



**School Committee
Meeting Book**

**June 6, 2018
7:00 pm**

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

AGENDA

June 6, 2018 7:00pm

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

Items

Suggested time allotments

I.	Public Participation	7:00 – 7:10
II.	Chairperson's Report & Members' Reports	
III.	Superintendent's Report	
IV.	Time Scheduled Appointments:	
	A. Student Recognition: SHS TV Production <i>Leading the Nation</i> Video	7:10 – 7:20
	B. Student Recognition: SHS Robotics Team	7:20 – 7:30
	C. State Senator Michael O. Moore: Annual Legislative Report	7:30 – 7:50
	D. Special Education Parent Advisory Committee: Annual Report	7:50 – 8:05
	E. School Improvement Plans for Elementary Schools: Vote	8:05 – 8:30
	F. School Improvement Plans for Middle Schools: Vote	8:30 – 8:55
V.	Curriculum	
VI.	Policy	
VII.	Finance & Operations	
	A. SHS Athletic Field Project: Update	8:55 – 9:05
VIII.	Old Business	
IX.	New Business	
	A. Assabet Valley Collaborative Update: Report	9:05 – 9:10
	B. Superintendent's Contract: Vote	9:10 – 9:15
X.	Approval of Minutes	9:15 – 9:20
XI.	Executive Session	
	A. For the purpose of approving executive session minutes	9:20 – 9:25
	B. For the purpose of negotiations with non-represented employees	9:25 – 9:45
XII.	Adjournment	9:45

Next regular meeting: June 13, 2018



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: I Public Participation

MEETING DATE: 6/6/18

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: **6/6/18**
A. Student Recognition: SHS TV Production *Leading the Nation* Video

BACKGROUND INFORMATION:

Leading the Nation is a statewide celebration in which Massachusetts public schools and local communities showcase their students' academic and creative successes. As part of this celebration, school districts were invited to participate in a contest to create a one-minute, student-made video that highlights student success in their district. Shrewsbury Public Schools' video was selected as one of four that was featured at the April 5, 2018, *Leading the Nation* event at the Massachusetts State House in Boston. The team of staff and students who created it will talk about their experience and show their video.

ACTION RECOMMENDED:

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

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:

Maggie Korab, SHS Educational Television Studio Director
Sara Abdelouahed, SHS Student
Du'aa Ahmed, SHS Student
Andrew Hyland, SHS Student
Archana Purohit, SHS Student
Timothy Schwab, SHS Student



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: IV. Time Scheduled Appointments:

MEETING DATE: 6/6/18

B. Student Recognition: SHS Robotics Team

BACKGROUND INFORMATION:

This was a successful season for FIRST Robotics Competition (FRC) Team 467 - The Colonials. They attended two qualifying competitions at WPI and Connecticut, winning a District Chairman's Award and Creativity Award, and also receiving a runner up place for the Safety Award. As a result the team was invited to attend the District Championship in Boston. There they finished 22nd out of 64 teams, and also won a Regional Chairman's Award, earning the team a place at the Championship in Detroit. The Chairman's Award is considered the most prestigious award given by FIRST Robotics, which states that it recognizes "the team that best represents a model for other teams to emulate and best embodies the purpose and goals of FIRST." In Detroit they ranked 41st out of 68 teams in the Carson Division. The Program Director and student team members will talk about their experience.

ACTION RECOMMENDED:

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

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:

Carol McNally, Program Director

SHS Robotics Students:

Sara Abdelouahed

Nial McNally

Akshay Ram

Sean Burns

Jasmine Duerk

Liam Wyman



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IV. Time Scheduled Appointments:** MEETING DATE: **6/6/18**
C. State Senator Michael O. Moore: Annual Legislative Report

BACKGROUND INFORMATION:

State Senator Michael Moore will discuss developments at the state level related to school finance and other issues that affect public education. This will also be an opportunity for the School Committee and district administration to communicate priorities to Senator Moore, including advocacy for the state budget.

ACTION RECOMMENDED:

That the 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
State Senator Michael O. Moore



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IV. Time Scheduled Appointments:** MEETING DATE: **6/6/18**
D. Special Education Parent Advisory Committee: Annual Report

BACKGROUND INFORMATION:

Per statute, the district must have a Special Education Parent Advisory Committee (now known as SEPAC). SEPAC is a volunteer organization made up of parents and caregivers whose children receive special education services through Shrewsbury Public Schools.

SEPAC board members will provide an update regarding the organization's activities and focus over the past year. A slide presentation from the advisory committee will be provided under separate cover.

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:

Meg Belsito, Director of Special Education and Pupil Personnel Services
Blake Poggi, SEPAC Board Member
Colleen Corbett, SEPAC Board Member
Jill DeBender, SEPAC Board Member



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IV. Time Scheduled Appointments:** MEETING DATE: **6/6/18**
E. School Improvement Plans for Elementary Schools: Vote

BACKGROUND INFORMATION:

Each Massachusetts public school must have a School Council consisting of faculty, parents, and a community member who advise the principal on the development of a School Improvement Plan. This year, each school's School Council worked to help develop the new district Strategic Priorities & Goals as well as consulting on the Portrait of a Shrewsbury Graduate. Based on these documents and the newly approved District Goals for 2018-2020, the School Councils have created updated School Improvement Plans that span 2018-2020.

These plans (enclosed) include common goals across elementary level sites, as well as unique goals for each school. The elementary principals will jointly present information about the plans.

ACTION RECOMMENDED:

That the Committee vote to approve the School Improvement Plans for Parker Road Preschool, Beal Early Childhood Center, Coolidge School, Floral Street School, Paton School, and Spring Street School.

STAFF AVAILABLE FOR PRESENTATION:

Lisa Robinson, Principal, Parker Road Preschool
Chris Girardi, Principal, Beal Early Childhood Center
Tiffany Ostrander, Principal, Coolidge School
Lisa McCubrey, Principal, Floral Street School
Wendy Bell, Principal, Paton School
Bryan Mabie, Principal, Spring Street School



SHREWSBURY PUBLIC SCHOOLS

ELEMENTARY SCHOOLS

2018-2020 SCHOOL IMPROVEMENT PLANS

2018-2019 PARKER ROAD PRESCHOOL SCHOOL COUNCIL MEMBERS

PARENTS	STAFF
TARAH BROWN	JACKIE MARCELLO
RAFFI AROIAN	MARIA GRIMSHAW
JEANNINE AROIAN	JENNIFER VANGEL
DOMINIC RUGGIERE, COMMUNITY MEMBER	

2017-2018 BEAL EARLY CHILDHOOD CENTER SCHOOL COUNCIL MEMBERS

PARENTS	STAFF
MICHELLE CONLIN	MELISSA BARRETT
RICHARD PARSHALL	GUINEVERE MOLINA
SHARON GOYETTE	LISA MCKIERNAN
*KATHLEEN STOCKWELL COMMUNITY REPRESENTATIVE	CHRIS GIRARDI (PRINCIPAL)

***Designates Co-Chair**

2018-2019 COOLIDGE SCHOOL SCHOOL COUNCIL MEMBERS

PARENTS	STAFF
ADNAN MALIK, GRADE 2 & GRADE 4 PARENT	JENNIFER FLEMMING, GRADE 2 TEACHER
ANN SHEEHY, GRADE 2 PARENT	KITTY RAYMOND, ELL TEACHER
STEPHANIE ADARAMOLA, GRADE 1 PARENT	TIFFANY OSTRANDER, PRINCIPAL
DIANE BETTI, COMMUNITY REPRESENTATIVE	

***DESIGNATES CO-CHAIR**

2017-2018 FLORAL STREET SCHOOL SCHOOL COUNCIL MEMBERS

PARENTS	STAFF
LISA BRUSCHI	KARA FRANKIAN
ALANA DROS	DEBORAH MARTEL
*GITANJALI JAIN	SARAH MILLER
KIMBERLY OLSEN	MIKAELA POWELL
ELAINE PESCARO, COMMUNITY REPRESENTATIVE	LAURA SPANGENBERG
	LISA MCCUBREY & GINA KELLY, ADMINISTRATORS

***Designates Co-Chair**

2017-2018 PATON SCHOOL SCHOOL COUNCIL MEMBERS

PARENTS	STAFF
LYNSEY HEFFERNAN	WENDY BELL
BRIAN GEMBORYS	LISA PAPAIZIAN
PAUL GUERIN	ANGELINA ADAMS
MELISSA WENSKY (COMMUNITY REPRESENTATIVE)	MARY BETH LEIFER

2018-2019 SPRING STREET SCHOOL SCHOOL COUNCIL MEMBERS

PARENTS	STAFF
ANDREW CROXFORD	LYNNE BAZYDLO
ERIN HOWARD*	LAURA CHASE
KATIE KARTER	ALLISON SULLIVAN
MEGHAN PARISI	MIA WHITTEMORE
MEGHNA TRIVEDI	BRYAN MABIE*
WOLF GOTHERT, COMMUNITY MEMBER	

***Designates Co-Chair**

Common Elementary Level School Improvement Goals 2018-2020

STRATEGIC PRIORITY:

Space and resources to support effective learning

STRATEGIC GOAL	ELEMENTARY GOAL
ADDRESS STRESSED ENROLLMENT CAPACITY BY INCREASING PHYSICAL SPACE AND MAKING PROGRAMMATIC ADAPTATIONS.	<ul style="list-style-type: none">• BY DECEMBER 2019, RELATED TO THE POTENTIAL BEAL BUILDING PROJECT, DETERMINE SPACE NEEDS AT THE PRESCHOOL AND ELEMENTARY LEVEL TO CREATE EQUITABLE PROGRAMMING FOR PRESCHOOL AND ELEMENTARY SCHOOLS TO ALLOCATE EQUITABLE SPACE FOR ESL, VISUAL ARTS, MUSIC, SPECIAL EDUCATION, AND PHYSICAL EDUCATION.

STRATEGIC PRIORITY:

Learning environments where everyone's success matters

STRATEGIC GOAL	ELEMENTARY GOALS
CREATE A COMMON UNDERSTANDING OF THE BENEFITS OF INCLUSIVE SCHOOLS AND DEVELOP A SHARED, SYSTEMATIC APPROACH TO ENSURE THAT EVERYONE HAS EQUITABLE ACCESS AND OPPORTUNITY FOR SUCCESSFUL LEARNING.	<ul style="list-style-type: none">• BY DECEMBER 2018, BASED ON THE COMMON DEFINITION THAT IS DEVELOPED BY THE DISTRICT, AN INVENTORY AND ASSESSMENT OF INCLUSIVE PRACTICES WILL BE COMPLETED AT THE PK-4 LEVEL. FROM THE ANALYSIS OF THIS INVENTORY AND ASSESSMENT WE WILL DETERMINE AREAS TO IMPROVE INCLUSIVE PRACTICE.• BY JUNE 2020, INCREASE PARTICIPATION OF STUDENTS WITH AND WITHOUT DISABILITIES IN INCLUSIVE EDUCATIONAL PROGRAMMING AND ILLUSTRATE THE IMPACT OF THIS PROGRAMMING ON STUDENT LEARNING AS MEASURED BY A SET OF COMMON MEASURES AT THE EARLY CHILDHOOD, PRIMARY ELEMENTARY, AND UPPER ELEMENTARY LEVELS.
ENSURE THAT ALL STAFF ACTIVELY PARTICIPATE IN PROFESSIONAL DEVELOPMENT FOCUSED ON INCLUSIVE AND CULTURALLY PROFICIENT PRACTICES THAT IMPROVE LEARNING AND SCHOOL CULTURES.	<ul style="list-style-type: none">• 50% OF SHREWSBURY PUBLIC SCHOOL ELEMENTARY FACULTY WILL PARTICIPATE IN PROFESSIONAL DEVELOPMENT REGARDING INCLUSIVE AND/OR CULTURALLY PROFICIENT PRACTICE SUCH AS CO-TEACHING.
ANALYZE DATA RELATED TO ACADEMIC PERFORMANCE AND OTHER INDICATORS OF SUCCESS TO IDENTIFY EXISTING GAPS AMONG POPULATIONS; DETERMINE AND IMPLEMENT ACTION STEPS FOR IMPROVEMENT; AND DEMONSTRATE SUCCESS AT CLOSING THESE GAPS.	<ul style="list-style-type: none">• BY DECEMBER 2018, DETERMINE A SET OF COMMON MEASURES AT THE EARLY CHILDHOOD, PRIMARY ELEMENTARY, AND UPPER ELEMENTARY LEVELS TO IDENTIFY STUDENTS NEEDING SUPPORT.

STRATEGIC PRIORITY:

Enhanced well-being of all

STRATEGIC GOAL	ELEMENTARY GOALS
CREATE A COMMON UNDERSTANDING OF THE BENEFITS OF THE SKILLS, HABITS, AND MINDSETS OF SOCIAL AND EMOTIONAL LEARNING AND DEVELOP A SHARED, SYSTEMATIC APPROACH TO EXPLICITLY TEACH, INTEGRATE, AND ASSESS THESE COMPETENCIES	<ul style="list-style-type: none">• EACH SCHOOL AT THE EARLY CHILDHOOD AND ELEMENTARY LEVEL WILL FORM AN SEL STEERING COMMITTEE TO SUPPORT BUILDING A COMMON UNDERSTANDING OF SOCIAL EMOTIONAL LEARNING COMPETENCIES. EACH COMMITTEE WILL IDENTIFY EXISTING PRACTICES AT EACH SCHOOL AS WELL AS OPPORTUNITIES FOR GROWTH.• 100% OF FACULTY AT THE EARLY CHILDHOOD AND ELEMENTARY LEVEL WILL PARTICIPATE IN PROFESSIONAL DEVELOPMENT REGARDING SOCIAL EMOTIONAL LEARNING.• CREATE A SCHOOL-BASED IMPLEMENTATION PLAN AT THE EARLY CHILDHOOD AND ELEMENTARY LEVELS TO SUPPORT EFFECTIVE SOCIAL AND EMOTIONAL TEACHING AND LEARNING PRACTICES BY DECEMBER 2019.• AT THE ELEMENTARY LEVELS, PILOT A SOCIAL EMOTIONAL LEARNING ASSESSMENT TOOL BY JUNE 2019. THIS ASSESSMENT WILL INFORM A SHARED SYSTEMATIC APPROACH TO ASSESS ELEMENTARY SEL COMPETENCIES.
IMPROVE SUPPORT SYSTEMS AND RESOURCES TO ENHANCE THE WELL-BEING OF STUDENTS AND STAFF.	<ul style="list-style-type: none">• INVENTORY AND IDENTIFY RESOURCES THAT SUPPORT THE WELL-BEING OF STUDENTS AND STAFF AT THE EARLY CHILDHOOD AND ELEMENTARY LEVELS. IDENTIFY OPPORTUNITIES TO ENHANCE THE WELL-BEING OF STUDENTS AND STAFF.

STRATEGIC PRIORITY:

Connected learning for a complex world

STRATEGIC GOAL	ELEMENTARY GOALS
INTEGRATE PROJECT-BASED LEARNING EXPERIENCES THAT REQUIRE STUDENTS AT ALL GRADE LEVELS TO CREATE COMPLEX, HIGH-QUALITY WORK FOR AN AUTHENTIC AUDIENCE, WITH AN EMPHASIS ON CRITICAL THINKING, COMMUNICATION, CREATIVITY, AND COLLABORATION.	<ul style="list-style-type: none">• BY JUNE 2019, CREATE AN INVENTORY OF CURRENT PK-4 PRACTICES THAT ALIGN WITH THE ELEMENTS OF PROJECT-BASED LEARNING AT THE EARLY CHILDHOOD AND ELEMENTARY LEVELS.• BY JUNE 2020, REPORT FINDINGS ON CURRENT PK-4 PRACTICES AND MAKE RECOMMENDATIONS THAT EMPHASIZE CRITICAL THINKING, CREATIVITY, COMMUNICATION, AND COLLABORATION THAT ARE MANAGEABLE AND LEVERAGE CURRENT CURRICULUM STRUCTURES.

School Specific Goals

PARKER ROAD PRESCHOOL SCHOOL SPECIFIC GOAL

BY JUNE 2020, PARKER ROAD PRESCHOOL WILL INVENTORY AND ASSESS OUR CURRICULUM, INSTRUCTION, AND ASSESSMENT OF SOCIAL EMOTIONAL LEARNING (SEL) COMPETENCIES AND APPROACHES TO PLAY AND LEARNING TO DEVELOP AND INTEGRATE SOCIAL EMOTIONAL LEARNING AND APPROACHES TO LEARNING INTO OUR CURRICULUM AND INSTRUCTION AND AN ASSESSMENT MEASURE.

BEAL EARLY CHILDHOOD CENTER SCHOOL SPECIFIC GOAL

BY THE SPRING OF THE 2019-2020 SCHOOL YEAR, BEAL EARLY CHILDHOOD CENTER WILL DEVELOP FIVE COMPETENCIES FOR THE 'APPROACHES TO PLAY AND LEARNING' STANDARD OF SOCIAL AND EMOTIONAL LEARNING TO SUPPORT STUDENT DEVELOPMENT IN KINDERGARTEN AND GRADE 1 AND ALIGN WITH THE CORE VALUES OF SHREWSBURY PUBLIC SCHOOLS.

**CALVIN COOLIDGE SCHOOL
SCHOOL SPECIFIC GOAL**

BY THE END OF THE 2019-2020 SCHOOL YEAR CALVIN COOLIDGE STAFF WILL DEVELOP A COMMON UNDERSTANDING OF SOCIAL EMOTIONAL LEARNING COMPETENCIES. AS A RESULT, 100% OF FACULTY WILL SHARE COMMUNICATIONS WITH FAMILIES FOCUSED ON SOCIAL EMOTIONAL COMPETENCIES AT LEAST 2 TIMES PER TRIMESTER AND PROVIDE A COMMUNITY ENGAGEMENT EVENING TO EDUCATE THE COOLIDGE PARENT COMMUNITY FOCUSED ON SOCIAL EMOTIONAL COMPETENCIES.

**FLORAL STREET SCHOOL
SCHOOL SPECIFIC GOAL**

BY THE END OF THE 2019-2020 SCHOOL YEAR, ALL CLASSROOMS WILL IMPLEMENT A CONSISTENT PLAN OF COMMUNICATIONS TO FAMILIES INCLUDING CLASSROOM AND CURRICULUM UPDATES ON A REGULAR BASIS AS DETERMINED BY STAFF CONSENSUS.

AT LEAST 90% OF FAMILIES WILL REPORT FINDING THESE COMMUNICATIONS TO BE INFORMATIVE AND PROVIDED ON A CONSISTENT AND REGULAR BASIS AS MEASURED THROUGH THE ANNUAL FAMILY SURVEY.

**PATON SCHOOL
SCHOOL SPECIFIC GOAL**

BY THE END OF THE 2019-2020 SCHOOL YEAR, PATON FAMILIES WILL RESPOND ON THE ANNUAL PARENT SURVEY THAT THEY EITHER STRONGLY AGREE OR AGREE THAT THEY RECEIVE COMMUNICATION ABOUT THEIR CHILD'S WRITING PROGRESS IN RELATION TO THE GRADE LEVEL EXPECTATIONS BY AN INCREASE OF 15% OVER THE BASELINE SURVEY DATA COLLECTED AT THE END OF APRIL, 2018.

**SPRING STREET SCHOOL
SCHOOL SPECIFIC GOAL**

FACULTY WILL DEVELOP AN UNDERSTANDING OF THE BENEFITS OF MINDFULNESS PRACTICES FOR THEMSELVES AND OUR STUDENTS AND WILL COLLABORATIVELY DEVELOP INTEGRATED UNITS AND LESSONS THAT SUPPORT STUDENTS LEARNING AND CONSISTENTLY ENGAGING IN MINDFULNESS PRACTICES TO SUPPORT SOCIAL-EMOTIONAL LEARNING SPECIFICALLY AS IT RELATES TO SELF AWARENESS AND SELF MANAGEMENT.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IV. Time Scheduled Appointments:** MEETING DATE: **6/6/18**
F. School Improvement Plans for Middle Schools: Vote

BACKGROUND INFORMATION:

Each Massachusetts public school must have a School Council consisting of faculty, parents, and a community member who advise the principal on the development of a School Improvement Plan. This year, each school's School Council worked to help develop the new district Strategic Priorities & Goals as well as consulting on the Portrait of a Shrewsbury Graduate. Based on these documents and the newly approved District Goals for 2018-2020, the School Councils have created updated School Improvement Plans that span 2018-2020.

The two middle schools have jointly created a School Improvement Plan (enclosed), which includes common goals across both schools, as well as unique goals for each school. The middle school principals will present information regarding their joint plan.

ACTION RECOMMENDED:

That the Committee vote to approve the School Improvement Plan for the Oak & Sherwood Middle Schools.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Jane Lizotte, Principal, Sherwood Middle School
Dr. Ann Jones, Principal, Oak Middle School



SHERWOOD MIDDLE SCHOOL
OAK MIDDLE SCHOOL
2018-2020 SCHOOL IMPROVEMENT PLAN

SHERWOOD MIDDLE SCHOOL

2017-2018 SCHOOL COUNCIL

PARENTS/COMMUNITY MEMBERS	FACULTY
Mary Beth Daly	Victoria McCarthy
Elaine Laruche	Karen Gutekanst
Anil Gupta	Kevin Donahue
Heidi Goethert	Laura Laliberte
Naveen Karora	Erica Kittelson
Dana Harthorne	Jane Lizotte

OAK MIDDLE SCHOOL

2017-2018 SCHOOL COUNCIL

PARENTS/COMMUNITY MEMBERS	STAFF
Ann Marie Bird	Jennifer Dufault
Michelle Biscotti	Brianna Mondello
Chrissy Marshall	Talene Orlando
Heidi Goethert	Natalie Amaral
Twinkle Morbia	Lindsay Ventura
Wendy Regalado	Anna LaValley
Leah Scott	Ann M. Jones
	Scott Yonker
	Anne Koertge

School Improvement Goals

2018-2020

Strategic Priority:

Space and resources to support effective learning

STRATEGIC GOAL	MIDDLE LEVEL GOALS
2. SECURE THE NECESSARY RESOURCES FOR A HIGH QUALITY EDUCATIONAL PROGRAM.	<ul style="list-style-type: none">- PARTICIPATE IN BUILDING AN FY20 BUDGET PLAN THAT MEETS THE RESOURCE NEEDS OF THE MIDDLE LEVEL WHICH SUPPORT EACH SCHOOL'S IMPROVEMENT PLAN GOALS, ESPECIALLY AS THEY RELATE TO SOCIAL-EMOTIONAL LEARNING PROGRAMS AND AREAS IDENTIFIED AS IN NEED OF REVISION BASED ON THE OAK MIDDLE SCHOOL SELF STUDY.

Strategic Priority:
Learning environments where everyone's success matters

STRATEGIC GOALS	MIDDLE LEVEL GOALS
<p>1. CREATE A COMMON UNDERSTANDING OF THE BENEFITS OF INCLUSIVE SCHOOLS AND DEVELOP A SHARED, SYSTEMATIC APPROACH TO ENSURE THAT EVERYONE HAS EQUITABLE ACCESS AND OPPORTUNITY FOR SUCCESSFUL LEARNING</p>	<p>1. BY DECEMBER 2019, BASED ON THE COMMON DEFINITION THAT IS DEVELOPED BY THE DISTRICT, AN INVENTORY AND ASSESSMENT OF INCLUSIVE PRACTICES WILL BE COMPLETED AT OMS AND SMS IN ORDER TO BEST DETERMINE AREAS OF IMPROVEMENT. CREATE SPECIFIC TARGETS FOR IMPLEMENTATION.</p> <p>2. BY JUNE 2020, REPORT OUT ON PROGRESS TOWARD IMPLEMENTATION TARGETS PREVIOUSLY IDENTIFIED AND REPORT FINDINGS REGARDING LEVELS OF INCREASED PARTICIPATION BY STUDENTS WITH AND WITHOUT DISABILITIES IN INCLUSIVE EDUCATIONAL PROGRAMMING (SUCH AS CO-TEACHING) AND ILLUSTRATE THE IMPACT OF THIS PROGRAMMING ON STUDENT LEARNING.</p>
<p>3. ANALYZE DATA RELATED TO ACADEMIC PERFORMANCE AND OTHER INDICATORS OF SUCCESS TO IDENTIFY EXISTING GAPS AMONG POPULATIONS; DETERMINE AND IMPLEMENT ACTION STEPS FOR IMPROVEMENT; AND DEMONSTRATE SUCCESS AT CLOSING THESE GAPS</p>	<p>1. BY DECEMBER 2018, DETERMINE A SET OF METRICS THAT WILL BE USED TO IDENTIFY GAPS AND MONITOR PROGRESS OF "HIGH NEEDS" STUDENTS, USING BOTH LOCAL ASSESSMENT AND STATE DATA TOOLS</p> <p>2. BY DECEMBER 2019, REPORT ON FINDINGS REGARDING "HIGH NEEDS" STUDENTS ON THE ESTABLISHED METRICS AND DETERMINE ACTION STEPS FOR IMPROVEMENT</p>

Strategic Priority:
Enhanced well-being of all

STRATEGIC GOALS	MIDDLE LEVEL GOALS
<p>I. CREATE A COMMON UNDERSTANDING OF THE BENEFITS OF THE SKILLS, HABITS, AND MINDSETS OF SOCIAL AND EMOTIONAL LEARNING AND DEVELOP A SHARED, SYSTEMATIC APPROACH TO EXPLICITLY TEACH, INTEGRATE, AND ASSESS THESE COMPETENCIES</p>	<p>A. BY OCTOBER 2018, MEMBERS OF THE OMS AND SMS SCHOOL COMMUNITIES WILL PARTICIPATE IN A DISTRICT COMMITTEE AND A SCHOOL-BASED STEERING COMMITTEE FOR SOCIAL EMOTIONAL LEARNING</p> <p>B. BY JUNE 2019, COMPLETE AN ASSESSMENT OF SCHOOL-BASED PRACTICES WITH REGARD TO SOCIAL EMOTIONAL LEARNING AT EACH MIDDLE SCHOOL</p> <p>C. BY DECEMBER 2019, CREATE A SCHOOL-BASED IMPLEMENTATION PLAN FOR EFFECTIVE SOCIAL AND EMOTIONAL TEACHING AND LEARNING PRACTICES.</p>

Strategic Priority:
Connected learning for a complex world

STRATEGIC GOALS	MIDDLE LEVEL GOALS
<p>1. INTEGRATE PROJECT-BASED LEARNING EXPERIENCES THAT REQUIRE STUDENTS AT ALL GRADE LEVELS TO CREATE COMPLEX, HIGH-QUALITY WORK FOR AN AUTHENTIC AUDIENCE, WITH AN EMPHASIS ON CRITICAL THINKING, COMMUNICATION, CREATIVITY, AND COLLABORATION</p>	<p>A. BY JUNE 2019, CREATE AN INVENTORY OF CURRENT PRACTICES THAT ALIGN WITH THE ELEMENTS OF PROJECT-BASED LEARNING, WHILE WORKING WITH A COMMON DEFINITION OF PBL.</p> <p>B. BY JUNE 2020, CONTINUE TO DEVELOP PROJECT BASED LEARNING OPPORTUNITIES THAT INCORPORATE AUTHENTIC AUDIENCES AND EXHIBITIONS OF LEARNING WITH IMPROVED CONSISTENCY ACROSS ALL GRADE LEVELS AND CONTENT AREAS.</p>
<p>2. PROVIDE OPPORTUNITIES THAT HELP STUDENTS DEVELOP INDEPENDENCE AFTER GRADUATION, INCLUDING EXPOSURE TO CAREER CHOICES AND DEVELOPMENT OF SKILLS IN FINANCIAL LITERACY</p>	<p>A. BY JANUARY 2019, ASSESS CURRENT PRACTICES AND CONTINUE TO PROVIDE WAYS IN WHICH STUDENTS ARE EXPOSED TO A VARIETY OF CAREER OPPORTUNITIES.</p> <p>B. BY JANUARY 2020, ALL GRADE 8 STUDENTS WILL HAVE COMPLETED AN ONLINE CAREER EXPLORATION COURSE.</p>
<p>3. BUILD COMMUNITY PARTNERSHIPS WITH BUSINESSES, INSTITUTIONS, AND INDIVIDUALS IN ORDER TO INCREASE ACCESS TO EXPERIENTIAL LEARNING AND CAREER AWARENESS AND TO ENHANCE LEARNING IN THE STEAM FIELDS (SCIENCE, TECHNOLOGY, ENGINEERING, THE ARTS, AND MATHEMATICS)</p>	<p>A. BY JANUARY 2020, CREATE ONE BUILDING-BASED COMMUNITY PARTNERSHIP AT EACH OF THE MIDDLE SCHOOLS.</p>

Oak Middle School Building-specific Goals

SCHOOL GOALS	OAK ACTION STEPS
<p>BY THE JUNE 2020, OAK MIDDLE SCHOOL WILL HAVE COMPLETED A SCHOOL SELF ASSESSMENT BASED ON THE MIDDLE SCHOOL MODEL OUTLINED IN <i>THIS WE BELIEVE</i> AND DEVELOPED A SET OF RECOMMENDATIONS ALONG WITH AN ACTION PLAN FOR SCHOOL IMPROVEMENT WITHIN THE FOLLOWING AREAS:</p> <ol style="list-style-type: none"> 1. STUDENT RELATIONS AND SCHOOL ENVIRONMENT 2. INTERVENTIONS AND SUPPORT SERVICES 3. ACADEMIC PROGRAM AND INSTRUCTIONAL PRACTICE 4. THE YOUNG ADOLESCENT LEARNER 5. STUDENT ACTIVITIES AND ATHLETICS 6. RE-VISIONING 7. GRADING AND REPORTING PRACTICES 8. TEAMING AND ORGANIZATIONAL STRUCTURE 9. BUILDING AND OPERATIONS 10. FAMILY AND COMMUNITY ENGAGEMENT 	<p>JANUARY 2018 - EXAMINE THE MIDDLE SCHOOL MODEL OUTLINED IN <i>THIS WE BELIEVE</i> IN FACULTY MEETINGS. IDENTIFY SUB COMMITTEE GROUPINGS, FACULTY CHAIRPERSONS AND MEMBERSHIP. ORGANIZE A STEERING COMMITTEE MADE UP OF SUB COMMITTEE CHAIRPERSONS.</p> <p>JANUARY - JUNE 2018 - DEVELOP SUB COMMITTEE MEETING AGENDAS FOR THE REMAINDER OF THE SCHOOL YEAR.</p> <p>JUNE 2018 - SUB-COMMITTEES IDENTIFY 3 FOCUS AREAS FOR FURTHER RESEARCH.</p> <p>SEPTEMBER 2018 - MARCH 2019- DEVELOP DRAFT SUB-COMMITTEE RECOMMENDATIONS</p> <p>APRIL 2019 - DEVELOP IMPLEMENTATION PLAN</p> <p>SEPTEMBER 2019 - JUNE 2020 IMPLEMENT IMPROVEMENTS AND MONITOR</p>

Sherwood Middle School Building-specific Goals

SCHOOL GOALS	SHERWOOD ACTION STEPS
<p>1. BY JUNE 2020, CROSS CURRICULAR TEAMS WILL DEVELOP, COMMUNICATE AND POST BEST PRACTICES IN SCHOOL WIDE LEARNING EXPECTATIONS IN ALL LEARNING AREAS TO ENSURE GREATER CONSISTENCY ACROSS ALL CONTENT AREAS. THESE PRACTICES WILL BE ASSESSED THROUGH MID AND END OF YEAR SURVEYS TO FACULTY AND FAMILIES; THE RESULTS OF WHICH WILL BE USED TO STRENGTHEN OUR MIDDLE LEVEL PROGRAM.</p>	<p>BY SEPTEMBER 2018, TEAMS AT THE FIFTH AND SIXTH GRADE LEVELS WILL PILOT HOWLS (HABITS OF WORK AND LEARNING STANDARDS) TO DEFINE THE ELEMENTS OF HOWLS AND DETERMINE BEST STEPS MOVING FORWARD.</p> <p>BY OCTOBER 2018, ALL TEAMS WILL FOLLOW CONSISTENT GUIDELINES FOR DAILY CLASS MEETINGS.</p> <p>ALL STAFF WILL ENGAGE IN JOB EMBEDDED PROFESSIONAL DEVELOPMENT IN THE AREAS OF SOCIAL EMOTIONAL LEARNING AND INCLUSIVE PRACTICE DURING FACULTY MEETINGS, AIDES MEETINGS, CURRICULUM MEETINGS, AND EARLY RELEASE DAYS.</p>
<p>2. BY JUNE 2020, ALL STUDENTS WILL ENGAGE IN STUDENT EXHIBITIONS OF LEARNING THAT SHOWCASE THE AUTHENTICITY OF LEARNING THAT CANNOT BE CAPTURED THROUGH TRADITIONAL MEASURES OF ASSESSMENT.</p>	<p>2018-2019 EDUCATORS WILL SHARE SUCCESSES AND STRATEGIES REGARDING CURRENT PRACTICES RELATED TO STUDENT EXHIBITIONS OF LEARNING AND DEVELOP A GOAL TO IMPLEMENT A MINIMUM OF ONE STUDENT EXHIBITION OF LEARNING DURING THE YEAR.</p> <p>TEACHERS WILL HELP TO ESTABLISH CRITERIA FOR STUDENT EXHIBITION BEST PRACTICE BY GRADE-LEVEL.</p> <p>2019-2020 TEACHERS WILL REFLECT AND REFINE STUDENT EXHIBITION PRACTICES ACCORDING TO ESTABLISHED CRITERIA FOR BEST PRACTICE.</p>



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **V. Curriculum**

MEETING DATE: **6/6/18**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VI. Policy**

MEETING DATE: **6/6/18**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: VII. Finance & Operations
A. SHS Athletic Field Project: Update

MEETING DATE: 6/6/18

BACKGROUND INFORMATION:

Mr. Collins will provide an update on the SHS Athletic Field Project. The enclosed report includes a fundraising update as well as information on the procurement process, construction schedule, and short-term impacts.

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:

Mr. Patrick Collins, Assistant Superintendent for Finance & Operations

Shrewsbury High School Turf and Track Project Update

Patrick C. Collins

Assistant Superintendent for Finance and Operations

Topics

- Procurement Process
- Construction Schedule
- Short-term Impacts
- Fundraising Update

Procurement Process

- Adherence to all state procurement laws
- Four bids for the general construction portion were received and ranged from \$1,179,150 to \$1,442,000 . Bid awarded to R.A.D. Sports based in Rockland, MA.
- Two proposals solicited for the synthetic turf
 - Field Turf [\$562,118]
 - Shaw Sports [571,925 + G-Max Testing and Maint. Visits]
- Contract awarded to Field Turf.

Construction Schedule

- Start- June 4th
- Completion- September 8th
- Construction oversight services provided by Gale Associates
- General scheme:
 1. Earth removal and grading, install drainage, re-route irrigation system for lower field
 2. Install goal posts, shock pad, turf carpet, and conduct G-Max testing
 3. Re-surface track and repair fencing
 4. Deliver maintenance equipment and conduct maintenance training
 5. Install new scoreboard

Short-term Impacts

- The following SHS athletic facilities will be closed with no access starting on June 4th until completion in September.
 - Stadium field and track
 - Outdoor basketball court
 - Outdoor tennis courts
- Parking spots facing stadium will be allocated to General Contractor for their site trailer and parking



Fundraising Update

- We are grateful to all corporate sponsors, youth group donors, and individual donors for helping us achieve our goal.
 - Over \$1.9M raised thus far!
- Final opportunity for a *Brick Purchase*...online brick sales be re-open for a final time between June 4th and 15th



<http://turf4shrewsbury.org>

Coming Soon...

Grand Opening Celebration!!!

- Date is TBD [*Likely a September home football game*]
- Invitation to all of our donors
- Special recognition of our major sponsors





**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VIII. Old Business**

MEETING DATE: **6/6/18**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**

MEETING DATE: **6/6/18**

A. Assabet Valley Collaborative Update: Report

BACKGROUND INFORMATION:

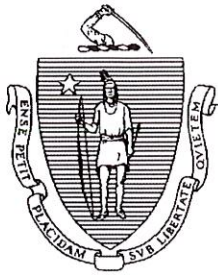
The state law governing educational collaboratives requires four updates each year to member school districts; this is the third update this year. Dr. Sawyer is the current Chair of the Assabet Valley Collaborative (AVC). His report will address the enclosed *Approved Amended Agreement - 2018*, which has been formally approved by the Commissioner of the Department of Elementary and Secondary Education, and notes that Auburn Public Schools will become a voting member (the 16th) of the Collaborative effective July 1, 2018.

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 Sawyer, Superintendent of Schools



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

April 12, 2018

Dr. Cathy Cummins, Executive Director
Assabet Valley Collaborative
28 Lord Road, Suite 130
Marlborough, MA 01752

Re: Assabet Valley Collaborative - Amended Articles of Agreement

Dear Dr. Cummins:

On behalf of the Board of Elementary and Secondary Education, I am happy to inform you that I have approved the amendment to the Assabet Valley Collaborative Articles of Agreement, as most recently amended on March 3, 2015, and as required by M.G.L. c. 40, § 4E, and 603 C.M.R. 50.00. This most recent amendment adds the school committee of Auburn as a member district.

Effective July 1, 2018, the membership of the Assabet Valley Collaborative will consist of the following member school committees: Assabet Valley Regional Vocational, Auburn, Berlin, Berlin-Boylston, Boylston, Hudson, Grafton, Marlborough, Maynard, Millbury, Nashoba Regional, Northborough, Northborough-Southborough, Shrewsbury, Southborough, and Westborough.

Please inform the Collaborative Board of Directors of this approval and request that they inform their member school committees. Please also assure your board of our continued support of your collaborative efforts to supplement and strengthen the programs of your member school committees.

Thank you for your assistance throughout this process. Should you have any questions, please contact Paulajo Gaines, Collaborative Coordinator, at 781-338-6540.

Sincerely,

A handwritten signature in blue ink, appearing to be "JR", written over the printed name of Jeffrey C. Riley.

Jeffrey C. Riley
Commissioner of Elementary and Secondary Education

c: Assabet Valley Collaborative file



AMENDED AGREEMENT FOR THE ASSABET VALLEY COLLABORATIVE

Pursuant to *M.G.L. c. 40, § 4E*

PREAMBLE / AUTHORIZATION

This document constitutes the Collaborative Agreement of the Assabet Valley Collaborative (AVC), established pursuant to the provisions of Chapter 40, Section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603 CMR 50.00.

This agreement replaces the original agreement dated August 27, 1987, as most recently amended on March 3, 2015, entered into by and between the school committees listed in Section I (herein, the "member districts") and will be effective upon the approval of the member districts and the Massachusetts Board of Elementary and Secondary Education as indicated on the signatory page.

SECTION I: MEMBERSHIP

The membership of the Assabet Valley Collaborative, as of the effective date of this agreement, includes the school committees from the following districts, as indicated by the signatures of the chairs of the school committees:

- A. School Committee for the Assabet Valley Regional Vocational School District
- B. School Committee for the Auburn Public Schools
- C. School Committee for the Berlin Public Schools
- D. School Committee for the Berlin-Boylston Public Schools
- E. School Committee for the Boylston Public Schools
- F. School Committee for the Grafton Public Schools
- G. School Committee for the Hudson Public Schools
- H. School Committee for the Marlborough Public Schools
- I. School Committee for the Maynard Public Schools
- J. School Committee for the Millbury Public Schools
- K. School Committee for the Nashoba Regional School District
- L. School Committee for the Northborough Public Schools
- M. School Committee for the Northborough-Southborough Public Schools
- N. School Committee for the Shrewsbury Public Schools
- O. School Committee for the Southborough Public Schools
- P. School Committee for the Westborough Public Schools

SECTION II: MISSION, OBJECTIVES, FOCUS, AND PURPOSES

The mission of the Assabet Valley Collaborative is to provide effective and efficient services to meet the current and evolving needs of member communities to promote student success and community integration. It is also the mission of the Assabet Valley Collaborative is to jointly conduct programs and/or services in a cost-effective manner which shall complement and strengthen those provided by member school committees and to increase equitable and inclusive educational opportunities for children ages 3 up to 22.

The purpose of this collaborative is to provide:

- specialized education programs and services for students ages 3 up to 22 and as they transition to adulthood
- special education transportation and other transportation services
- professional development, training and resource sharing
- an array of consultative and direct services
- cooperative purchasing/procurement services
- cost effective responses to needs articulated by member districts
- services to adults with disabilities subject to authorizing statute, regulations, state contracts/approvals and board approval
- early childhood services to children with disabilities under the age of 3 subject to authorizing statute, regulations, state contracts/approvals and board approval

The focus of this collaborative is the development and delivery of high quality programs and services to member districts which shall complement and strengthen those provided by member school committees.

The overall objectives of this collaborative include:

- the creation and/or delivery of cost effective responses to needs articulated by member districts
- the delivery of high quality specialized education programs and services for students ages 3 up to 22 and as they transition to adulthood
- the delivery of cost effective and efficient special education transportation services
- the development and delivery of high quality and cost effective consultative and direct services
- the development and delivery of high quality and cost effective professional development, training and resource sharing
- the provision of effective and efficient cooperative purchasing/procurement services
- subject to statutory and regulatory authorization, the development of continuous and evolving services that may include leveraging expertise and resources to expand continuum of services to include young children with disabilities and/or adults with disabilities (22+)

SECTION III: PROGRAMS AND SERVICES TO BE OFFERED

The collaborative will offer the following programs and services, which shall complement the educational programs and services of the member districts in a cost-effective manner:

- specialized education programs and services for students ages 3 up to 22 and as they transition to adulthood
- special education transportation services and other transportation services
- professional development, training and resource sharing
- an array of consultative services
- cooperative purchasing/procurement services
- cost effective responses to needs articulated by member districts
- subject to statutory and regulatory authorization, a continuum of services to include young children with disabilities and/or adults with disabilities (22+)

SECTION IV: GOVERNANCE

Each school committee executing this collaborative agreement shall annually appoint the Superintendent of Schools to serve as its representative on the Assabet Valley Collaborative Board of Directors before September 15 of each school year. These Board members shall be referred to in this agreement as "appointed representatives."

Each appointed representative on the Board of Directors will represent his/her respective school district(s) and will have one (1) vote.

An appointee of the Commissioner of Elementary and Secondary Education (herein Commissioner) shall also be a voting member of the collaborative Board of Directors.

The Executive Director of the Assabet Valley Collaborative will attend all Board of Directors meetings.

The Assabet Valley Collaborative shall be managed by this collaborative Board of Directors, hereinafter referred to as the "Board."

- A. Regular meetings of the Board shall be held monthly from September to June, and at additional times if necessary.
- B. A quorum for conducting business shall consist of a simple majority of the voting members of the Board.
- C. The Board has the authority to act by a simple majority vote of members present, unless otherwise provided in this Agreement.
- D. The Board shall annually organize itself by electing a chairperson and vice-chairperson, as outlined in the "Board Policies." In the absence of the Board Chairperson, the Vice-Chairperson acts as Chairperson.
- E. The Collaborative's Executive Director, or designee, will act as Executive Secretary to the Board.
- F. The Chairperson, by vote of the Board, may appoint such subcommittees or advisory committees of the Board, as the need arises, as will facilitate the work of the Board.

Such sub-committees may also make recommendations with respect to other services and cooperative efforts.

- G. The Board shall establish a standing Policy Committee and a standing Finance Committee whose members represent superintendents, business managers, and special education administrators.
- H. The Board shall establish an Operating Committee made up of the person within each member's school district responsible for student services and/or for special education. This committee shall have the primary responsibility for providing recommendations to the Board on policies and procedures as they pertain to the delivery of special education services to students with disabilities or other special needs. The committee shall meet once a month or more often if necessary to conduct its business.

SECTION V: CONDITIONS OF MEMBERSHIP

Each member district shall have the following rights and responsibilities as a member of the Assabet Valley Collaborative:

- A. Each member of the Board shall be entitled to a vote.
- B. Fees for membership in the collaborative shall be established annually, as described in Section VII of this agreement.
- C. Each appointed representative shall be responsible for providing timely information and updates to its appointing member district(s) on collaborative activities, as outlined in M.G.L. c. 40, § 4E and 603 CMR 50.04(2) and for providing other information as required or requested.
- D. Each appointed representative is expected to attend every Board meeting. When an appointed representative has missed one-half (1/2) of the meetings within a fiscal year, the Chair of the Board shall inform the Chair of the appointing member district or institution of the appointed representative's absences.
- E. Each appointed representative must attend training required by the Department of Elementary and Secondary Education (Department), as outlined in M.G.L. Ch. 40, § 4E; 603 CMR 50.05(3) and 603 CMR 50.12 (3). Should an appointed representative fail to complete the required training within the timelines set in law and regulations, the member district shall automatically become an inactive member of the Board, shall not count towards a quorum, and shall not have voting rights on the Board, but shall continue to have all other rights and obligations of membership. The member district shall become an active member and voting rights shall be reinstated once the appointed representative completes the training.
- F. No appointed representative on the Board shall serve as a member of a Board of Directors or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. c. 40, § 4E, as most recently amended.
- G. No appointed representative shall receive an additional salary or stipend for his/her service as a Board member.
- H. No appointed representative shall delegate his/her powers or send a representative in his/her place as a voting Board member and no member district shall delegate the rights, responsibilities, or duties of its appointed representative to any other

individual, unless the member district is replacing the appointed representative with that individual.

SECTION VI: POWERS AND DUTIES OF THE BOARD AND APPOINTED REPRESENTATIVES TO THE BOARD

The Assabet Valley Collaborative Board shall manage the educational collaborative and shall be responsible for providing fiduciary and organizational oversight and accountability over the operation of the educational collaborative. The Board shall be vested with all authority and responsibilities provided to it by M.G.L. c. 40, § 4E and 603 CMR 50.00 and all acts and regulations amendatory thereof, including but not limited to the following:

- A. The Board shall hire or appoint an Executive Director, to serve under its general direction, to manage and supervise the Collaborative, oversee the day to day operation of its programs and services, and implement policies of the Board. The Executive Director shall have the authority granted by M.G.L. Ch. 40, § 4E. The Board shall annually evaluate the Executive Director's performance in accordance with state laws and regulations for the evaluation of educators.
- B. It is the function and responsibility of the Board to formulate policy for the collaborative and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, § 4E and 603 CMR 50.00.
- C. The Assabet Valley Collaborative is a governmental entity.
- D. The Board shall be vested with the authority to enter into agreements with member and non-member districts or other collaboratives to establish mutually beneficial programs and services or pricing arrangements.
- E. The Board shall be responsible for:
 - 1. ensuring adherence to this collaborative agreement and progress toward achieving the purposes and objectives set forth in the agreement;
 - 2. determining the cost-effectiveness of programs and services offered by the collaborative;
 - 3. ensuring that any borrowing, loans, or mortgages are cost effective, necessary to carry out the purposes for which the collaborative is established, in the best interest of the collaborative and its member districts, and consistent with the terms of this agreement; and
 - 4. approving all expenditures, including, but not limited to, contracts, borrowing, and the purchase and sale of fixed assets.
- F. The Board has standing to sue and be sued to the same extent as a city, town, or regional school district.
- G. The Board is a public employer and shall hire all employees of the educational collaborative and ensure that all employees possess the necessary and required licenses and approvals as required by M.G.L. c. 40, § 4E.
- H. The Board shall hire or appoint a Business Manager or an employee with responsibilities similar to those of a town accountant who shall be subject to Massachusetts General Laws Chapter 41, Section 52. The business manager may not serve concurrently as an appointed representative, as the treasurer, or as the Executive Director of the Collaborative. The Board shall ensure that an evaluation of the performance and effectiveness of the business manager is conducted annually.

- I. The Board shall hire or appoint a Treasurer. The Treasurer shall be responsible for the oversight and certification of all receipts and disbursements related to the collaborative's funds and shall perform duties as required by the Board and authorized by M.G.L. Ch. 40, § 4E and its regulations and any amendments thereof. The Treasurer shall not serve concurrently as an appointed representative, as the Executive Director, or as the Collaborative's business manager. The Treasurer shall annually give bond consistent with the requirements of M.G.L. Ch. 40, § 4E. The Board shall annually evaluate the performance of the Treasurer.
- J. The Board shall ensure that there is segregation of duties between the Executive Director, Treasurer, and Business Manager, and that these employees shall not serve as a member of the collaborative Board of Directors or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. Ch. 40, § 4E.
- K. The Board shall hire or appoint one or more registered nurse(s) as a School Nurse to support collaborative programs and shall provide such nurses with proper facilities to ensure that the health needs of the Collaborative students are met.
- L. The Board shall ensure that no employee of an educational collaborative is employed at any related for-profit or non-profit organization.
- M. The Board shall develop such policies as it deems necessary to support the operation of the collaborative, including, but not limited to, policies relative to personnel, students, finance and internal controls, health and nursing, and any other policies required by state or federal law and regulation. The Board shall review the effectiveness of such policies to ensure currency and appropriateness, and may establish a subcommittee to make recommendations to the Board concerning such policies.
- N. The Board shall ensure that the collaborative completes and files an annual report and an annual independent audit, as well as such other student, program, financial and staffing information, reports or documents as the Department deems necessary. The Board shall ensure that annual reports and annual independent audits are filed with appropriate governmental agencies and posted on the collaborative's website, consistent with the requirements of M.G.L. c. 40, § 4E and 603 CMR 50.00.
- O. The Board shall establish a process to provide member districts, students, parents/guardians, the Board of Elementary and Secondary Education, and the public all information required by law and regulation.

INDEMNIFICATION

Neither the Executive Director nor any appointed representatives shall be liable to the Collaborative or to any member district hereof for any act or omission of the Executive Director or any appointed representative or be held personally liable in connection with the affairs of the Collaborative except only liability arising out of his/her own willful malfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative or its members.

Neither the Executive Director nor any appointed representative or member district shall be personally liable for any debt, claim, demand, judgment, decree, liability or obligation of any kind, against or with respect to the Collaborative or arising out of any action taken or

omitted for or on behalf of the Collaborative and the Collaborative shall be solely liable thereof and resort shall be had exclusively to the Collaborative property for the payment or performance thereof.

The Executive Director, appointed representative, or member district shall be entitled to full indemnity and full reimbursement out of Collaborative property, including, without limitation, fees and disbursements of counsel, if, contrary provisions hereof, such Executive Director, appointed representative, or member district shall be held personally liable. Any person dealing with the Collaborative shall be informed of the substance of this provision except that any such person need not be informed of the indemnification contained herein, where the Board deems it appropriate, documents or instruments executed by or by authority of the Board shall contain reference hereto.

The Executive Director and his/her legal representatives and each appointed representative and his/her legal representatives and each member district and its legal representatives shall be indemnified by the Collaborative against all liabilities and expenses, exclusive of amounts paid to the Collaborative, including judgments, fines, penalties, amounts paid in settlement and counsel fees, incurred in reasonable settlement of any action, suit or proceeding to which such Executive Director, appointed representative, or member district, or his/her/its legal representatives may be made a party or otherwise involved by reason of his/her/its capacity as Executive Director, appointed representative, or member district, except only liabilities and expenses arising out of his/her/its own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative as finally adjudged in such action or, in the event of settlement or termination of such action without final adjudication, as determined by independent counsel for the Collaborative. Said right of indemnification shall be in addition to any other rights to which such Executive Director, appointed representative, or member district may be entitled as a matter of law or which may be lawfully granted to him/her/it.

SECTION VII: FINANCE

A. Financial Terms:

1. Membership fees shall be assessed to each member district on July 1 of each year. The Board shall establish a Policy that identifies the procedure to calculate an annual membership fee; membership fees will fund up to and will not exceed 50% of the administrative costs for the Collaborative. Annually, the Board shall establish the membership fee by a majority vote.
2. The remaining administrative costs of the collaborative will be distributed across all programs operated by the collaborative through an administration allocation expense proportionate to the operating budget for each program. The proportional share of administrative costs will be added to the operating budget of each program operated by the collaborative.
3. The fees, tuitions, and rates to be charged to districts for all collaborative services will be set annually by the Board of Directors. These include tuitions for specialized programs for students, hourly rates for therapy, evaluative, consultative, and the like services, and overhead calculations for

transportation, professional development, cooperative purchasing/procurement and the like services rendered. Fees, tuitions, and rates will be calculated through the annual budgeting process for each program, including the administrative cost allocation noted in 2 above and capital expenses noted in Section VII (F)(h) below, with projections based on past usage.

4. Districts will be charged per unit of usage, i.e. per student enrolled, per hour of service delivery, per transportation route, per participant enrolled in courses or workshops, or per district for multi-district initiatives. Each type of service may require a different schedule of billing, e.g. 3-4 times per year for program tuitions, per use for courses/PD, monthly for transportation, etc.
5. The collaborative will submit invoices to districts for services to be paid within thirty (30) days of receipt.
6. A Non-member surcharge rate of up to 15% will be set annually by the Board of Directors to determine rates charged to non-member districts, agencies and organizations for services rendered by the collaborative. Non-member surcharges will be utilized within each program or service area in order to contain costs for member districts and as an offset to corresponding administrative fees apportioned to each program/service area. The Board has the authority to waive or decrease the percentage of the non-member surcharge to non-member districts when doing so is determined to be in the best interest of the collaborative.
7. The Board may enter into agreements with non-member and member districts or other collaboratives to establish mutually beneficial pricing arrangements.
8. The Board may apply, by majority vote, for state, federal, corporate, or foundation grants, and may accept gifts, grants, or contributions from governmental and private sources, whether in cash or in kind.
9. The Board may enter into contracts to obtain the funds necessary to carry out the purpose for which the collaborative was established.
10. The collaborative is subject to M.G.L. c. 30B for the procurement of goods and services.
11. A Procurement Officer will be designated to coordinate procurement activities on behalf of the collaborative and its members.
12. Procurement awards require Board approval.

B. Collaborative Fund:

1. The Board shall establish and manage a fund to be known as the *Assabet Valley Collaborative Educational Collaborative Fund* (herein, "the AVC fund").
2. The AVC fund shall be the depository of all monies paid by the member districts and non-member districts and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the collaborative Board and deposited in the fund.

3. The Treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to the collaborative without further appropriation.
4. All payments must be approved by the Board.
5. The Treasurer may make appropriate investments of funds of the collaborative not immediately necessary for operations, consistent with M.G.L. c. 44, § 55B.

C. Borrowing, Loans, and Mortgages:

1. The Board may authorize the borrowing of funds or enter into short- or long-term agreements or mortgages, and acquire or improve real property to support collaborative operations, subject to the following procedures:
 - a. all borrowing, loans, and mortgages shall be discussed at a public meeting of the Board;
 - b. the Board shall investigate options related to borrowing, loans, and mortgages in order to determine that the terms related to any borrowing, loans and mortgages are the most favorable available at the time of the application;
 - c. the Board shall determine, at a public meeting, through a majority vote, that the terms related to borrowing, loans, and mortgages are cost-effective and are the most favorable available at the time of the application; and
 - d. the Board shall determine, at a public meeting, through a majority vote, that the borrowing, loans and mortgages are necessary to carry out the purposes for which the collaborative is established.
2. In the event that such borrowing loan or mortgage is for the acquisition or improvement of real property:
 - a. the Board shall discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the collaborative Board at which the final vote is taken;
 - b. the Board shall provide notice to each member district within thirty (30) calendar days of applying for real estate mortgages; and
 - c. the Board shall approve such action by a majority vote.

D. Surplus Funds: Unexpended general funds as defined in 603 CMR 50.07 at the end of the fiscal year plus any previous year's surplus funds, as determined through the financial statements, will be considered cumulative surplus.

1. The determination of cumulative surplus shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20 and any amounts prepaid for services or tuitions in accordance with M.G.L. c. 40, § 4E.
2. The Board will retain no more than 25 percent in cumulative surplus, as defined by 603 CMR 50.03(5)(b)10.
3. On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall approve by majority vote, the final dollar amount of the cumulative surplus.

4. The Board shall determine whether such final dollar amount of surplus funds is within the established 25 percent limit, and whether the funds will be retained by the collaborative or whether all or some portion will be disbursed to the member districts or credited to support programs and services offered to member districts.
5. If the Board determines that a disbursement of surplus funds will be made to member districts, the amount will be distributed based on a weighted average of all costs paid by each district to the collaborative for the previous three year period, based on audited financial statements.

E. Capital Reserve Fund

- a. The Assabet Valley Collaborative shall create a capital reserve fund to support costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property, pursuant to a capital plan.
- b. Funds in a capital reserve account may be used only for the project or purpose for which the account was established.
- c. The establishment of a capital reserve shall be subject to the approval of two-thirds of the member districts. The request for approval must state the reason for the reserve and a limit on the balance that may be held in the reserve.
- d. Deposits into the capital reserve shall be proposed and approved through the budget process.
- e. In the event that the purpose for which the capital reserve was created requires modification, the collaborative Board of Directors shall revise its capital plan and provide notice to all member districts. If the member district does not vote to disapprove the revised capital plan within a 45 day period, that member shall be deemed to have approved the revised capital plan. Two-thirds (2/3) approval of the member districts is required to revise the capital plan.

F. Annual Budget Preparation and Assessment of Costs

1. Development of the Collaborative Budget: The Board shall annually determine the collaborative budget consistent with the timelines, terms, and requirements in M.G.L. c. 40, s 4E, regulations promulgated by the Department and this agreement.
 - a. In collaboration with staff and member districts, AVC begins forecasting the annual budget each October. The process includes input from collaborative committees, program directors and staff. Strategic plans created will guide this process. Program directors estimate future program services/enrollments based on this input. The Executive Director and Director of Finance meet with program directors to review anticipated enrollment and prior trends to establish appropriate staffing and fiscal resources. When final enrollment and expenses are forecasted, rates are established to support both the qualitative and quantitative program elements. Forecasted revenues generated by programs and

services are used to pay for staff salaries, supplies and services.
Administrative costs are absorbed by these revenues.

- b. The preliminary budget draft is presented and reviewed by the Finance Subcommittee before submission to the collaborative Board of Directors. The Finance Subcommittee's recommended preliminary budget is presented to the Board of Directors for initial review (first reading) in December. The timing of the budget presentation is critical to inform member districts of forecasted rates for the upcoming fiscal year. A second reading of the budget is held in January for the Board vote. Additional meetings will be held as necessary to finalize the annual budget. Forecasts are created in accordance with governing local and state policies.
 - c. The proposed budget shall contain all planned financial activity for the upcoming fiscal year.
 - d. The general fund budget shall segregate all operating expenditures, capital expenditures, debt service payments, and deposits to capital reserve.
 - e. Expenditures from grant funds, trust funds, and other funds not designated as general funds that by law may be expended by the Board without further appropriation shall be segregated in the budget.
 - f. The proposed budget shall be classified into such line items as the Board shall determine, but shall at a minimum delineate amounts for operating expenditures, including, administration, instructional and rental expenses and capital expenditures, including debt service payments and deposits to capital reserve.
 - g. The proposed budget shall include the methodology used to determine tuition prices for member and non-member students as well as the methodology to determine fees for services and membership dues based on the cost of providing collaborative programs.
 - h. Capital costs will be included in the operating budget of each program requiring capital expenditures and will be used to determine the tuitions/fees for each program. Capital reserves will be used with approval of the Board of Directors to offset capital expenditures in programs as determined by the Capital Reserve Plan noted in Section E above.
2. The proposed budget shall be discussed at a public meeting of the Board and notice shall be provided to each member district ten (10) working days before the date of the Board meeting at which the proposed budget will be discussed.
 3. The Board shall adopt the final budget by affirmative majority vote at a subsequent meeting no earlier than ten (10) working days after the Board meeting at which the collaborative budget was first proposed but no later than June 30 of the preceding fiscal year.

G. Transmitting the Budget and Payment Terms:

1. The Treasurer shall certify and transmit the budget and the tuition rates, membership dues and fees for services for the upcoming fiscal year to each member district not later than June 30 of the preceding fiscal year.
2. The collaborative shall submit invoices to member and non-member districts according to the following schedule:
 - a) Tuitions are invoiced quarterly.
 - b) Consultation, transportation and professional development services are invoiced monthly. Annual membership fees are invoiced annually.
3. Invoices shall be paid within thirty (30) days of receipt of invoice.

H. Procedure for Amending the Budget:

1. All budget amendments shall be proposed at a public meeting of the Board and must be approved by the majority of the Board to take effect.
2. Any amendment that does not result in an increase in tuition rates, membership dues or fees for services shall be approved by the Board by a majority vote.
3. Any amendment to the budget that results in an increase in the tuition rates, membership dues or fees for services shall adhere to the following procedures:
 - a. All appointed representatives shall, within ten (10) working days of the public meeting at which the amendment was first proposed, report to their member districts the content of the proposed amendment.
 - b. All amendments shall be voted on by the Board at a second public meeting of the Board next following the Board meeting at which the amendment was first proposed; adoption shall require a majority vote.
 - c. The treasurer shall certify and transmit the amended tuition rates, membership dues and fees for services to each member district not later than ten (10) working days following the affirmative vote of the Board.
4. The Board has the authority to reduce tuition rates, membership dues and fees for services to member and non-member districts, when doing so is determined to be in the best interest of the collaborative.

SECTION VIII: PROCEDURE FOR AMENDING THE COLLABORATIVE AGREEMENT

The Collaborative Agreement of the Assabet Valley Collaborative may be amended from time to time in accordance with the following procedures:

- A. A proposal for amendment of the Collaborative Agreement may be initiated by any member school committee or district, any member of the Board, or by the Executive Director.
- B. The proposed amendment shall be presented in writing to the Executive Director of the collaborative and the Chair of the Board no less than ten (10) days prior to a meeting of the Board at which it shall first be read.
- C. Following the first reading of any proposed amendment and any changes as requested by the Board, the Executive Director shall submit the proposed amendment to the Department of Elementary and Secondary Education (herein Department) for initial review.

- D. Following the Department review, the Executive Director shall make such changes as the Department requires.
- E. No less than ten (10) days prior to a meeting of the Board at which the revised amendment shall be discussed, the Executive Director shall cause copies thereof to be sent to all appointed representatives and the chairs of the school committees of the member districts together with notice as to the time and place of the second reading of the amendment and vote thereon.
- F. The proposed amendment shall be read a second time at the regular meeting next subsequent to the Department review, at which time, in order to be approved, there must be a two-thirds (2/3) vote of the Board in favor of the amendment.
- G. Following approval by the Board, the amended agreement shall be submitted by the Chair of the Board to the member districts for a vote to approve the amended agreement.
- H. Once a majority of all member districts have approved and signed the amended agreement, the Collaborative shall submit the signed amended agreement in accordance with 603 CMR 50.03 to the Commissioner for approval by the Board of Elementary and Secondary Education.
- I. No amendment to the collaborative agreement shall be effective until approved and authorized by a majority of the member districts and by the Board of Elementary and Secondary Education.

SECTION IX: PROCEDURE AND TIMELINE FOR ADMITTING NEW MEMBERS

Any school district, through a vote of its school committee, or charter school board, may become a member of the Assabet Valley Collaborative consistent with the following terms:

- A. At least 120 days prior to the beginning of a new fiscal year, the prospective member district shall submit to the Chair of the Board and the Executive Director of the Assabet Valley Collaborative notification of intent to join the collaborative and a copy of the school committee/charter school board minutes that indicates an affirmative vote of the committee/charter school board to seek membership in the collaborative.
- B. Upon receipt of the prospective member's notification of intent to join the collaborative and the minutes, the Board will consider the request.
- C. Upon a two-thirds (2/3) affirmative vote of the Board, the collaborative agreement shall be amended to add the new member district. The collaborative agreement shall be amended consistent with Section VIII of this agreement.
- D. The amendment may provide for the deferral of the admission of a new member district until July 1 of the subsequent fiscal year.
- E. The admission of a new member district to the Assabet Valley Collaborative shall become effective only after the execution and delivery by the current member districts and the applicant school committee or charter school board of an amendment to the collaborative agreement agreeing to be bound by all the terms and conditions thereof, and approval by the Board of Elementary and Secondary Education.
- F. A school committee or charter school board may be admitted to the collaborative as of July 1st of any fiscal year provided that all required approvals, including that of

the Board of Elementary and Secondary Education, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new member district is to be admitted to the collaborative.

- G. If all elements of the amendment process have been completed, but approval from the Board of Elementary and Secondary Education is delayed past July 1 of the fiscal year, the Collaborative Board may authorize the pending new member district to participate in the Collaborative as a non-voting member district through a simple majority vote at a public meeting. As a non-voting member district awaiting official approval from the Board of Elementary and Secondary Education, the pending new member district will be entitled to membership privileges and services, but will not be entitled to a vote on the Board of Directors until official approval of the Board of Elementary and Secondary Education.

SECTION X: PROCEDURE AND TIMELINE FOR WITHDRAWAL OF CURRENT MEMBER DISTRICT(S)

A member district may withdraw from the Assabet Valley Collaborative as of July 1st in any year subject to the following terms:

- A. At least 180 days prior to the end of the current fiscal year, the withdrawing member shall provide written notice to every other member district that is party to this agreement as well as to the Executive Director of the collaborative and the collaborative Board of intent to withdraw.
- B. Written notification of a member district's intent to withdraw from the collaborative at the end of a fiscal year shall include the following:
 - 1. Notification addressed to the Chair of the Board and the Executive Director that the member district has voted to withdraw from the collaborative with the effective date of withdrawal; and
 - 2. A copy of the minutes from the school committee meeting in which the member district voted to withdraw from the collaborative.
- C. Within thirty (30) days of notification of a member district's intent to withdraw from the collaborative, an amendment shall be prepared to reflect changes in the agreement caused as a result of the change in membership of the collaborative and submitted to the Commissioner for approval by the Board of Elementary and Secondary Education.
- D. Upon a two-thirds (2/3) affirmative vote of the Board, the collaborative agreement will be amended to withdraw the exiting member district. The collaborative agreement shall be amended consistent with Section VIII of this agreement. The withdrawal is not in effect until and unless the Board of Elementary and Secondary Education has approved the withdrawal by April 30th of the fiscal year in which the withdrawal is to occur.
- E. Upon withdrawal from the collaborative, a former member district shall not be entitled to any assets or a portion of any assets of the Assabet Valley Collaborative, including any surplus funds that may have been carried over from prior years and any capital reserve fund that may have been established by the Board.
- F. The withdrawing school committee must fulfill all of its financial obligations and commitments to the collaborative.

- G. A withdrawing district will be charged a one-time exit fee, equal in amount to the annual membership fee established by the Board. This fee will be due prior to the end of the fiscal year which would mark the withdrawing district's final year as a member of the collaborative.
- H. Upon withdrawal from the collaborative, after having fulfilled all financial obligations and commitments to the collaborative and after having paid the exit fee, a former member district shall not have any further commitments, liabilities, or obligations to the collaborative.
- I. Following the final audit of that fiscal year's financial records, the withdrawing district will be reimbursed any funds that remain on balance at the collaborative as a result of prepayments to the collaborative by the member district for tuition or services under M.G.L. c. 40, § 4E.
- J. The withdrawal of any member district(s) at any time shall not affect the status of the collaborative agreement and the same shall remain in full force and effect unless specifically changed or amended by the Board and approved by the member districts and the Board of Elementary and Secondary Education.
- K. If, after the withdrawal of a member district(s), less than two member districts remain, the collaborative Board will initiate termination proceedings as provided in Section XI.

SECTION XI: PROCEDURE FOR TERMINATION OF THE COLLABORATIVE AGREEMENT

- A. A member district may request that the Board initiate proceedings to terminate this collaborative agreement by giving notice to all other member districts and the Executive Director at least *twelve (12) months* before the end of the current fiscal year.
- B. Within thirty (30) days of a request that the Board initiate termination proceedings, the Board shall discuss the request to terminate the collaborative and determine next steps. A two-thirds (2/3) vote of the collaborative Board is required in order to initiate termination proceedings. Should the Board vote to initiate termination proceedings, notice must be provided to all member districts within ten (10) working days of such vote.
- C. The collaborative agreement shall only be terminated at the end of a fiscal year.
- D. The collaborative agreement shall be terminated at the end of any fiscal year following votes in favor of termination by two-thirds (2/3) of the school committees of the member districts.
- E. Following the affirmative votes of the member districts to terminate this collaborative agreement, the Executive Director shall inform the member districts and non-member districts who are served by the collaborative and the Department in writing 180 days prior to the effective date of any termination.
- F. Following the affirmative votes of the member districts to terminate the collaborative agreement, a final independent audit will take place and will be provided to all appointed representatives and member districts as well as to the Department, including an accounting of assets and liabilities (debts and obligations) of the collaborative and the proposed disposition of same according to Board policy.

- G. Prior to termination, the Board shall:
1. determine the fair market value of all assets for the collaborative, including, but not limited to, real estate, capital property, equipment and supplies owned by the collaborative.
 2. determine the process for the appropriate disposition of federal/state funds.
 3. identify the member district responsible for maintaining all fiscal records.
 4. identify the member districts responsible for maintaining student, employee and program records.
 5. determine the means of meeting all liabilities (debts and obligations) of the collaborative, including obligations for post-employment benefits. All liabilities must be met before any monies are distributed to member districts.
 6. distribute surplus funds or capital reserve funds to the member districts based on a weighted average of cumulative costs paid by each district to the collaborative since FY2002 - or the year of membership if after FY2002 - based on audited financial statements.
 7. ensure the appropriate disposition of all assets of the collaborative, including any unencumbered funds held by the collaborative, and any capital property and real estate owned by the collaborative. Unless the Board determines otherwise, all assets shall be sold and the monies shall be distributed to the member districts based on a weighted average of all costs paid by each district to the collaborative since FY2002 - or the year of membership if after FY2002 - based on audited financial statements.
 6. determine the plans for member districts to address the needs of students that were being addressed by the collaborative.
- H. Following the affirmative vote of the member districts to terminate the collaborative agreement, the Board shall notify the Department of the official termination date of the collaborative, and shall submit the documentation required by 603 CMR 50.11 to the Department.
- I. Should the Department revoke and/or suspend the approval of the educational collaborative agreement, the Board will follow all instructions from the Department, and Sections XI. E through XI. H, inclusive, shall be implemented to the extent these procedures are consistent with the order of the Department terminating the collaborative agreement.

NON-DISCRIMINATION PRACTICES

Assabet Valley Collaborative does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or age and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and courses of study.

Assabet Valley Collaborative is an Equal Opportunity Employer.

This agreement shall take effect on the date of approval by the Board of Elementary and Secondary Education and shall continue indefinitely. This agreement has been approved by duly authorized votes at public meetings held by the individual school committees whose chairpersons have signed below.

Assabet Valley Collaborative Board of Directors first reading: **April 28, 2017**

Assabet Valley Collaborative Board of Directors second reading: **May 26, 2017**

Date approved by Assabet Valley Collaborative Board of Directors: **May 26, 2017**

Approved by Assabet Valley Collaborative Board of Directors and Member School Committees on (See attached signature pages for dates).

Approved on behalf of the Massachusetts Board of Elementary and Secondary Education:



Jeffrey C. Riley, Commissioner
Massachusetts Department of Elementary and Secondary Education


4/4/18
Date

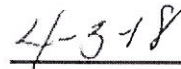
Dates approved by member school committees:

Assabet Valley Regional Vocational School District Member district	April 3, 2018
Auburn Public Schools Member district	June 7, 2017
Berlin Public Schools Member district	October 6, 2017
Berlin-Boylston Public Schools Member district	October 6, 2017
Boylston Public Schools Member district	October 6, 2017
Grafton Public Schools Member district	August 29, 2017
Hudson Public Schools Member district	September 12, 2017
Marlborough Public Schools Member district	June 13, 2017
Maynard Public Schools Member district	June 14, 2017
Millbury Public Schools Member district	August 23, 2017
Nashoba Regional School District Member district	June 7, 2017
Northborough Public Schools Member district	June 21, 2017
Northborough-Southborough Public Schools Member district	June 21, 2017
Shrewsbury Public Schools Member district	June 7, 2017
Southborough Public Schools Member district	June 21, 2017
Westborough Public Schools Member district	April 10, 2018

Assabet Valley Collaborative Agreement

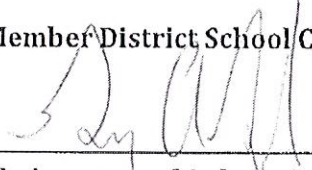
Member District School Committee Chair Signatures:


Chairperson of Assabet Valley Regional Vocational School District


Date

Assabet Valley Collaborative Agreement

Member District School Committee Chair Signatures:



Chairperson of Auburn Public Schools

4/6/18

Date

Assabet Valley Collaborative Agreement


Member District School Committee Chair Signatures:


Chairperson of Berlin Public Schools

10-6-17
Date

Assabet Valley Collaborative Agreement

Member District School Committee Chair Signatures:

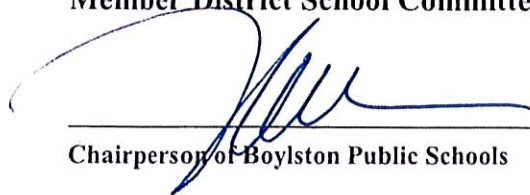

Chairperson of Berlin-Boylston Public Schools

10/06/17

Date

Assabet Valley Collaborative Agreement

Member District School Committee Chair Signatures:



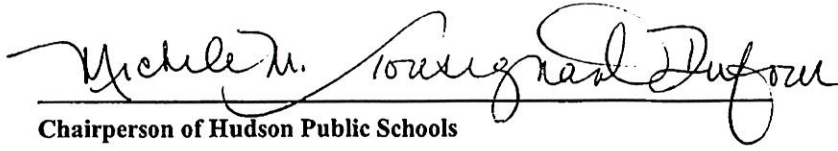
Chairperson of Boylston Public Schools

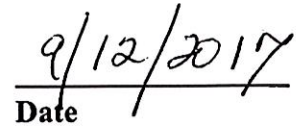
10/6/2017

Date

Assabet Valley Collaborative Agreement


Member District School Committee Chair Signatures:


Chairperson of Hudson Public Schools


Date

Assabet Valley Collaborative Agreement

Member District School Committee Chair Signatures:




Chairperson of Grafton Public Schools

8-29-2017
Date

Assabet Valley Collaborative Agreement

Member District School Committee Chair Signatures:


Chairperson of Marlborough Public Schools

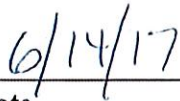
6/13/17
Date

Assabet Valley Collaborative Agreement

Member District School Committee Chair Signatures:



Chairperson of Maynard Public Schools



Date

Assabet Valley Collaborative Agreement


Member District School Committee Chair Signatures:

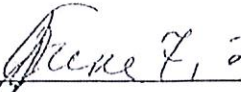
Jennifer B. Mettyski
Chairperson of Millbury Public Schools

23 August 2017
Date

Assabet Valley Collaborative Agreement

Member District School Committee Chair Signatures:


Chairperson of Nashoba Regional School District


Date June 7, 2017

Assabet Valley Collaborative Agreement

Member District School Committee Chair Signatures:

Patricia A. Kress
Chairperson of Northborough Public Schools

6/21/2017
Date

Assabet Valley Collaborative Agreement

Member District School Committee Chair Signatures:

Kath Hana
Chairperson of Northborough-Southborough Public Schools

6/21/17
Date

Assabet Valley Collaborative Agreement

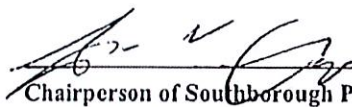
Member District School Committee Chair Signatures:

B. Dale Morse
Chairperson of Shrewsbury Public Schools

6/7/17
Date

Assabet Valley Collaborative Agreement


Member District School Committee Chair Signatures:


Chairperson of Southborough Public Schools

21 - June - 2012
Date

Assabet Valley Collaborative Agreement

Member District School Committee Chair Signatures:


Chairperson of Westborough Public Schools

4/10/18
Date



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**
B. Superintendent's Contract: Vote

MEETING DATE: **6/6/18**

BACKGROUND INFORMATION:

A vote of the School Committee is required to authorize the Chair to approve an updated employment agreement with the Superintendent of Schools. The updated contract will be for five years, from July 1, 2018 to June 30, 2023, which will include a 2.0% salary increase to \$194,360 and other updated terms as negotiated.

ACTION RECOMMENDED:

That the Committee vote to authorize the Chair to execute an updated employment agreement between the School Committee and Dr. Joseph M. Sawyer as Superintendent of Schools for a period commencing July 1, 2018 through June 30, 2023, which will include a 2.0% salary increase to \$194,360 and other updated terms as negotiated.

STAFF AVAILABLE FOR PRESENTATION:

Mr. Jason Palitsch, Chair, School Committee
Dr. Joseph Sawyer, Superintendent of Schools



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **6/6/18**

BACKGROUND INFORMATION:

The minutes are enclosed.

ACTION RECOMMENDED:

That the Committee accept the minutes from the School Committee meeting held on May 16, 2018.

STAFF AVAILABLE FOR PRESENTATION:

Mr. Jason Palitsch, Chairperson

Ms. Sandra Fryc, Secretary

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

MINUTES OF SCHOOL COMMITTEE MEETING

Wednesday, May 16, 2018

Present: Mr. Jason Palitsch, Chairperson; Ms. Erin Canzano, Vice Chairperson; Ms. Sandy Fryc, Secretary; Mr. Jon Wensky; Dr. B. Dale Magee; Ms. Amy B. Clouter, Assistant Superintendent for Curriculum & Instruction; and Dr. Joseph Sawyer, Superintendent of Schools.
Mr. Patrick Collins, Assistant Superintendent for Finance and Operations and Ms. Barb Malone, Director of Human Resources were not present for the meeting.

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

The meeting was convened by Mr. Palitsch at 7:00 pm.

I. Public Participation

Noreen Christie, representing the Shrewsbury Paraprofessional Association (SPA), gave a description of their work and asked for safer working conditions and a raise for paraprofessionals. Kevin O'Connor, an ABA Technician at Shrewsbury High School (SHS), described his work and asked for a fair contract for the SPA. Mr. Palitsch expressed appreciation for the work done by paraprofessionals but noted he is unable to discuss the particulars of any contracts under negotiation.

Shrewsbury resident Bryan Moss asked the Committee to revisit the decision to install an artificial turf field at SHS, and to instead install organically maintained natural grass fields, citing potential resultant financial issues. Mr. Moss did not provide any written materials. Mr. Palitsch advised that the Committee did not intend to revisit the decision.

II. Chairperson's Report & Members' Reports

Ms. Canzano reported that she and Dr. Sawyer recently attended a productive meeting of the Shrewsbury Special Education Parent Advisory Council (SEPAC) that included conversation around transitions of students for the following school year.

III. Superintendent's Report

Dr. Sawyer congratulated all of the students at SHS who were recently inducted into the National Honor Society. He noted the ceremony included remarks from Paul Richard, the Executive Director of the Shine Initiative, whose mission is to recognize mental illness in children and young adults as a mainstream health issue, as well as from Mr. Todd Bazydlo, Principal of SHS, who spoke on the importance of pursuing happiness.

Dr. Sawyer advised that the SHS Art Festival, which always features outstanding pieces, would be held the following evening in the Largess Commons at SHS and would include a recognition program.

IV. Time Scheduled Appointments:

A. Student Recognition: Speech & Debate State Champions

Mr. Marc Rischitelli, Head Coach, noted that the team finished second in the state and introduced the following state champions in attendance: Sherraina Song - Prose Reading; Prisha Singh - Children's Literature; Ahana Mukhopadhyay - Radio Broadcasting; and Will Stewich, Sophia Peng, Leah deHaemer, Megan German & Max Evers - Multiple Reading. The students talked about their experiences, and answered questions from the Committee about why they chose their pieces and the differences between individual and group performances. The Committee and Dr. Sawyer congratulated the students, who were invited up to be recognized by the Committee and presented with certificates.

B. Project 351 Ambassador: Report & Recognition

Dr. Ann Jones, Principal, Oak Middle School, discussed Alina Shkurikhina's qualifications to be the Town of Shrewsbury's Grade 8 Project 351 Ambassador, and shared comments from teachers on why Alina was nominated. Alina gave a presentation on her experience that included information on Project 351, which is a non-profit that promotes leadership and service each year with 8th grade students representing each of the state's 351 cities and towns. She shared a timeline of events and activities, and noted the success of her clothing drive at Oak Middle School to benefit the Cradles to Crayons service organization. Committee members and Dr. Sawyer thanked Alina for her work, and noted the importance of service to the community by students at all grade levels.

C. Campaign for Shrewsbury Athletic Fields: Vote to Approve Memorandum of Understanding with AI's Oil and Vote to Accept Gift

This agenda item was addressed later in the meeting.

V. Curriculum

A. SHS Transitions Program: Report

Todd Bazydlo, Principal SHS, gave a brief history of the Transitions program at the high school which included a description of its predecessors, and introduced Susan Donofrio, the Clinician/Program Leader, and Kelli McSweeney, the Academic Coordinator. Ms. Donofrio and Ms. McSweeney gave a detailed report that included information on: being part of the BRYT (Bridge for Resilient Youth in Transition) program; who the program serves (students who have been absent from SHS due to medical reasons, such as concussions, or due to mental health reasons); program components; year one data at SHS; data from other local BRYT programs; a student case study; components of the Transitions toolkit; exit criteria; feedback from a parent survey; and goals for the second year of the program.

In response to questions from the Committee, the presenters provided additional information on: capacity (13 slots plus 4 vacancies; highest participation has been 26); value provided by the BRYN network; the potential for mentoring by former participants; coordination with outside health providers; and the program's referral process (it is not a drop-in program). Dr. Sawyer expressed his appreciation to the presenters, Mr. Bazydlo and SHS administration, and Ms. Meg Belsito, Director of Special Education and Pupil Personnel Services, for the successful implementation of the program, and noted he looked forward to seeing the evolution of the program in its second year.

VI. Policy

None.

VII. Finance & Operations

A. School Safety & Security: Annual Report

In their report, Mr. Stephen Rocco, Coordinator of Transportation, Safety & Security, and Mr. Brian L'Heureux, Director of Information Technology, provided detailed information to the Committee on: school safety and security goals and objectives; the school video surveillance camera (VSC) system; standard response protocols (SRP); emergency management tabletop exercises (TTX); the building assessment team (BAT); training; future considerations; and the remote functionality (lockdowns/lockouts) associated with new public address systems at Parker Road Preschool, Calvin Coolidge School, and Walter J. Paton School, with summer installation planned for Spring Street School. Mr. Rocco noted that in the aftermath of the recent school shooting in Parkland, FL, many recommendations for school safety were being suggested by experts, and many of these recommendations have already been implemented at SPS.

Committee members and Dr. Sawyer acknowledged the depth of the safety program at SPS, and noted the level of close collaboration between the district; school resource officers; and local, state, and federal entities (including the Department of Homeland Security) to help ensure student safety. Dr. Sawyer also noted the addition of more resources in the budget over time to address the increasing use of technology in safety and security spheres.

VIII. Old Business

A. Town Meeting Warrant Article to Ban Polystyrene & Potential Impact on School Department: Discussion & Potential Vote

Mr. Palitsch provided background information on a citizen petition article on the Annual Town Meeting warrant which would prohibit the dispensing of prepared food in disposable food service containers made from Expanded Polystyrene. He noted that at the School Committee meeting on May 9 Mr. Collins and Ms. Nichols, Director of Food Services, gave a presentation addressing the potential impact that passage of this warrant article would have on Shrewsbury Public Schools; the petitioners gave a presentation on the warrant article; and a public hearing on the topic was held. Mr. Palitsch noted that the Committee had received feedback from the community after that meeting, and invited members to participate in a discussion on the topic. Dr. Magee noted it was a complicated issue, that he was still uncertain about potential health risks and pollution from styrofoam use and/or combustion, and that he prefers the use of reusable materials to single-use materials. Mr. Wensky noted he was similarly unsure as it is a complicated issue, and expressed concern with the increased costs that would accompany the use of alternate materials. Ms. Fryc suggested addressing what needs to be done from a health and cost perspective if the article passes the legislative body, and looking at it from a policy perspective if the article does not pass. Ms. Canzano suggested waiting to see what the legislative body decides, and giving the Chair the opportunity to communicate information on the impact to SPS from passage based on Mr. Collins' and Ms. Nichols' presentation. Ms. Canzano noted she was personally leaning towards supporting the ban, and found the student petitioners' arguments in some areas to be persuasive. Mr. Palitsch noted two questions, with one concerning the specific nature of the warrant article, and the second concerning styrofoam, with SPS being a big purchaser. Mr. Palitsch suggested that the Committee take no formal position on the warrant article since it is not specific to SPS. He suggested that SPS potentially move away from styrofoam over time, but expressed concern about passing on additional costs that could result from such a change. Mr. Palitsch suggested deferring questions around how SPS would adapt, should the ban pass, to Dr. Sawyer and Mr. Collins. He further suggested that the Committee take no formal position, but recommended a vote to authorize the Chair to summarize the Committee's discussion for Town Meeting members. On a motion by Ms. Fryc, seconded by Dr. Magee, the Committee voted unanimously to authorize the Chair to summarize the Committee's discussion for Town Meeting members.

IX. New Business

A. Shrewsbury Master Plan Update: Report & Vote

Dr. Sawyer began with a brief overview of Master Plan reporting. He advised that the updated spreadsheet draft presented was comprised of goals assigned to the School Committee (that varied by breadth and term) and that the Master Plan Implementation Committee was looking for progress and feedback on those goals. Dr. Sawyer added that SPS administration would be

submitting a separate spreadsheet with the status of their goals. Dr. Sawyer recommended a vote to approve the update. Mr. Palitsch added that some items noted “no progress” due to a lack of resources.

On a motion by Ms. Fryc, seconded by Dr. Magee, the Committee voted unanimously to approve the draft of the School Committee’s Master Plan update for submission to the Master Plan Implementation Committee.

X. Approval of Minutes

Without objections from the Committee, the minutes from the School Committee meeting held on May 9, 2018, were accepted as distributed.

IV. Time Scheduled Appointments:

C. Campaign for Shrewsbury Athletic Fields: Vote to Approve Memorandum of Understanding with Al’s Oil and Vote to Accept Gift

Mr. Palitsch noted that this item was rescheduled from an earlier time slot on the agenda. Dr. Sawyer advised that Al’s Oil Service would be recognized as the lead scoreboard sponsor on the Shrewsbury High School Stadium Scoreboard in exchange for a donation of \$100,000 to the Campaign for Shrewsbury Athletic Fields, per the memorandum of understanding (MOU) presented. Dr. Sawyer gave thanks to Rebecca Edwards, Al’s Oil Service; Sean Flynn, Managing Member, Al’s Oil Service; and Edward Flynn, longtime leader of Al’s Oil Service, who were not in attendance at the meeting, and recommended that the Committee vote to approve the MOU and to accept the funds for the sponsorship.

On a motion by Ms. Fryc, seconded by Ms. Canzano, the Committee voted unanimously to approve the memorandum of understanding with Al’s Oil regarding the proposed sponsorship for the athletic field project at Shrewsbury High School.

On a motion by Ms. Fryc, seconded by Ms. Canzano, the Committee voted unanimously to accept \$100,000 for this sponsorship.

XI. Executive Session

Mr. Palitsch noted that no Executive Session would be held.

XII. Adjournment

On a motion by Ms. Canzano, seconded by Ms. Fryc, the committee unanimously agreed to adjourn the meeting at 8:49 pm.

Respectfully submitted,

Elizabeth McCollum, Clerk

Documents referenced:

1. Project 351 Ambassador Memo
2. Project 351 Ambassador Slide Presentation
3. AI's Oil MOU
4. SHS Transitions Program Report Slides
5. School Safety & Security Report
6. School Safety & Security Slide Presentation
7. School Committee Master Plan Progress Report
8. Set(s) of Minutes as Referenced Above



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **XI. Executive Session**

MEETING DATE: **6/6/18**

A. For the purpose of approving executive session minutes

B. For the purpose of negotiations with non-represented employees

BACKGROUND INFORMATION:

Executive session is warranted for these purposes.

ACTION RECOMMENDED:

That the School Committee enter into executive session for the purpose of reviewing and approving executive session minutes, and for the purpose of negotiations with non-represented employees, where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body, and reconvene to open session only for the purpose of adjourning for the evening.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Barbara A. Malone, Director of Human Resources

Dr. Joseph M. Sawyer, Superintendent of Schools

ITEM NO: **XII. Adjournment**