	Route #	School	Riders	1st Pickup	Route Time	Arrial at ES
1	46	7:09 AM	21:30	7:31 AM	1	43	7:46 AM	21:36	8:07 AM	1	Floral	50	8:18 AM	26:42	8:45 AM
2	32	7:09 AM	20:24	7:29 AM	2	48	7:41 AM	29:24	8:11 AM	2	Floral	44	8:36 AM	10:18	8:46 AM
3	45	7:00 AM	26:06	7:27 AM	3	34	7:41 AM	27:06	8:08 AM	3	Spring	29	8:18 AM	24:00	8:42 AM
4	47	7:21 AM	14:30	7:36 AM	4	39	7:51 AM	17:06	8:08 AM	4	Spring	22	8:25 AM	20:48	8:45 AM
5	17	7:07 AM	23:12	7:30 AM	5	35	7:46 AM	26:54	8:13 AM	5	Spring	30	8:23 AM	24:01	8:47 AM
6	45	7:05 AM	20:36	7:26 AM	6	41	7:46 AM	21:18	8:07 AM	6	Floral	35	8:39 AM	7:18	8:46 AM
7	46	7:01 AM	24:24	7:25 AM	7	53	7:40 AM	32:06	8:12 AM	7	Paton	37	8:24 AM	22:36	8:46 AM
8	46	7:00 AM	31:18	7:32 AM	8	39	7:41 AM	26:24	8:07 AM	8	Beal	28	8:31 AM	14:19	8:45 AM
9	34	7:00 AM	28:36	7:28 AM	9	44	7:54 AM	14:06	8:08 AM	9	Floral	26	8:36 AM	9:50	8:46 AM
10					10	39	7:52 AM	20:12	8:13 AM	10	Beal	25	8:30 AM	17:06	8:47 AM
11	36	7:00 AM	27:36	7:28 AM	11	39	7:45 AM	23:30	8:08 AM	11	Beal	19	8:35 AM	12:16	8:48 AM
12	28	7:10 AM	17:06	7:27 AM	12	42	11/20 AM	29:36	8:08 AM	12	Spring	42	8:24 AM	21:30	8:46 AM
13	47	7:00 AM	26:54	7:27 AM	13	42	7:40 AM	26:24	8:08 AM	13	Beal	20	8:30 AM	12:48	8:43 AM
14	43	7:05 AM	20:30	7:26 AM	14	43	7:36 AM	31:54	8:08 AM	14	Spring	23	8:32 AM	13:05	8:45 AM
15					15	49	7:40 AM	27:12	8:07 AM	15	Coolidge	47	8:25 AM	17:56	8:43 AM
17	40	7:10 AM	16:06	7:26 AM	17	45	7:46 AM	21:24	8:08 AM	17	Beal	40	8:21 AM	24:40	8:46 AM
18	38	7:00 AM	28:42	7:28 AM	18	52	7:51 AM	16:48	8:08 AM	18	Coolidge	48	8:20 AM	25:04	8:45 AM
19	33	7:10 AM	20:06	7:30 AM	19	43	7:46 AM	21:24	8:08 AM	19	Coolidge	47	8:33 AM	12:35	8:45 AM
20	38	7:00 AM	28:48	7:28 AM	20	43	7:52 AM	15:36	8:08 AM	20	Beal	29	8:30 AM	17:16	8:47 AM
21	48	7:02 AM	24:06	7:27 AM	21	42	7:46 AM	21:30	8:07 AM	21	Floral	28	8:33 AM	13:38	8:47 AM
22	45	7:08 AM	17:48	7:26 AM	22	46	7:40 AM	28:00	8:08 AM	22	Beal	42	8:21 AM	24:04	8:45 AM
24	33	7:01 AM	31:06	7:32 AM	24	44	7:43 AM	24:36	8:08 AM	24	Beal	37	8:27 AM	18:02	8:45 AM
26	15	7:06 AM	22:30	7:28 AM	26	48	7:46 AM	22:16	8:08 AM	26	Beal	28	8:21 AM	22:45	8:44 AM
27	33	7:06 AM	20:48	7:27 AM	27	25	7:54 AM	13:56	8:08 AM	27	Floral	26	8:36 AM	11:24	8:47 AM
30					30	43	7:46 AM	26:01	8:12 AM	30	Paton	30	8:22 AM	18:54	8:41 AM
31					31					31	Beal	36	8:15 AM	26:30	8:41 AM
32	25	7:10 AM	22:24	7:32 AM	32	46	7:50 AM	22:24	8:13 AM	32	Paton	32	8:24 AM	15:00	8:39 AM
33	47	7:01 AM	29:30	7:30 AM	33	51	7:43 AM	29:12	8:12 AM	33	Paton	33	8:18 AM	24:10	8:42 AM
39	49	7:09 AM	21:06	7:30 AM	39	47	7:48 AM	24:24	8:13 AM	39	Beal	32	8:26 AM	10:11	8:36 AM
40	45	7:00 AM	27:42	7:28 AM	40	51	7:55 AM	16:18	8:12 AM	40	Beal	14	8:43 AM	5:03	8:49 AM
43	27	7:01 AM	25:30	7:27 AM	43	44	7:48 AM	25:06	8:13 AM	43	Floral	26	8:24 AM	18:37	8:42 AM
51	50	7:09 AM	21:06	7:30 AM	51	52	7:52 AM	25:42	8:13 AM	51	Floral	41	8:26 AM	15:09	8:41 AM
52	46	7:07 AM	23:12	7:31 AM	52	38	7:54 AM	20:48	8:13 AM	52	Floral	41	8:22 AM	24:05	8:46 AM
53	45	7:06 AM	25:06	7:31 AM	53	48	7:47 AM	25:12	8:12 AM	53	Floral	33	8:28 AM	18:35	8:47 AM
54					54	44	7:43 AM	30:00	8:13 AM	54	Beal	28	8:19 AM	23:05	8:42 AM
55	49	7:07 AM	23:30	7:30 AM	55	45	8:00 AM	12:42	8:13 AM	55	Beal	28	8:26 AM	16:18	8:42 AM

High School PM Bus Routes 23-24					Sherwood and Oak PM Bus Routes 23-24					Elementary Schools PM Bus Routes 23-24					
Route #	Riders	1st Stop Time	Route Time	Arrival at MS	Route #	Riders	1st Stop Time	Route Time	Arrival at ES	Route #	School	Riders	1st Stop	Route Time	Last Stop Time
1	46	2:40 PM	19:54	2:58 PM	1	43	3:12 PM	20:24	3:33 PM	1	Floral	42	3:39 PM	23:13	3:55 PM
2	32	2:36 PM	19:54	2:54 PM	2	48	3:15 PM	26:42	3:36 PM	2	Floral	44	3:45 PM	9:12	3:51 PM
3	45	2:38 PM	21:48	2:57 PM	3	34	3:10 PM	21:30	3:40 PM	3	Spring	29	3:48 PM	26:20	4:11 PM
4	47	2:32 PM	13:36	2:50 PM	4	39	3:11 PM	20:42	3:31 PM	4	Spring	22	3:39 PM	19:18	3:56 PM
5	17	2:37 PM	22:54	3:01 PM	5	35	3:18 PM	18:18	3:36 PM	5	Spring	29	3:43 PM	17:54	3:59 PM
6	45	2:36 PM	26:12	3:01 PM	6	41	3:20 PM	18:48	3:36 PM	6	Floral	35	3:44 PM	6:44	3:47 PM
7	46	2:37 PM	19:30	2:59 PM	7	55	3:09 PM	20:42	3:31 PM	7	Paton	37	3:37 PM	28:43	4:04 PM
8	46	2:41 PM	29:12	3:07 PM	8	49	3:21 PM	18:36	3:37 PM	8	Beal	28	3:47 PM	14:41	3:56 PM
9	34	2:37 PM	25:30	3:01 PM	9	44	3:15 PM	12:36	3:20 PM	9	Floral	36	3:31 PM	10:04	3:37 PM
10					10	39	3:08 PM	28:00	3:39 PM	10	Beal	25	3:50 PM	18:26	4:02 PM
11	36	2:41 PM	27:54	3:08 PM	11	40	3:10 PM	24:42	3:38 PM	11	Beal	28	3:45 PM	20:48	3:56 PM
12	28	2:38 PM	16:54	2:54 PM	12	42	3:12 PM	22:00	3:36 PM	12	Spring	42	3:45 PM	21:27	4:03 PM
13	47	2:37 PM	27:18	3:00 PM	13	53	3:09 PM	22:18	3:35 PM	13	Beal	20	3:42 PM	12:02	3:51 PM
14	43	2:41 PM	19:06	2:55 PM	14	43	3:15 PM	20:48	3:35 PM	14	Spring	23	3:42 PM	17:45	3:58 PM
15					15	49	3:11 PM	21:00	3:34 PM	15	Coolidge	47	3:42 PM	15:42	3:54 PM
17	40	2:36 PM	16:48	2:51 PM	17	45	3:08 PM	20:42	3:33 PM	17	Beal	40	3:42 PM	21:41	3:59 PM
18	38	2:37 PM	24:24	2:58 PM	18	53	3:13 PM	14:06	3:25 PM	18	Coolidge	48	3:31 PM	26:08	3:57 PM
19	41	2:39 PM	28:12	3:03 PM	19	41	3:16 PM	18:54	3:35 PM	19	Coolidge	47	3:41 PM	11:24	3:51 PM
20	38	2:40 PM	24:12	3:03 PM	20	43	3:16 PM	09:30	3:28 PM	20	Beal	29	3:36 PM	17:57	3:51 PM
21	48	2:38 PM	23:48	2:59 PM	21	42	3:15 PM	23:06	3:39 PM	21	Floral	28	3:47 PM	12:58	3:57 PM
22	45	2:38 PM	18:00	2:50 PM	22	46	3:11 PM	28:48	3:40 PM	22	Beal	42	3:46 PM	20:34	4:05 PM
24	33	2:39 PM	31:18	3:05 PM	24	43	3:14 PM	19:36	3:36 PM	24	Beal	37	3:42 PM	16:17	3:57 PM
26	25	2:40 PM	26:12	3:03 PM	26	48	3:20 PM	22	3:37 PM	26	Beal	28	3:46 PM	20:08	4:03 PM
27	33	2:34 PM	20:00	3:03 PM	27	25	3:19 PM	12:12	3:32 PM	27	Floral	26	3:39 PM	10:41	3:46 PM
30					30	43	3:14 PM	19:48	3:34 PM	30	Paton	30	3:40 PM	19:28	3:58 PM
31					31				3:30 PM	31	Beal	36	3:37 PM	22:14	3:52 PM
32	25	2:32 PM	22:18	2:55 PM	32	46	3:12 PM	21:36	3:35 PM	32	Paton	32	3:42 PM	20:11	4:00 PM
33	47	2:38 PM	29:12	3:07 PM	33	51	3:14 PM	27:18	3:39 PM	33	Paton	33	3:47 PM	27:59	4:11 PM
39	49	2:39 PM	19:36	2:57 PM	39	47	3:15 PM	24:12	3:33 PM	39	Beal	32	3:42 PM	9:19	3:49 PM
40	45	2:37 PM	21:54	2:56 PM	40	51	3:12 PM	11:06	3:24 PM	40	Beal	12	3:36 PM	9:50	3:36 AM
43	27	2:39 PM	25:18	3:03 PM	43	44	3:19 PM	22:38	3:40 PM	43	Floral	26	3:50 PM	16:41	4:03 PM
51	50	2:35 PM	21:06	2:58 PM	51	38	3:12 PM	16:54	3:29 PM	51	Floral	41	3:38 PM	17:08	3:51 PM
52	45	2:36 PM	28:06	3:04 PM	52	37	3:19 PM	18:06	3:36 PM	52	Floral	41	3:47 PM	24:04	4:06 PM
53	35	2:43 PM	23:12	3:00 PM	53	49	3:16 PM	25:48	3:39 PM	53	Floral	33	3:50 PM	19:43	4:03 PM
54					54	43	3:12 PM	24:36	3:35 PM	54	Beal	28	3:44 PM	21:06	4:01 PM
55	49	2:39 PM	24:18	3:00 PM	55	45	3:14 PM	14:30	3:24 PM	55	Beal	28	3:33 PM	13:05	3:42 PM



Shrewsbury Public Schools Transportation Update

2023-2024

September 27, 2023

Christian Girardi- Assistant Superintendent for Finance and Operations

April Yu- Assistant Finance and Operations Manager

Robert Chevalier- Division Manager, AA Transportation

Topics

- FY24 Budget- AA Transportation Contract
- Services & Contracted Providers
- Report on the start of the year
- Ridership
- Bus Registration
-

Contract with AA Transportation

Shrewsbury Public Schools is in Year 1 of a 5 year contract with AA Transportation

- Contract period runs from August 2023 through August 2028
- 6% annual increase over the term of the contract

Transportation Service	FY24 Budget
Regular Day	\$3,167,030
Special Education: In-District and Out of District	\$1,206,403
Vocational	\$174,044
Field Trips, Athletics and Extra-Curricular	\$ 502,865
	\$5,050,342

Services & Contracted Providers

Service	Vendor	Notes
Regular day including in-district special education [aka Home to School]	AA Transportation SPS vans	<ul style="list-style-type: none"> ▶ Shrewsbury Public Schools including RISE program ▶ Assabet Valley Reg. Technical H.S. ▶ St. Mary's, St. John's, Al-Hamra, Montessori
Out of District- Special Education	Varied	▶ Private school placements throughout the state
Athletic Competitions/ Extra Curricular Events/ Music Travel	AA Transportation	▶ High school and middle school events
Homeless Students (McKinney-Vento)	Varied	▶ Includes busing students sheltering in other towns back to SPS and students sheltering in Shrewsbury to other public school systems
Summer School	AA Transportation	For special education students with transportation in their IEP
Field Trips ["yellow bus"]	AA Transportation	Coach buses contracted separately for long trips or special events

Start and End Time Changes

Earliest pick-up time for SHS bus routes <u>before</u> 2023-2024 school start time change	6:13 AM (Average 6:19 AM)
Earliest pick-up time for SHS bus routes: 2023-2024 school year	7:00 AM (Average 7:05 AM) Average of 46 minutes more sleep opportunity for SHS bus students
Earliest pick-up time for Middle School bus routes <u>before</u> school start time change	7:13 AM (Average 7:18 AM)
Earliest pick-up time for Middle School bus routes: 2023-2024 school year	7:36 AM (Average 7:46 AM) Average of 28 minutes more sleep opportunity for Middle School bus students

Ridership

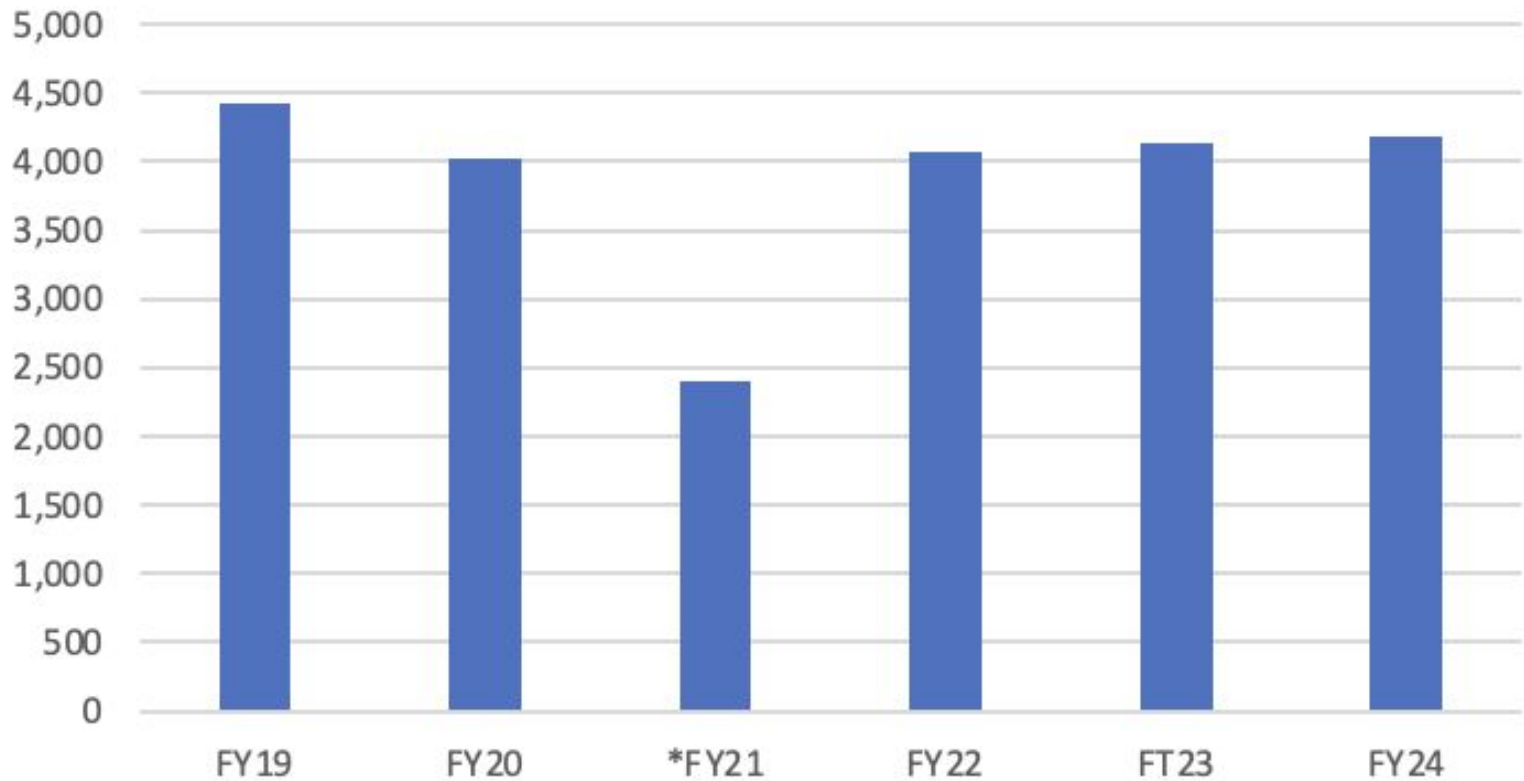
School District	2022-2023 Riders	2023-2024 Riders	Difference
Shrewsbury Public Schools	4,133	4,184	+51
Assabet Valley Regional Tech. H.S.	51	36	(-15)
St. John's High School	46	45	(-1)
St. Mary School	12	21	+9
Al Hamra Academy	29	34	+5
Montessori School	24	21	(-3)
Out of District Students (includes McKinney-Vento transportation for homeless students)	39	42	+3
Total Daily Riders	4,334	4,374	+40

Average Cost v. Fee

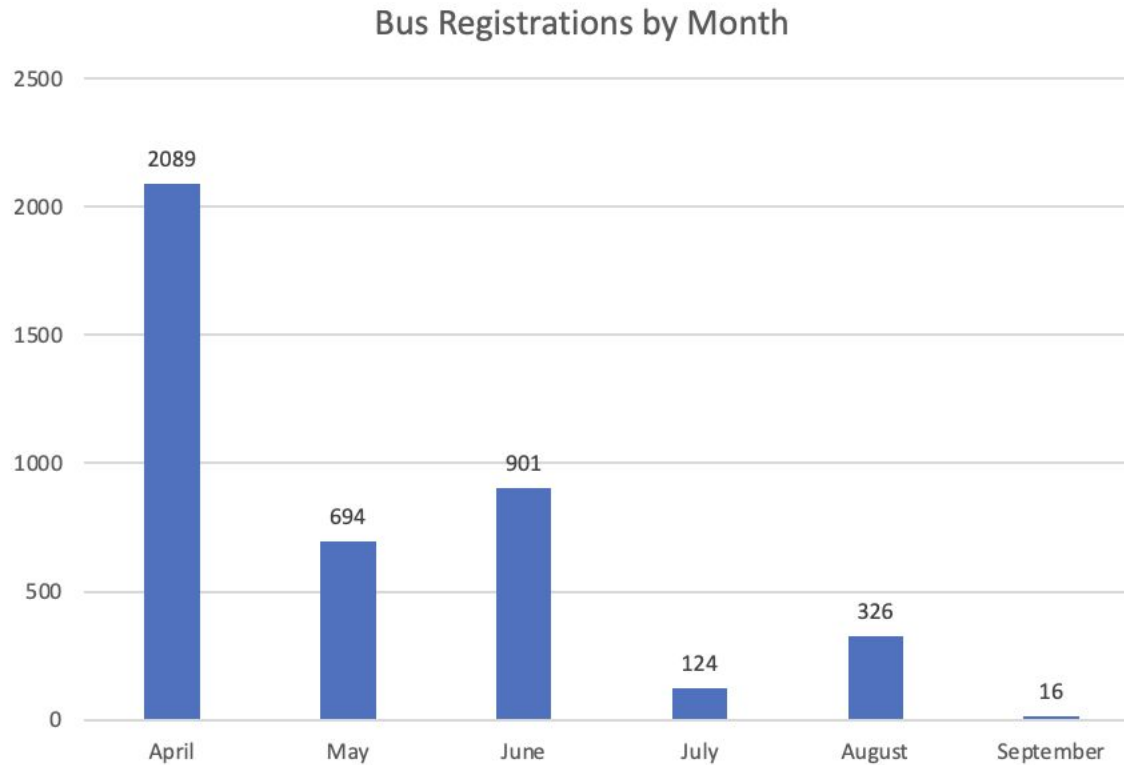
- 4,374 students currently registered in district, private schools, and Assabet
- Total budget of \$5,050,342
- Average cost= \$1,155/student
- Fee= \$320/student

Ridership for Shrewsbury Public Schools

Ridership by Year- 6 Year Span



Bus Registrations By Month Beginning April 1, 2023



Late Buses- 2023-2024

Late buses went into effect into effect on September 18th for the 2023-2024 school year

- 3 buses for Shrewsbury High School/ 3 buses for Oak and Sherwood Middle School
- Families can sign up for late bus access through the district Google sign-up form
- Bus stops are regional to access all areas of Shrewsbury
- The estimated cost of late bus service in FY24 is \$174,424, funded through the ESSER 3 federal grant

Late bus ridership from 2022-2023

- Shrewsbury High School- average 69 riders per week
- Oak and Sherwood Middle School- average 48 riders per week

Questions? Comments?





**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: 09/27/23

B. Food Services & Student Meal Price: Report & Vote

BACKGROUND INFORMATION:

Mr. Girardi and Ms. Nichols will present a report on the Food Service Department that includes information on program offerings, staffing, meal pricing, and student participation, all in the context that the Massachusetts state government recently approved universal, no-cost breakfast and lunch for all students “permanently”. The report is enclosed. The report includes a recommendation that the Committee vote to increase the lunch price for purchasing an optional, second lunch to ensure it meets the USDA requirement that it be equal to or greater than the Federal Free Reimbursement Rate.

ACTION RECOMMENDED:

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

That the Committee vote to increase the paid price of purchasing an optional, second lunch to \$4.50 at all grade levels to comply with United States Department of Agriculture requirements.

STAFF AVAILABLE FOR PRESENTATION:

Mr. Chris Girardi, Assistant Superintendent for Finance & Operations

Ms. Beth Nichols, Food Service Director



Shrewsbury Public Schools

September 21, 2023

To: School Committee

From: Chris Girardi, Assistant Superintendent for Finance & Operations
Beth Nichols, Director of Food Service

Subj: 2023-2024 Food Service Department Executive Summary

Overview

The Food Service Department's goal is to serve nutritional and appetizing meals to our customers. The Department is committed to interacting with courtesy and respect, supporting a positive learning environment and promoting the District's strategic priority of Health and Wellness.

Offerings

The Food Service Department offers:

- Breakfast and Lunch Program for grades K-12
- Breakfast and Lunch offered on ½ Days
- Preschool Snack Programs
- Catering and Vending Services.

Staff

The Department employs a Food Service Director, a 30 hour per week Administrative Assistant and 48 Employees, 39 of whom are full time staff (over 20 hours and benefit eligible) and 9 of whom are part time.

A collective bargaining agreement was negotiated in the Fall of 2022. This contract is in effect July 1, 2022 – June 30, 2025. Hourly rates were raised significantly to reflect minimum wage being raised to \$15.00 per hour, to increase staff retention and to enable us to better compete for staff.

All employees are required to participate in training throughout the school year to meet the USDA Professional Standards Requirement. The annual required training hours per school year are: twelve hours of Director training, ten hours of Manager training, six hours for Staff working

over twenty hours per week and four hours of training for Staff working less than twenty hours per week.

All employees are required to be Serve Safe certified and certified in Allergen Training. Additionally, half of the employees are Choke Save Trained each school year.

USDA /DESE Update

- Shrewsbury Food Service Department was awarded a funding opportunity, Northeast Food for Schools through DESE. These funds were awarded so that schools could procure local, high quality and minimally processed foods. Shrewsbury was awarded \$30,000 for the 2023-2024 School Year. The Department will be purchasing local foods through the Worcester Food Hub. The Hub has partnered with local farmers to promote the purchase of their products.
- The State of Massachusetts became the eighth state to make universal free meals permanent. This is a significant investment in student wellness. The continued funding will sustain the financial health of school nutrition programs, spur growth in the purchasing of local food, keep a high standard of nutritional quality for breakfast and lunch and allow for all students in the Commonwealth to be nourished and ready to learn.
- The Meal pattern has changed in the 23-24 SY to reflect a decrease of sodium limits by 10 percent for lunches; Grades K-5 1,110 mg, Grades 6-8 1,225 mg and grades 9-12 1,280 mg.

Lunch Pricing

The USDA requires that the weighted average paid lunch price be equal to the Federal Free Reimbursement Rate. The Federal Free Reimbursement Rate for FY 2024 is \$4.38. The current Shrewsbury lunch prices are; \$3.25 Elementary, \$3.50 Middle School and \$3.75 High School.

As school lunches are free this year for all students, these prices are charged only when a student purchases a second lunch or a non-reimbursable lunch. A student must take 3 out of the 5 required meal components and 1 component must be a fruit or vegetable for their meal to qualify as a reimbursable meal. If a student does not take the required components, they are charged for their meal.

To be in compliance with this regulation, I am proposing we increase the price of lunch for the 2023-2024 school year to \$4.50 at all grade levels.

Commodities

Shrewsbury Food Service was allotted \$354,577 in Entitlement Dollars for the 2023-2024 School Year. The maximum dollar amount of \$177,289 was committed to the Department of

Defense (DOD) fresh produce program. Schools can order produce weekly from an awarded produce vendor, until these funds are depleted. Funds totaling \$24,975 were used to purchase beef (4500 pounds) and chicken (9,000 pounds) which was diverted to 2 processors; JTM Provisions and Tyson Foods. Staff can order specified beef products (taco meat and spaghetti sauce) and chicken products (nuggets, grilled breasts, popcorn chicken etc.) from our Grocery Vendor and receive a credit on these products which reflects the pounds given to these processors to manufacture these products. The remaining Entitlement Dollars were used to purchase Brown Box Orders. Brown Box items purchased were cases of: canned and frozen fruits and vegetables, cheese products, deli meats etc.

Entitlement Dollars are meant to provide dollars for about 15% of food purchases.

Participation

Meal participation has increased significantly due to meals being free. Pre-covid District Breakfast Participation ranged between 1-1% of students and District Lunch Participation between 45-50%. This past school year Breakfast Participation averaged 15% of students and Lunch Participation averaged 70% of students. On very popular lunch days, Lunch Participation can be as high as 95% of students.

Debt

Our current District Meal Charge Policy allows students to charge a-la-carte items when they take a Reimbursable Meal. There is no cap on the amount that students can charge. Federal Regulations require that the Food Service Programs be reimbursed for student meal related debt. In School Year 2023, the School Department reimbursed the Food Service Department, \$26,639.00.

Financials

	<u>FY 23</u>
<u>Beginning Balance</u>	<u>\$1,209,861</u>
<u>Revenue</u>	<u>\$3,305,945</u>
<u>Labor</u>	<u>\$1,188,375</u>
<u>Food</u>	<u>\$1,378,638</u>
<u>Other</u>	<u>\$472,417</u>
<u>Total Expense</u>	<u>\$3,039,430</u>
<u>Profit/Loss</u>	<u>\$266,515</u>
<u>Ending Balance</u>	<u>\$1,476,376</u>

The School Food Service Department had a beginning revolving account balance of \$1,209,861 and a year-end profit of \$266,515 for FY 2023. The revolving account balance as of July 1, 2023

was \$1,476,376. The Revolving Account Balance can be not greater than an average of 3 months operating expenses. Based on FY 2023 operating expenses our Revolving Account FY 24 cannot exceed \$1,013,143. The additional funds must be spent this current school year.

Challenges

Staffing continues to be a challenge. We are finding it difficult to fill part time, full time and substitute positions.

Ordering continues to be a challenge for the School Cafeteria Managers. Products are often out of stock, shorted or substituted.

Goals

- Increase staffing levels to respond to higher participation rates, provide more meal options, reduce time in line

- Hire a District Chef to enhance the quality and variety of meal offerings

- Develop a spending plan for surplus revolving account funds, including making capital investments in equipment replacement or maintenance

Food Service Department Annual Report 2023-2024

Submitted by Beth Nichols

Offerings

- Breakfast and Lunch Program
- Breakfast and Lunch Offered on ½ Days
- Preschool Snack Programs
- Catering and Vending Services



Staff

- Food Service Director
- Administrative Assistant- 30 Hours per Week
- 48 Employees- 39 Full Time (Benefit Eligible) and 9 Part Time
- Union Contract Negotiated Fall of 2022 (July 1, 2022-June 30,2025)
Rates Raised to be Competitive and to Increase Staff Retention
- All Employees Meet the Required USDA Professional Standards Requirements
- All Employees are Serve Safe Certified and Allergen Certified



USDA/DESE Update

- Northeast Food for Schools Funding
\$30,000 for Local ,High Quality and Minimally processed Foods
- State of Massachusetts -8Th State to Make Universal Meals Permanent
Sustain Financial Health of School Nutrition Programs
Spur Local Food Procurement
Maintain a High Standard of Nutrition for Breakfast and Lunch
- Meal Pattern Change 2023-2024
Decrease Sodium Limits by 10%

Lunch Pricing

- USDA Requires Weighted Average Price of Lunch be Equal To the Federal Free Reimbursement Rate
- Free FY 24 Reimbursement Rate is \$4.38
- Current Shrewsbury Lunch Pricing
Elementary \$3.25 Middle School \$3.50 High School \$3.75
- First Meal Purchased is Free if Reimbursable Meal
Reimbursable Lunch Must Have 3 of 5 Components: Protein, Milk, Grain, Vegetable and Fruit. One Component Must be a Fruit or Vegetable
Reimbursable Breakfast Must Have 3 Components: Grain, Fruit or Vegetable and Milk
- Second Meal is a Charged Meal
- Recommend Increasing the Lunch Price for Second Meals to \$4.50 at all Grade Levels

Commodities

- Entitlement Dollars FY 24 \$354,577
- Dollars based on Number of Meals Served the Prior Year Times the Entitlement Rate (\$.365)
- 15% of Food Purchases
- \$177,289 Committed to the Department of Defense (DOD) Fresh Fruit Program
Produce Ordered Weekly Until Funds Depleted
- \$24,975 Committed to Processing
4500 Pounds of Beef Purchased
Beef Diverted to JTM Provisions for Taco Meat and Spaghetti Sauce
9,000 Pounds of Chicken Purchased
Chicken Diverted to Tyson Foods for Nuggets, Grill Mark Chicken etc.
\$152,313 Committed to Brown Box Foods
Cases of: Deli Meats, Fresh and Frozen Fruits and Produce, Cheeses etc.

Participation

- Pre Universal Meals
- Breakfast 1-1.5%
- Lunch 45-50-%

- Current Universal Meals
- Breakfast 15%
- Lunch 70%
- Popular Meals 90%



Debt

- District Meal Charge Policy Allows Students to Charge with a Meal
- No Cap on Charging
- Regulations Require that Food Service be Reimbursed for Bad Debt
- FY 24 \$26,639.00 in Bad Debt
- Planning revisions to administrative policy on charging to prevent students from incurring debt for second meals or à la carte items, given the permanent funding of universal meals

Financials

	FY23
Beginning Balance	\$1,209,861
Revenue	\$3,305,945
Labor	\$1,188,375
Food	\$1,378,638
Other	\$472,417
Total Expense	\$3,039,430
Profit/Loss	\$266,515
Ending Balance	\$1,476,376

- Beginning Balance FY 23 - \$1,209,861
- Profit FY 23 - \$266,515
- Beginning Balance FY 24- \$1,476,376
- Revolving Account Balance Must Be No More Than 3 Months Expenses
- Monthly Expenses FY 23 - \$337,714
- Revolving Account FY 24 Cannot Exceed -\$1,013,143

Challenges

- Staffing
- Ordering

Goals

- Increase Staffing Levels to Respond to Higher Participation Rates, Provide More Meal Options, Reduce Time in Line
- Hire a District Chef to Enhance Quality and Variety of Meals
- Develop a Spending Plan for Surplus Revolving Account Funds, Including Making Capital Investments in Equipment Replacement or Maintenance



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

**ITEM NO: VII. Finance & Operations
C. Fiscal Year 2024 Personnel: Report**

MEETING DATE: 09/27/23

BACKGROUND INFORMATION:

Ms. Malone will present a report describing personnel processes and new hires in the district for the 2023-2024 school year. The report is enclosed. Ms. Malone will make a presentation and will be available to answer questions from the Committee.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

Ms. Barbara Malone, Executive Director of Human Resources



Report to the School Committee 2023-2024 Talent Acquisition

Barbara A. Malone
Executive Director of Human Resources
September 27, 2023

Introduction

Shrewsbury Public Schools encountered one of the two most difficult hiring seasons to date in filling professional teaching and specialist positions to the District (hiring for the 2022-2023 school year being the other). In some past years (prior to the pandemic) we were able to post a position and have numerous applicants to review, but the new reality is that we are continuously active in building relationships with department heads and career counselors at colleges and universities, posting positions to an ever-expanding list of recruitment sites, and attending job and career fairs in order to attract candidates. Although ultimately we had relatively the same number of applicants as last year, it took more “hustle” to find those candidates. In addition, the number of quality of applicants has declined, as fewer licensed teachers apply for open positions.

However, we were successful in finding strong candidates for 54 professional positions available due to resignations, retirements, and transfers, and of those, 10 of which are where current educators transferred to a different assignment. Our 44 new hires to the district are outstanding, bringing in many different experiences and pathways to the profession, including career changers, early in career, and career educators. We also hired six leaders for the district, including the Assistant Superintendent for Finance & Operations, Principal of the Beal School, an Assistant Principal for Oak Middle School, and three new Reading Specialists to support our Literacy Initiative.

Currently we have six open professional positions that we have not yet been able to fill for the full school year. For these positions we are utilizing substitutes, assisting non-licensed candidates with obtaining emergency licensure where possible, and where necessary with an

existing teacher planning lessons and overseeing their work. We also have hired retirees from both our district and other districts as long-term substitutes to assist us in educating our students. These positions are: licensed Moderate Special Education Teacher at Oak, School Psychologist at Floral Street, half-time elementary Music Teacher at Beal, Science Teacher at Oak, Speech Language Pathologist at Oak, and a part-time Physical Education Teacher at Spring Street School. The substitutes we have procured to cover these positions so far are due to the creativity and resourcefulness of the District Leadership Team in trying to give students the best education possible. We are committed to autumn job fairs at various universities to potentially bring mid-year graduates to our District beginning in January 2024, as well as to begin sourcing activities for the 2024-2025 school year. The most difficult positions to fill right now are for School Psychologists and Special Education Teachers. Additionally, we are currently hiring two long-term substitute English Language Education teachers, one each for Beal and Floral Street, with funds to assist in educating the homeless student population.

Hiring for paraprofessional and other positions also continues to be a year-round activity, with challenges in finding qualified applicants. Since July 1, 2023 we have hired 40 paraprofessionals, of which 19 were ABA Technicians. We also have a number of hires in process. One challenge we have faced this fall is a delay in receiving background check results, which is impacting all districts in Massachusetts.

We continue to try to find ways to increase the diversity of our staff. For the 2023-2024 school year 19% of our new hires self-reported as being in diverse federal categories, with 11.36% of our new professional hires self-reporting in these categories. For the 2022-2023 school year 23% of our new hires self-reported in diverse federal categories, with 13% of our professional hires reporting in these categories. This result indicates a small decrease in our ability to fill open positions with diverse candidates, in part, because we struggled to find qualified candidates in general and in part because we continue to have a non-diverse application pool. Overall, we had a majority-white application pool across all roles, totaling 66.8% of all applicants. 18.2% did not report their race or ethnicity, with 6.2% reporting as Hispanic or Latinx, 5.46% as Asian, and 1.22% as Black or African-American.

We have appointed six finalists to district leadership positions, 54 staff (including transfers) to professional positions such as teachers and specialists, 1 staff as our new Retail Manager for the RISE program, 40 staff to paraprofessional positions, 1 staff to an IT position, 1 staff as an administrative assistant and 1 staff as the registrar. In total, we have hired 104 people into regular positions for the current school year. Last year the total was 136 people. This count does not include hiring for food services, extended learning programs, less than full year long-term substitute teachers (for leaves of absence due to illness, parental leave, etc.), and

day-to-day substitute teachers. It also does not include hiring for positions that started prior to July 1, 2023 or applicants that are currently “in process” (either not yet started or not yet on payroll reports).

District Leadership Team

The following leaders were appointed for the 2023-2024 school year:

Christian Girardi, Assistant Superintendent for Finance & Operations

Bachelor of the Arts in Music, Wesleyan University

Master of Leadership and Educational Administration, Worcester State University

Kristen Gasper, Principal of the Major Howard W. Beal School

Bachelor of Science in Education, Lesley College

Master of Education in Special Education, Rivier College

Educational Leadership Program, Fitchburg State University

Michelle Dillon, Assistant Principal for Oak Middle School

Bachelor of Biology and Music Education, College of the Holy Cross

Master of Arts in Teaching, Clark University

Master of Educational Leadership, Boston College

Vanessa Colleran, Reading Specialist

Bachelor of Science in Elementary Education and Special Education, Boston University

Master of Education, Language and Literacy, Simmons College

Susan Drenzo, Reading Specialist

Bachelor of Science in Education, Westfield State University

Master of Early Childhood Education, Worcester State University

Master of Special Education, Fitchburg State University

Certificate of Study, Reading Specialist, Fitchburg State University

Heather Mistretta, Reading Specialist

Bachelor of Arts in the History of Mathematics, Science, and Philosophy, St. John's College

Teacher Certification in Moderate Disabilities, Worcester State University

Master of Education in Moderate Disabilities, Worcester State University

Teacher Certification in Reading specialist, Worcester State University

New Hiring-Professional Staff

The 54 (including the 10 transfers) professional education staff includes 1 transfer for the district as a whole (Clinical Coordinator), 2 transfers for the RISE program for 18-22 year old students, 12 new hires for the high school, 21 hires and 2 transfers for the middle level, and 11 new hires and 5 transfers for the elementary level. We did not hire new teachers at the preschool level for this year.

As the School Committee has long known, the teacher selection process in Shrewsbury is rigorous, and through the hard work of our District Leadership Team, as well as educators, parents and students who volunteered to be part of selection meetings or demonstration lessons, we have adhered to our standards.

The process includes phone, remote, or in-person interviews with principals, department directors, curriculum coordinators/instructional coaches, teachers, parents and central office administrators, and sometimes students, depending on the level. It also includes thorough background checks and demonstration lessons.

We continue to use www.schoolspring.com as a sourcing tool. We also advertised positions through www.IMDiversity.com and Indeed.com and the “Handshake” tool at various colleges and universities, and asked applicants to apply directly to my email address.

We had a total of 1026 external applicants for our professional positions from all sources. This means that 4.38% of those who applied to our professional positions from an external source ultimately received a position with us for FY 24. Last year, for FY 23 4.76% of those who applied to our professional positions ultimately received a position with us. For FY 22, it was 2.47%, for FY 21 it was 3.92%, for FY 20 it was 2.16%; in FY 19 it was 1.60%; in FY 18 it was 1.00%.

New Hiring-Paraprofessional Staff

To date we have hired 40 staff to paraprofessional positions. Para positions netted 419 applications (151 from SchoolSpring). For the first time, the majority of our paraprofessional applicants came to us via Indeed, rather than SchoolSpring. We hired 9.5% of those who applied to our paraprofessional positions in FY 24 to date, 16.8% for FY 23, 15.3% for FY 22, 11.7% in FY 21, 8.8% in FY 20, 7.0% in FY 19, 8.0% in FY 18. We are still experiencing the phenomenon of “ghosting”, both at the interview stage and at the appointment stage of the process.

New Hiring-Retail Manager

For the first time in Shrewsbury Public Schools' history, we have hired a Retail Manager, to manage the *Maple & Main* retail business that will be part of the RISE program; this role also involves effectively working with our ages 18-22 students in the RISE program.

New Hiring-IT Positions

We hired 1 staff to an IT Support Specialist position this year.

New Hiring-Registrar/Administrative Assistant Positions

We have hired 1 Registrar (Central Office) and 1 Administrative Assistant (Spring Street School) for 2023-2024

New Educators

Shrewsbury High School

Andrea Anderson, Moderate Special Education Teacher
Bachelor of Science in Psychology, Worcester State University
Master of Severe Special Education, Fitchburg State University

Katherine Arsenault, Biology Teacher
Bachelor of Science in Biology Education, Siena College
Master of Education in Secondary Education, Providence College

Erin Blette, Special Education Teacher
Bachelor of Arts in English, Coastal Carolina University
Master of Teaching English and Moderate Special Needs, Northeastern University
Doctorate in Education Curriculum, Teaching, Learning and Leadership, Northeastern University

Gulderen Gunduz Deniz, Mathematics Teacher
Bachelor of Science in Mathematics, Eskisehir Anadolu University, Turkey
Master of Secondary Education in Mathematics, Old Dominion University

Julia Duquette, Moderate Special Education Teacher
Bachelor of Science in Psychology, Worcester State University

Jennifer Goodrich, Mathematics Teacher

Bachelor of Science in Mathematics, West Virginia Wesleyan College

Bachelor of Arts in Education, West Virginia Wesleyan College

Master of Teaching Mathematics, Providence College

Robert Hassett, Spanish Teacher

Bachelor of Arts in International Relations, History, and Spanish, Syracuse University

Doctor of Jurisprudence, New England School of Law

Matthew Martucci, Visual Arts Teacher

Bachelor of Fine Arts in Illustration, Ringling College of Art and Design

Amanda Mullen, Spanish Teacher

Bachelor of Arts in Spanish for the Professions, Worcester State University

Master of Education, Worcester State University

Christopher Ryan, Business & Computer Science Teacher

Bachelor of Science in Accounting, Nichols College

Master of Business Administration, Nichols College

Master of Adult Learning, University of Connecticut

Monika Sudyka, Mathematics Teacher

Bachelor of Science in Mathematics in Secondary Education, Worcester State University

Caryn Wardwell, Music Teacher and Band Director

Bachelor of Arts in Music Education, University of Massachusetts at Amherst

Master of Music Education, Teachers College at Columbia University

Sherwood and Oak Middle Schools

Jill Goyette, BRYT Academic Coordinator

Bachelor of Arts in English, University of Massachusetts, Boston

Master of Education in Special Education, Framingham State University

Anne Johnson, Structured Reading/Special Education Teacher

Bachelor of Arts English, Nazareth College of Rochester

Master of Literacy, College of Saint Rose

Olga Pineda, Music Teacher and Orchestra Director
Bachelor of Science in Marketing Management, De La Salle University, Philippines
Bachelor of Science in Music Education, Saint Scholastica's College, Philippines
Master of Marketing, De La Salle University, Philippines

Oak Middle School

Rachel Adamsky, Grade 8 Science Teacher
Bachelor of Arts in Geosciences
Teacher Residency in Earth Science and Biology, Newton
Master of Curriculum and Instruction, University of Massachusetts, Lowell

Caitlin Alayan, ELC Coordinator/Special Education teacher
Bachelor of Elementary Education and Liberal Studies with a concentration in Cultural Diversity, Westfield State University
Master of Science in Severe Special Needs Education, Simmons College
Certificate of Advanced Educational Studies in Applied Behavior Analysis, Western New England College

Winston Andraca, Moderate Special Education Teacher
Bachelor of Science in Health and Physical Education, Montclair State University
Master in Teaching Special Education, Montclair State University

Kelly Balezos, Grade 7 Science Teacher
Bachelor of Science in Geology, University of Massachusetts, Amherst
Master of Secondary Education, University of Massachusetts, Amherst

Matthew Fall, Moderate Special Education Teacher
Bachelor of Science in Secondary Physical Education, Westfield State University
Master of Special Education, Cambridge College

Abigail Moon, Visual Arts Teacher
Bachelor of Arts in Art History, Clark University
Master of Arts in Teaching Visual Art, Smith College

Daniel Regnier, 7th Grade English Teacher
Bachelor of Arts in Elementary Education, Framingham State University

Julie Rhyhart, Speech Language Pathologist
Bachelor of Arts in Sociology, Pepperdine University
Master of Science in Speech Language Pathology, Worcester State University

Jill Shah, Grade 7 Science Teacher
Bachelor of Science in Mechanical Engineering, Carnegie Mellon University
Master of Science in Mechanical Engineering, University of Maryland, Baltimore

Sherwood Middle School

Keren Albiston, Intensive Special Education Teacher
Bachelor of Science in Psychology, Rutgers University
Master of Special Education, Rutgers University
Master of Administration in Education, Concordia University

Molly Bates, Grade 5 Math and Science Teacher
Bachelor of Science in Elementary Education and Mathematics, Assumption University

Olivia Dean, Grade 5 Math and Science Teacher
Bachelor of Science in Mathematics and Elementary Education, Bridgewater State University
Master of Mathematics Education, Boston University

Courtney Delaney, Physical Education Teacher
Bachelor of Science in Exercise and Sports Science, Fitchburg State University

Stuart Grimes, Grade 6 English Language Arts and Social Studies Teacher
Bachelor of Arts in History, George Washington University
Master of Middle School History Education, Lesley University

Cassandra LaCoy, Grade 6 English Language Arts and Social Studies Teacher
Bachelor of Science in Psychology, University of Massachusetts, Amherst
Master of Elementary Education, University of Massachusetts, Amherst

Leighann Orr, Grade 6 English Language Arts and Social Studies Teacher
Bachelor of Arts in Literature, Worcester State University
Master of Elementary Education, American International College

Jenna Reynolds, Grade 5 English Language Arts and Social Studies Teacher
Bachelor of Arts in Elementary Education, Skidmore College
Master of Special Education, Regis College

Ariel Sloan, Grade 6 Math and Science Teacher
Bachelor of Science in Elementary Education, Worcester State University

Calvin Coolidge School

Danielle Grillo, Grade 2 Teacher
Bachelor of Science in Business Administration, Massachusetts College of Liberal Arts
Master of Business Administration in Management, Wagner College
Master of Elementary Education, Curriculum and Instruction, Bay Path University

Stephanie Hubert, School Adjustment Counselor
Bachelor of Arts in Psychology, Providence College
Master of Social Work, Boston College

Ashlee Procacini, Grade 2 Teacher
Bachelor of Elementary Education, Framingham State University
Bachelor of General Studies/Interdisciplinary Studies, Fitchburg State University
Master of Education in Elementary and Moderate Disabilities, Lesley University

Floral Street School

Andreia dos Santos Lucas Gutierrez, English Language Learner Teacher
Bachelor of Arts in Translation Studies, University of Sao Paulo, Brazil
Technologist in Management Processes, University of Marilia, Brazil
Master of Education, Worcester State University
Master of Education in ESL, Worcester State University

Katie Mancini, Grade 4 Teacher
Bachelor of Elementary Education, Rhode Island College

Meghan Walsh, ELC Coordinator/Special Education Teacher
Bachelor of Arts in Sociology/Social Work, Saint Anselm College
Certificate of Study in Applied Behavior Analysis, University of Massachusetts, Boston
Master of Education, University of Massachusetts, Boston
Master of Severe Special Education, Bay Path University

Lauren Wilson, School Psychologist

Bachelor of Science in Psychology, Endicott College

Master of Science in Educational and School Psychology, University of Southern Maine

Major Howard W. Beal School and Walter J. Paton School

Danila Heitz, Moderate Special Education Teacher

Bachelor of Arts in Education, Multidisciplinary Studies, Cambridge College

Master of Special Education, Grade K-8, Cambridge College

Major Howard W. Beal School

Carly Kadlik, School Adjustment Counselor

Bachelor of Science in Elementary Education, Framingham State University

Master of Education in School Counseling, University of Massachusetts, Boston

Spring Street School

Kelly Palumbo, Moderate Special Education Teacher

Bachelor of Science in Communication Disorders, Worcester State University

Master of Education in Teaching Students with Special Needs, Elementary, Wheelock College

Professional Transfers

- Aimee Bunn, Clinical Coordinator for the district, from Floral Street School
- Erin Hruskoci, RISE Program Special Education Teacher, from Walter J. Paton
- Kristi Menard, RISE Program Special Education Teacher, from Oak Middle School
- Douglas Kershaw, Grade 7 ELA, to Oak Middle School from Sherwood Middle School
- Jacqueline Lawson, Grade 7 Science, to Oak Middle School from Sherwood Middle School
- Allison Campbell, Grade 4, to Major Howard W. Beal School, from Spring Street School
- Allyson Feeley, Special Education Teacher to Walter J. Paton School, from a dual assignment that included Major Howard W. Beal School
- Rebekah Landers, Special Education Teacher to Major Howard W. Beal School, from Walter J. Paton School
- Carrie Sullivan, to Major Howard W. Beal School, from Walter J. Paton School
- Jennifer Wilson, to Calvin Coolidge and Floral Street Schools, from Sherwood Middle School

New Retail Manager, RISE Program

Jennifer Tabor, previously paraprofessional at Parker Road Preschool and small business owner

New Paraprofessional Staff

ABA Technicians

Benjamin Ayres
Kaydance Bergeron
Alyssa Betancourt
Larissa Bryant
Shamar Burrell
Heanneah Casey
Gabrielle Demers
Jessica Derosiers
Lesley Engvall
Caitlin Ethier
Leanna Giang
Jamaliz Jimenez-Vargas
Susan McKay
Jennifer Natoli
Tattianna Roque
Julie Santiago
Christina Tizzano
Christina Tomaiolo
Caitlin Wood

Child Specific Assistants

Amanda Balaparya
Courtney Ducasse
Laura Gregory
Suraia Hossen
Allison Kilham
Sunitha Kondabathini
Rajalakshmi Mahalingam
Emily McManus
Sarah Perreault
John Sweeney

Instructional Assistants

Colleen Brownstein
Lauren Ellerbrook
Gabriela Garza Aguirre

Kacey Hubley
Deborah Mazejka
Elizabeth Mitchell
Laura Ore
Susan Shea

Media Assistant

Kaylee Lambert

Special Education Paraprofessional

Barbara Gauthier
Amanda Salvaggi

New Information Technology Hires

Zachary Baldino, IT Support Specialist, Spring Street School

New Administrative Assistants/Registrar

Jennifer Brown, Administrative Assistant, Spring Street School
Kevin Escalante, Registrar, District



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **09/27/23**

D. Warehouse Rental Closeout Plan: Update

BACKGROUND INFORMATION:

Shrewsbury Public Schools has utilized rental warehouse space in Worcester for the purposes of furniture storage during and post COVID years using ESSER II funding. The School Department is making preparations to terminate this lease, and this summer any furniture that was wanted by schools was distributed to them. Mr. Girardi will provide information related to the closeout of the warehouse space and the public sale, donation, and disposal of all remaining items deemed not useful.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

Mr. Chris Girardi, Assistant Superintendent for Finance & Operations



Shrewsbury Public Schools

Christian Girardi

Assistant Superintendent for Finance and Operations

September 21, 2023

To: School Committee

Subj: 220 Barber Avenue, Worcester, MA rental warehouse space closeout plan

Overview

Shrewsbury Public Schools has utilized rental warehouse space at 220 Barber Avenue, Worcester, MA 01606 for the purposes of furniture storage during and post COVID years at the cost of \$2,500 per month through ESSER II funding. The School Department is preparing to terminate this lease at the end of October 2023.

This summer, April Yu oversaw a team of summer workers tasked with organizing the stored furniture and distributing wanted items to the schools. All schools had the opportunity to fill their furniture requests and have signaled that the remaining furniture in the warehouse is not useful for their needs.

Next Steps

Following *School Committee Policy 802- Disposal of Used Equipment/ Supplies* in accordance with M.G.L Chapter 30B, Section 15, the next step is to prepare a plan to dispose of the remaining furniture through a combination of public sale, donation to a charitable organization, and then trash disposal.

This memo is to provide you with information related to the closeout of the warehouse space and, following public sale and donation efforts, submit a request for a School Committee vote at the October 25th meeting for trash disposal of all remaining items deemed not useful.

The timeline would be as follows:

-Friday, 9/29- Advertise a Notice of Public Sale scheduled for Friday, 10/13 and Saturday, 10/14 on the Shrewsbury Town website and post in the Community Advocate.

-Friday, 10/13 and Saturday, 10/14- Hold the Public Auction at 220 Barber Avenue, Worcester, MA 01606.

-Monday, 10/16- Begin engaging with local charitable organizations to donate all remaining furniture assets.

-Friday, 10/20- Submit information through a School Committee report to inform members of remaining items that are deemed no longer useful and targeted for trash disposal in preparation for a School Committee vote.

-Wednesday, 10/25- School Committee vote on disposal of recommended items deemed no longer useful.

-Thursday, 10/26- Tuesday, 10/31- Evacuate 220 Barber Avenue in accordance with the lease termination agreement following School Committee direction for furniture disposal.

I am happy to answer any questions you may have about this plan at your September 27 meeting.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VIII. Old Business**

MEETING DATE: **09/27/23**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**
A. Strategic Plan: Update

MEETING DATE: **09/27/23**

BACKGROUND INFORMATION:

In April 2023 the School Committee voted unanimously to approve an updated five-year strategic plan for the district. Dr. Sawyer will present an update at the meeting on a plan and timeline for determining the district's year-one strategic goals and action steps and the development of individual School Improvement Plans.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools



Shrewsbury Public Schools

Joseph M. Sawyer, Ed.D.
Superintendent

September 24, 2023

To: School Committee
Re: Strategic Plan Implementation – Update

Last spring, you unanimously approved a new Shrewsbury Public Schools Strategic Plan for the years 2023-2027, which can be found [here](#).

The strategic plan establishes three commitments:

- 1) Commitment to educational excellence
- 2) Commitment to the enhanced well-being of all
- 3) Commitment to optimization of resources

Under each commitment, the plan identifies a number of strategic priorities to focus the district's attention and resources over this five-year period, as follows:

<p style="text-align: center;">Commitment to Educational Excellence Strategic Priorities</p> <ol style="list-style-type: none">1. Ensure high-quality teaching and learning2. Close gaps3. Advance career and technical education4. Develop a district-wide data culture
<p style="text-align: center;">Commitment to Enhanced Well-Being of All Strategic Priorities</p> <ol style="list-style-type: none">1. Ensure a safe and inclusive culture2. Promote student and staff wellness3. Strengthen social and emotional learning programming and supports4. Enhance behavioral supports and interventions5. Evaluate and strengthen safety and security systems and protocols
<p style="text-align: center;">Commitment to Optimization of Resources Strategic Priorities</p> <ol style="list-style-type: none">1. Partner with the community to maintain a strong financial foundation2. Hire, support, and retain high-quality, diverse staff3. Maximize family and community partnerships4. Strategically and equitably allocate district resources5. Improve facilities to address overcrowding and infrastructure needs

It is important to emphasize that these strategic priorities have a five-year time horizon, and I believe that it will be very important to focus on a limited number of action steps in this first year of the plan in order to avoid trying to do too much, too soon and unintentionally asking more of our staff than can reasonably be managed. The key will be to choose high-leverage, measurable action steps that will move these strategic priorities forward, all of which will require substantial time and effort. Several suggested, potential year-one action steps are listed in [the strategic plan document](#), and over the course of this fall it will be important to determine which ones should be implemented at the district and/or school level. It should be noted that many of these are already being substantially advanced, such as our work on K-6 literacy, career and technical education, PreK-4 capital planning, school safety, and staff wellness, just to name a few.

We are again partnering with the consultant group *Focused Schools* to assist us with developing measurable action steps and performance metrics as we implement the strategic plan. They will assist us with the annual joint meeting of all nine of our school councils, which will take place on Monday, October 2. Each school council will develop a new school improvement plan (SIP) that reflects the district’s strategic priorities. I have proposed, and the principals have reviewed, the following timeline for finalizing the district’s year-one plan and the development of the SIPs and presentation to the School Committee for approval:

Date	Action	Notes
Oct 2	Joint Meeting of All School Councils	<i>Focused Schools</i> facilitates meeting, which will include protocol to develop measurable goals/action steps at both district and school-level aligned with the district’s strategic priorities
Oct 18	School Committee/Administration Dinner Workshop	Review of key data re: achievement and opportunity gaps and ways to focus time and energy on a few, high-leverage initiatives; review of district-level measurable goals/action steps for 2023-2024
Oct 25	School Committee Meeting	School Committee reviews and approves district-level goals/action steps for the 2023-2024 school year
Oct-Nov	School Councils develop SIPs	School Councils develop School Improvement Plans for their respective schools for the 2023-2024 school year that reflect the district’s strategic priorities
Nov 15	Middle School SIPs presented at School Committee meeting	Separate plans for each school, with common elements

Nov 29	Elementary School SIPs presented at School Committee meeting	Separate plans for each school, with common elements
Dec 6	SHS SIPs presented at School Committee meeting	Earlier SHS reports to the School Committee in the fall will inform plan (annual testing report, graduating class future plans report, enrollment report)
Dec 20	Preschool SIP presented at School Committee meeting	One plan for the preschool program

Note: Dates for SIP presentation by level are tentative and may be adjusted

As part of our strategic priority of developing a district-wide data culture, we have already begun analyzing the results from the recently released accountability measures and MCAS data, as well as locally administered assessments from last spring and this fall. There is an enormous amount of data, and it will be important to discern where we believe our attention should be focused to align ongoing assessment with our strategic priorities.

I look forward to discussing this proposed timeline and plan with you at your September 27 meeting and hearing your feedback. I believe that our strategic focus on a limited number of high-leverage priorities will serve us well as we strive to improve our effectiveness in helping our students succeed academically and supporting their well-being.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **09/27/23**

BACKGROUND INFORMATION:

The minutes from the School Committee Meeting held on September 6, 2023, are enclosed.

ACTION RECOMMENDED:

That the Committee accept the minutes from the School Committee Meeting held on September 6, 2023.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Sandra Fryc, Chairperson

Mr. Jon Wensky, Secretary

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

MINUTES OF SCHOOL COMMITTEE MEETING

Wednesday, September 6, 2023

Present: Ms. Sandra Fryc, Chairperson; Ms. Erin Boucher, Vice Chairperson; Mr. Jon Wensky, Secretary; Ms. Lynsey Heffernan; Ms. Rachel Sharifipour; Mr. Christian Girardi, Assistant Superintendent for Finance and Operations; Dr. Jane Lizotte, Assistant Superintendent for Community Partnerships & Well-Being; 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 Ms. Fryc at 7:00 pm.

Special Opening

The Shrewsbury High School (SHS) Chamber Choir, under the direction of Mr. Michael Lapomardo, SHS Teacher - Performing Arts, Music, Choral - performed "The Star-Spangled Banner."

The students who performed were:

Soprano

Mikayla Boucher

Arpan Chhabra

Diya Gopal

Rebekah Powers

Alto

Aditi Ashokkumar

Keira Fitch

Aanchal Karthik

Gianna Tan

Tenor

Nicholas Claros

Callan Fitch

Chase Kinsky

Carter Siebels

Bass

Cristian Salvan

Sebastian Salvan

I. Public Participation

None.

II. Chairperson's Report & Members' Reports

None.

III. Superintendent's Report

Dr. Sawyer reported that the following school day would follow an Early Release Schedule due to extreme heat and provided Early Release times and cancellations by school and program; noted attending an assembly the prior day at Shrewsbury High School which featured student Kubra Mohammadi sharing her personal story with the school community about fleeing Afghanistan as a refugee; and expressed appreciation to staff and students on executing a successful opening to the school year.

IV. Time Scheduled Appointments:

A. Acceptance of Donation for Oak Soccer Program: Vote

Dr. Lizotte expressed appreciation to Lexus of Northborough for their offer to donate \$5,500 to Shrewsbury Public Schools to support establishing a soccer program at Oak Middle School (OMS), and introduced Mr. Mitch Cook, President of Lexus of Northborough. Mr. Cook acknowledged Shrewsbury as a strong community supporter of Lexus of Northborough and noted the donation was an opportunity to give back to the community. Committee members and Dr. Sawyer expressed gratitude for the donation and noted the soccer program at OMS represents an expansion of student opportunities at the middle school level.

On a motion by Ms. Boucher, seconded by Ms. Heffernan, the Committee voted unanimously to accept a donation of \$5,500 from Lexus of Northborough to Shrewsbury Public Schools to support the addition of Girls Soccer and Boys Soccer to the athletics program at Oak Middle School.

B. School Facilities Summer Maintenance: Report

Mr. Girardi gave brief remarks and introduced Public Buildings Division Manager Mr. Bill Tuttle, who provided an overview of Public Buildings Team Members; highlighted summer projects at Floral Street School (HVAC renovation, recarpeting, gym floor resurfacing), OMS (LED lighting in the Auditorium), and Sherwood Middle School - SMS - (gym floor resurfacing); and noted a variety of miscellaneous foreseen and unforeseen school-based projects. Committee members and Dr. Sawyer expressed appreciation for the strong partnership enjoyed by Shrewsbury Public Schools (SPS) and the Public Buildings Division.

C. Homeless Students: Report

Dr. Sawyer shared background information on the Emergency Homeless Shelter that opened in Shrewsbury in May 2023, provided a current census of SPS emergency shelter students by school and grade, and detailed state funding being provided for these students. Mr. Girardi described resources being added in the district to support homeless students and provided information on costs associated with transporting some Emergency Shelter homeless students (currently 10) to their district of origin. Committee members noted benefits derived from the summer programming provided to homeless students, and asked clarifying questions about interpreting services (in-person is better) and their formalization, after-school activities and transportation for homeless students, and increased paperwork and reporting requirements (Mr. Girardi noted important work is ongoing around relevant coding of expenses and grant funding).

V. Curriculum

None.

VI. Policy

None.

VII. Finance & Operations

A. Capital Planning Update: Report

Mr. Girardi shared enrollment history and projections (2002-2031) for SHS and provided a timeline for the SHS Statement of Interest (SOI) recently submitted to the Massachusetts School Building Authority, noting SHS was one of 30 out of 63 project submissions selected to move forward to the Senior Study stage with the MSBA. Dr. Sawyer described the goals for the district's PreK-4 Capital Planning Process, detailed the makeup of the PreK-4 Capital Planning Committee being formed (noting the Collins Center for Public Management through UMass Boston would assist with facilitation by a consultant, providing a third-party perspective with expertise in capital planning), and shared a timeline for the work going forward.

B. Fiscal Year 2024 Federal Grants: Report & Vote to Accept Grants

Mr. Girardi shared highlights from his report on FY24 state and federal grants, including that all CARES ACT Emergency Fund Grants (ESSER and ESSER II) had been fully expended, all CARES ACT Emergency Relief Fund Grant (ESSER III) funds are on track to be fully expended by September 2024, and two homeless grants included in the report are dedicated to supporting a specific set of students. Additional information was provided in response to questions from the Committee on a Special Education Entitlement Grant (federal formula is based on population, special education needs, and income) and Title I funding (federal formula is based on a low-income demographic).

On a motion by Ms. Boucher, seconded by Ms. Sharifipour, the Committee voted unanimously to accept all FY24 grant funds noted in the enclosed chart and use such funds for their intended purpose.

VIII. Old Business

None.

IX. New Business

A. Bullying Statistics: Annual Report

Dr. Sawyer provided the legal definition of "bullying" utilized in the report, noted the number of qualifying incidents for the year was low and compared it to data from the 2021-2022 school year, and advised that all allegations were addressed. He detailed the types of confirmed situations reported (e.g. verbal bullying), advised the race and ethnicity of students involved was recorded and reviewed but not published (due to low sample size and the potential for inadvertently identifying students), and noted that school safety tips can be reported anonymously by way of the SPS website. In response to questions from the Committee, Dr. Sawyer advised that potential alternatives to student suspensions include restorative justice practices, counseling, and peer mediation.

X. Approval of Minutes

Without objections from the Committee, the minutes from the School Committee Workshop held on August 22, 2023, were accepted as distributed.

XI. Executive Session

None.

XII. Adjournment

On a motion by Mr. Wensky, seconded by Ms. Boucher, the Committee unanimously agreed to adjourn the meeting at 8:41pm. Roll call votes were as follows: Ms.Sharifipour, yes; Mr. Wensky, yes; Ms. Boucher, yes; Ms. Heffernan, yes; and Ms. Fryc, yes.

Respectfully submitted,

Elizabeth McCollum, Clerk

Documents referenced:

School Facilities Summer Maintenance Slide Presentation

Homeless Students Report

Homeless Students Slide Presentation

PreK-4 Capital Planning Process Recommendation Memo (April 2023)

Capital Planning Slide Presentation

FY24 Federal Grant Report

Bullying Report Memo

Set(s) of minutes as referenced above



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **XI. Executive Session**

MEETING DATE: **09/27/23**

- A. For the purpose of addressing G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), Open Meeting Law, G.L. c. 30A, §§ 22(f), (g) – for the purpose of reviewing, approving, and/or releasing executive session minutes.**
- B. For the purpose of addressing G.L. c. 30A, § 21(a)(3) “to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect of the bargaining or litigating position of the public body and the chair so declares” (“Purpose 3”) - the Shrewsbury Education Association Units A and/or B, the Shrewsbury Paraprofessional Association, and/or the Cafeteria Workers Association.**

BACKGROUND INFORMATION:

Executive Session is warranted for these purposes.

ACTION RECOMMENDED:

Request a motion to adjourn to Executive Session:

- A. For the purpose of addressing G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), Open Meeting Law, G.L. c. 30A, §§ 22(f), (g) – for the purpose of reviewing, approving, and/or releasing executive session minutes, and
- B. For the purpose of addressing G.L. c. 30A, § 21(a)(3) “to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect of the bargaining or litigating position of the public body and the chair so declares” (“Purpose 3”) - the Shrewsbury Education Association Units A and/or B, the Shrewsbury Paraprofessional Association, and/or the Cafeteria Workers Association, where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body; and return to Open Session only for the purpose of adjourning for the evening.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools

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

Mr. Chris Girardi, Assistant Superintendent for Finance and Operations



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **XII. Adjournment**