



**School Committee
Meeting Book**

**June 13, 2018
7:00 pm**

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

**AGENDA
June 13, 2018 7:00pm
Town Hall—Selectmen's Meeting Room
100 Maple Avenue**

Items

Suggested time allotments

- | | | |
|-------|---|-------------|
| I. | Public Participation | |
| II. | Chairperson's Report & Members' Reports | |
| III. | Superintendent's Report | |
| IV. | Time Scheduled Appointments: | |
| | A. Staff Retirements: Recognition | 7:10 – 7:20 |
| | B. Student Recognition: State Science Fair Champion | 7:20 – 7:45 |
| | C. SHS School Improvement Plan: Report & Vote | 7:45 – 8:10 |
| V. | Curriculum | |
| VI. | Policy | |
| | A. Regulation of Conduct of Teachers Policy Update:
Second Reading & Vote | 8:10 – 8:20 |
| VII. | Finance & Operations | |
| | A. Fiscal Year 2018 Budget: Report & Vote on Fund Transfer | 8:20 – 8:30 |
| | B. Fiscal Year 2019 Non-represented Staff Compensation Adjustments: Vote | 8:30 – 8:40 |
| | C. Use of Polysterene in Food Services Program: Discussion | 8:40 – 8:55 |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | Approval of Minutes | 8:55 – 9:00 |
| XI. | Executive Session | |
| | A. For the Purpose of Reviewing & Approving Executive Session Minutes | 9:00 – 9:05 |
| | B. For the Purpose of Negotiations with the Shrewsbury Paraprofessionals
Association | 9:05 – 9:15 |
| XII. | Adjournment | 9:15 |



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

Next regular meeting: August 29, 2018

ITEM NO: I Public Participation

MEETING DATE: 6/13/18

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:**
A. Staff Retirements: Recognition

MEETING DATE: **6/13/18**

BACKGROUND INFORMATION:

Fifteen educators are ending their education careers with a well-deserved retirement. In combination, they have served the students of Shrewsbury for 291 years. This total represents an average of 19.4 years of service in Shrewsbury and does not include prior educational experience in other districts. Each of these talented educators is recognized for their commitment and dedication to the children of Shrewsbury.

The enclosed document shows retirees' names, positions, schools and years of service to Shrewsbury.

ACTION RECOMMENDED:

That the School Committee hear the presentation and recognize the staff members who are retiring this year from Shrewsbury Public Schools.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools
Ms. Barbara Malone, Director of Human Resources



Shrewsbury Public Schools

Barbara A. Malone
Director of Human Resources

Fifteen educators are ending their education careers with a well-deserved retirement. In combination, they have served the students of Shrewsbury for 291 years. This total represents an average of 19.4 years of service in Shrewsbury and does not include prior educational experience in other districts. Each of these talented educators is recognized for their commitment and dedication to the children of Shrewsbury. Listed below are the names, positions, schools and years of service to Shrewsbury. We wish them a healthy, happy and fun retirement.

Teachers/Professional Staff:

Allen Beer has served 35 years as an educator with all of those years here in Shrewsbury. He is retiring as the Technology Education Teacher from Oak Middle School.

Lauren Cacela has served 36 years as an educator with 11 of those years here in Shrewsbury. She is retiring as an English Teacher from Shrewsbury High School.

Janet Duggan has served 25 years as an educator with 18 of those years here in Shrewsbury. She is retiring as a Sixth Grade Mathematics and Science Teacher from Sherwood Middle School.

Deborah Friedman has served nearly 25 years as an educator at Shrewsbury with 10 years of previous clinical experience before she became an educator. She is retiring as a Speech Language Pathologist from the Walter J. Paton Elementary School.

Susan Hirsh has served 38 years as an educator with 16 of those years here in Shrewsbury. She is retiring as a Special Education Teacher from Sherwood Middle School.

Martha Kinback has served 22 years as an educator with 19 of those years here in Shrewsbury. She is retiring as a First Grade Teacher from Spring Street Elementary School.

Mary Beth Leifer has served 20 years as an educator with all of those years here in Shrewsbury. She is retiring as a Fourth Grade Teacher from the Walter J. Paton Elementary School.

Joanne MacLaughlin has served 33 years as an educator with 30 of those years here in Shrewsbury. She is retiring as a Kindergarten Teacher from the Beal Early Childhood Center.

Patrice McCabe has served 22 years as an educator and is wrapping up her 20th year in Shrewsbury. Patrice was hired in August 1998 as a Paraprofessional at Floral Street School then, in April of 1999, accepted a 5th grade teaching position at the same school. She is retiring as a Fifth Grade English Language Arts and Social Studies Teacher from Sherwood Middle School.

Janet Pope has served 32 years as an educator in Shrewsbury. Janet taught Home Economics at Shrewsbury High School for 12 of those years, and 20 years working in the middle school media centers. Janet is retiring as the Media Specialist from Sherwood Middle School.

Rosann Silver has served 17 years as an educator with all of those years here in Shrewsbury. She is retiring as a Kindergarten Teacher from Spring Street Elementary School.

Stephen Winters has served 33 years as an educator with 17 of those years here in Shrewsbury. He is retiring as a Special Education Teacher from Oak Middle School.

Paraprofessionals:

Barbara Andreano has served 43 years as an educator with 16 of those years here in Shrewsbury. She is retiring as a Media Aide from Floral Street Elementary School.

Laura-Kay Cosenza has served 25 years as an educator with 14 of those years here in Shrewsbury. She is retiring as a Child Specific Aide from Sherwood Middle School.

Other Roles:

Mary Ricker has served 21 years in food service here at Shrewsbury Public Schools. She is retiring as the Cafeteria Manager from Shrewsbury High School.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: IV. Time Scheduled Appointments: **MEETING DATE: 6/13/18**
B. Student Recognition: State Science Fair Champion

BACKGROUND INFORMATION:

Shrewsbury High School (SHS) Grade 10 student Zoe Rudnick won a First Place Award at the Massachusetts State Science Fair for her project Robot Navigation for the Exploration of Lunar and Planetary Surfaces. Zoe will talk about the project and her experience at the Science Fair.

ACTION RECOMMENDED:

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

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:

Zoe Rudnick, SHS Student
Mr. David Hruskoci, Director of Science and Engineering



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: IV. Time Scheduled Appointments: **MEETING DATE: 6/13/18**
C. SHS School Improvement Plan: Report & 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 School Improvement Plan for Shrewsbury High School (SHS) is enclosed. Principal Todd Bazydlo will present the plan.

ACTION RECOMMENDED:

That the Committee vote to approve the School Improvement Plan for Shrewsbury High School.

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:

Mr. Todd Bazydlo, Principal, Shrewsbury High School



SHREWSBURY HIGH SCHOOL

2018-2020 SCHOOL IMPROVEMENT PLAN

SHREWSBURY HIGH SCHOOL

2018-2020 SCHOOL COUNCIL

PARENTS/COMMUNITY MEMBERS	STAFF
SHARON CONNOLLY	NORMA CHICO
LISA EASSON	NGA HYUNH
DANA PELLEGRINO	JEAN MARIE JOHNSON
ROBERT RYAN	ZAC TASHJIAN
MARLIE ATALBACHEW(STUDENT)	TODD BAZYDLO
NICK ZECCO(STUDENT)	

School Improvement Goals

2018-2020

Strategic Priority:
Space and resources to support effective learning

STRATEGIC GOAL	SHS GOALS
<p>I. ADDRESS STRESSED ENROLLMENT CAPACITY BY INCREASING PHYSICAL SPACE AND MAKING PROGRAMMATIC ADAPTATIONS:</p> <ul style="list-style-type: none">• RELIEVE OVERCROWDED CONDITIONS WHEREVER NECESSARY BY PROVIDING ADDITIONAL SPACE AND/OR REVISING USE OF EXISTING SPACE, ESPECIALLY AT SHREWSBURY HIGH SCHOOL	<ul style="list-style-type: none">• CREATE A TEAM DURING THE FALL OF 2018 TO STUDY CONSTRAINTS AND DEVELOP RECOMMENDATIONS TO ADDRESS SPACE & SCHEDULING CONCERNS. FINDINGS WILL BE SHARED WITH CENTRAL OFFICE ADMINISTRATION AND SCHOOL COMMITTEE BY DECEMBER 2018/JANUARY 2019.

Strategic Priority:
Learning environments where everyone's success matters

STRATEGIC GOALS	SHS 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 SHS 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>2. ENSURE THAT ALL STAFF ACTIVELY PARTICIPATE IN PD FOCUSED ON INCLUSIVE AND CULTURALLY PROFICIENT PRACTICES THAT IMPROVE LEARNING AND SCHOOL CULTURES</p>	<p>2A. 25% OF STAFF MEETING TIME WILL BE DEDICATED TO CONDUCTING PD FOCUSED ON INCLUSIVE AND CULTURALLY PROFICIENT PRACTICES.</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>3A. DURING 2018-2019 SCHOOL YEAR UTILIZE EDWIN ANALYTICS TO REVIEW STUDENT DEMOGRAPHIC AND PERFORMANCE DATA TO IDENTIFY ACHIEVEMENT OR PERFORMANCE GAPS AND DEVELOP PLAN TO REMEDIATE STUDENT ACHIEVEMENT.</p> <p>3B. DURING 2018-2019 UTILIZE EDWIN ANALYTICS TO REVIEW STUDENT DEMOGRAPHIC DATA TO IDENTIFY GAPS IN STUDENT OPPORTUNITY TO ACCESS ADVANCED PLACEMENT PROGRAMMING. DEVELOP A PLAN TO ADDRESS AND RECRUIT UNDERSERVED POPULATIONS AND PROVIDE ACCESS TO PROGRAMMING.</p>
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Strategic Priority:
Enhanced well-being of all

STRATEGIC GOALS	SHS GOALS
<ol style="list-style-type: none"> 1. 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 2. ENSURE THAT ALL STAFF ACTIVELY PARTICIPATE IN PROFESSIONAL DEVELOPMENT FOCUSED ON THE SKILLS, HABITS AND MINDSETS OF SOCIAL AND EMOTIONAL LEARNING THAT IMPROVE STUDENTS' LEARNING, RESILIENCE AND FOCUS 3. IMPROVE SUPPORT SYSTEMS AND RESOURCES TO ENHANCE WELL-BEING OF STUDENTS AND STAFF 	<ol style="list-style-type: none"> 1. BY OCTOBER 2018, MEMBERS OF SHS COMMUNITY WILL PARTICIPATE IN A DISTRICT COMMITTEE AND A SCHOOL-BASED STEERING COMMITTEE FOR SOCIAL EMOTIONAL LEARNING. 2. DEDICATE 25% OF FACULTY/DEPARTMENT/PD MEETING TIME DURING THE 2018-2020 SCHOOL YEARS WHERE STAFF WILL LEARN AND PARTICIPATE IN SEL PRACTICES THAT THEY CAN INCORPORATE INTO THEIR PRACTICE. 3A. IMPLEMENT A STUDENT WELLNESS AMBASSADOR TEAM (SWAT) WHERE STUDENTS WILL WORK TO IDENTIFY THE IDEA OF "SUCCESS", CREATE A MEDIA CAMPAIGN BASED ON THE PRINCIPLES OF STANFORD UNIVERSITY "CHALLENGE SUCCESS" PROGRAM, AND DEVELOP A MINIMUM OF 6 SCHOOL WIDE ACTIVITIES THAT FOCUS ON EVERY STUDENT'S WELL-BEING. ADDITIONALLY, STUDENTS WILL DEVELOP A "WELLNESS WEEK" DURING THE SPRING OF 2019 AND 2020 WHERE STUDENTS PARTICIPATE IN ACTIVITIES TO FOCUS ON THEIR PHYSICAL, SOCIAL, & EMOTIONAL WELL-BEING.

	<p>3B. DURING THE 2018-2019 SCHOOL YEAR, CONVENE A TEAM OF EDUCATORS TO DEVELOP A PLAN TO IMPLEMENT AN ADVISORY PERIOD. THE TEAM WILL REVIEW THE MOST RECENT CURRICULUM AND MAKE REVISION AND IMPLEMENT AS SOON AS POSSIBLE.</p>
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Strategic Priority:
Connected learning for a complex world

STRATEGIC GOALS	SHS 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</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. REVIEW AND ADAPT CURRICULUM AND INSTRUCTIONAL APPROACHES TO HELP STUDENTS GAIN THE KNOWLEDGE AND SKILLS NECESSARY TO BECOME ETHICAL, EMPATHETIC, INFORMED, AND FINANCIALLY SELF-SUFFICIENT CITIZENS WHO MAKE THOUGHTFUL DECISION AND CONTRIBUTE POSITIVELY TO THEIR COMMUNITY</p>	<p>2. CONTINUE TO PROVIDE STUDENTS THE OPPORTUNITY TO PARTICIPATE IN FINANCIAL LITERACY SEMINARS INCLUDING: THE ROAD TO INDEPENDENCE AND THE REALITY FAIR FINANCIAL LITERACY SIMULATION.</p>
<p>3. REVIEW AND ADAPT FEEDBACK AND HOMEWORK SYSTEMS IN ORDER TO IMPLEMENT EFFECTIVE,</p>	<p>3A. BY THE FALL OF 2019, CONVENE A GROUP OF EDUCATORS TO REVIEW HOMEWORK PRACTICES AND</p>

RESEARCH-BASED PRACTICES THAT ENHANCE LEARNING AND BUILD STRONGER PARTNERSHIPS WITH STUDENTS AND FAMILIES	IDENTIFY AREAS FOR IMPROVEMENT. CREATE IMPLEMENTATION PLAN FOR STAFF.
4. 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>4A. BY JANUARY 2019, REVIEW AND ASSESS THE EFFICACY OF THE PILOT WORK STUDY AND JOB SHADOW PROGRAMMING.</p> <p>4B. BY JUNE OF 2019 ALL GRADE 10 STUDENTS WILL COMPLETE CAREER EXPLORATION ACTIVITIES THROUGH NAVIANCE. STUDENTS WILL IDENTIFY 3 CAREERS OF INTEREST AND FURTHER INVESTIGATE THESE CAREERS.</p>



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **V. Curriculum**

MEETING DATE: **6/13/18**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: **VI. Policy**

MEETING DATE: **6/13/18**

A. Regulation of Conduct of Teachers Policy Update: Second Reading & Vote

BACKGROUND INFORMATION:

When approving the recent update to the harassment policy, Committee members suggested reviewing the policy framework that addresses potential staff to student harassment. After consulting with legal counsel and professional resources, the administration recommended to the Policy Subcommittee that it was not advisable to create a separate policy for staff to student harassment in order to avoid narrowing this issue which is covered under the expectations for staff conduct, but that it would be appropriate to update the required policy on the conduct of staff.

Draft policy #321 provides an update that meets the requirements of Massachusetts General Law and articulates the expectations for Shrewsbury Public Schools staff, including but not limited to teachers. It was presented at the meeting on April 25 and posted for public review. At the May 9 meeting it was noted that no public feedback had been received since the draft policy was posted, but some Committee members felt more time was needed for additional review. Based on feedback, it is recommended that a minor language change be made from the original draft, which is highlighted in yellow.

ACTION RECOMMENDED:

That the School Committee vote to approve updated Policy 321: Regulations for the Conduct of Staff.

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:

Ms. Erin Canzano, Member of the Policy Subcommittee
Mr. Jason Palitsch, Member of the Policy Subcommittee
Dr. Joseph M. Sawyer, Superintendent of Schools
Ms. Barb Malone, Director of Human Resources

Below is the newly proposed updated Policy 321, which is followed on the next page by existing Policy 321. New/updated language in the proposed policy is in red font.

POLICY FAMILY	Personnel - Responsibilities & Procedures	300
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Policy 321: Regulations for the Conduct of Staff

Adopted 2/6/80

Amended 11/17/04

Proposed Amended June 2018

Updated Policy – Draft for Consideration

1. All staff have the responsibility to familiarize themselves with, and abide by, all applicable laws, regulations, and policies set forth by the United States of America, the Commonwealth of Massachusetts, the Massachusetts Department of Elementary and Secondary Education, the Shrewsbury School Committee, and the Shrewsbury Public Schools administration (including the superintendent of schools and his/her designees and the school principal and his/her designees), as well as by the provisions of any applicable collective bargaining agreement (e.g., Shrewsbury Education Association, Shrewsbury Paraprofessional Association, etc.).
2. With regard to personal conduct, all Shrewsbury Public Schools staff are expected to conduct themselves at all times in a **reasonable** professional and ethical manner that a) is in keeping with district and school core values and policies, b) reflects positively on the school district and each school, and c) serves as a model worthy of emulation by students.
3. All staff have the responsibility to assist and support both the school district and their assigned school(s) in accomplishing the stated district and school mission, vision, and goals.
4. All instructional staff have the responsibility to help implement locally determined curriculum that is based on the guidelines of the Massachusetts Curriculum Frameworks, and locally determined educational programming, in a manner consistent with each staff member's role.
5. All staff will be provided with a copy of, or an electronic link to, all current applicable regulations and policies; all staff must participate in any mandated compliance trainings related to these, including required state ethics training.
6. A staff member whose conduct violates this policy may be subject to disciplinary action, up to and including dismissal, pursuant to the processes outlined in any applicable collective bargaining agreement or employment contract and/or as set forth in Massachusetts General Laws Chapter 71, Section 42, if applicable.
7. This policy is required by Massachusetts General Laws, Chapter 71, Section 37H.

This policy will be reviewed within five years of revision.

POLICY FAMILY	RESPONSIBILITIES OF TEACHERS	321-322
<p><u>321.</u></p> <p>Regulations For Conduct of Teachers</p> <p>(As required by GL, Ch.71,S.37H)</p> <p>Adopted 2/6/80 Amended 11/17/04</p>	<p>1. The primary responsibility of teachers is to implement the locally determined curriculum, based upon the guidelines of the Massachusetts Curriculum Frameworks. In addition, teachers have the following responsibilities:</p> <p>a. To assist and support in the accomplishment of the annual goals.</p> <p>b. To abide by the applicable provisions of the Massachusetts General Laws.</p> <p>c. To abide by the written policies of the school committee and the provisions of the collective bargaining agreement with the Shrewsbury Education Association.</p> <p>d. To abide by the regulations and policies promulgated by the building principal, superintendent, and school committee.</p> <p>2. The principal will provide each teacher with a copy of all current regulations and policies applicable to teachers.</p> <p>3. Single copies of all current regulations and policies applicable to teachers will be available to any person upon written request and without cost.</p> <hr/> <p>¹GL, Ch.71,S.37H</p>	
<p><u>322.</u></p> <p>Responsibilities to Student Teachers</p> <p>Adopted 4/10/91 Amended 6/20/91 Amended 11/20/96</p>	<p>The Shrewsbury Public Schools recognizes its responsibility to provide internships and field experiences for the preparation of the next generation of teachers.</p> <p>1. The building principal will monitor the placement and supervised internship of each student teacher.</p> <p>2. Participating colleges and the procedures of the Shrewsbury Teachers Mentoring Program will determine the responsibilities of the student teacher and the cooperating teacher.</p> <p>3. Supervised classroom experience will be provided for college students at the undergraduate level as they prepare to enter the classroom as provisionally certified teachers.</p> <p>4. Local support staff will work with college faculty to provide assistance for provisional teachers earning a clinical masters degree in the field of education and advancement toward full teaching certification. Others included will be provisional teachers who already have a masters degree. They will complete their clinical experience and studies at a level to that required in the clinical masters program.</p> <p>5. A cooperating teacher must hold professional teacher status, unless there is a specific waiver from the Department of Education.</p> <p>6. A teacher may volunteer to have a student teacher for a period of time not to exceed 16 weeks per year.</p> <p>7. Local school sites will provide opportunities for colleges to offer field-based courses that prepare prospective teachers to meet the requirement for certification.</p> <p>8. Student teachers will not be paid as substitute teachers.</p>	



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **6/13/18**

A. Fiscal Year 2018 Budget: Report & Vote on Fund Transfer

BACKGROUND INFORMATION:

Mr. Collins will provide a final update on the FY 2018 Budget Status. The report is enclosed. Mr. Collins projects that the district will end the year having fully expended the FY18 appropriation with variances noted in each category that ultimately net one another out to a \$0 balance. Mr. Collins recommends that the Committee vote to authorize budget transfers between accounts to bring each account to \$0.

ACTION RECOMMENDED:

That the Committee vote to authorize the administration to make budget transfers from the original budget plan as necessary to eliminate deficits and surpluses with the intent of fully expending the total FY18 appropriation by June 30, 2018 and balancing all accounts.

STAFF AVAILABLE FOR PRESENTATION:

Mr. Patrick C. Collins, Assistant Superintendent for Finance and Operations



Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

8 June 2018

To: School Committee

Subj: FY2018 FINAL BUDGET STATUS UPDATE

Attached you will find the final FY18 Budget Status Update. It is a recap of our \$62,375,000 district appropriated budget as approved by Town Meeting. You will recall that this plan provided for a modest 3.26% increase over FY17.

The enclosed report retains the reporting format started in FY16 which expands the reportable categories from 11 to 19 while remaining to be a high-level, one page summary.

For context it is important to note that reported expenditures and encumbrances are as of 5/29/2018 which is approximately 92% of the way through our fiscal year and 91% into the school year.

Per the attached summary, I am projecting that we will end the year having fully expended our FY18 appropriation with variances noted in each category and ultimately net one another out to a \$0 balance.

While our projected expenditures will end close to budget in many categories on a percentage basis, we also have some larger variances. For example, in Category A5, Substitutes, our actual expenditures to date are tracking significantly below [31%] budget. We are very close to budget on day-to-day substitutes with the variance attributed to far less expense for long-term substitutes. We know that changing the rate to \$200/day is helping and it also seems we have experienced less need this year. We know that Category B2, Special Education Transportation is below budget [19%] as a result of using fewer Summer Special Education buses for last summer's program. In category D2, Educational Contract Services we are significantly below primarily in the area of special education contract services. Finally, in Category D8, Utilities, we are under [25%] in the area of telephone use charges.

Categories of wider variances where we are projected to be over budget include Category A7, Employee Benefits and this is a result of higher staff Sick Leave sell-back costs for a larger-than expected cohort of retirees. In Category D1, Administrative Contract Services, we are projected to be over-budget by 13.5% and this can partially be attributed to the purchase of a replacement PA system for Spring Street School and the *Thoughtexchange* software application and services, both determined to be needs during the year.

Finally, Category C1, Special Education Tuitions, we will intentionally expense more than budgeted [\$829K] and subsequently be able to carry forward more FY18 Circuit Breaker funds into FY19 as planned. There are still several uncertainties with respect to the FY18 Circuit Breaker final allocation amount because the Massachusetts Dept. of Education has not yet published final fourth quarter payments and the Governor has not yet approved the FY18 Supplemental Budget proposed by the Massachusetts State Legislature. I will provide more information on this topic as it becomes available.

All areas of more significant budget variances will be monitored during FY19 to see if they persist and pertinent information will certainly inform the development of the FY20 budget.

Finally, it is recommended [using the motion below] that the committee vote to authorize budget transfers between accounts to bring each account to \$0.

Motion: *I move that the committee authorize the administration to make budget transfers from the original budget plan as necessary to eliminate deficits and surpluses with the intent of fully expending the total FY18 appropriation by June 30, 2018 and balancing all accounts.*

SHREWSBURY PUBLIC SCHOOLS
FY18 BUDGET STATUS REPORT
as of May 29, 2018

School Committee Recap Sheet	Description	Total Budget	YTD Actual	Encumbrance	Remaining Balance	Year End Projection	Dollar Variance	Percent Variance	Notes
A1	Administrative Central Office, Principals & Unit B	\$ 2,964,117	\$ 2,699,983	\$ 240,266	\$ 23,868	\$ 2,960,460	\$ 3,657	0.1%	Tracking close to budget
A2	Unit A (Teachers & Nurses)	\$ 38,427,400	\$ 29,511,935	\$ 8,755,672	\$ 159,793	\$ 38,267,607	\$ 159,793	0.4%	Variance due to personnel transitions
A3	Aides/ABA/Paraprofessionals	\$ 6,395,369	\$ 5,364,052	\$ 762,661	\$ 268,656	\$ 6,175,213	\$ 220,156	3.4%	Added paras. but tracking close to budget
A4	Secretaries, Technology & Other Non-Represented	\$ 2,120,538	\$ 1,721,084	\$ 385,807	\$ 13,647	\$ 2,161,891	\$ (41,353)	-2.0%	Added HR support staff
A5	Substitutes - Daily, Long Term & Sub Nurses	\$ 835,600	\$ 499,496	\$ 5,040	\$ 331,064	\$ 575,000	\$ 260,600	31.2%	Exp. Benefit of lower LTS rate
A6	Other Wages (See Note 1)	\$ 721,282	\$ 659,461	\$ -	\$ 61,821	\$ 691,861	\$ 29,421	4.1%	Tracking close to budget
A7	Employee Benefits	\$ 315,070	\$ 133,819	\$ -	\$ 181,251	\$ 345,319	\$ (30,249)	-9.6%	Over in retiree sick leave sell-back
B1	Regular Education & Voke Transportation	\$ 2,012,216	\$ 1,985,638	\$ 58,787	\$ (32,209)	\$ 2,044,425	\$ (32,209)	-1.6%	Increased homeless & foster child busing
B2	Special Education Transportation	\$ 531,000	\$ 361,415	\$ 66,796	\$ 102,789	\$ 428,211	\$ 102,789	19.4%	Under in summer busing
C1	Special Education Tuitions (See Note 2)	\$ 3,107,534	\$ 2,510,676	\$ 596,858	\$ -	\$ 3,936,951	\$ (829,417)	-26.7%	See report notes
C2	Other Tuitions: Vocational and Alternative High Schools	\$ 1,618,533	\$ 1,613,472	\$ -	\$ 5,061	\$ 1,613,472	\$ 5,061	0.3%	1 over budget at Assabet. No Recov. HS.
D1	Administrative Contracted Services	\$ 525,911	\$ 512,863	\$ 69,957	\$ (56,909)	\$ 596,820	\$ (70,909)	-13.5%	Spring PA System, ThoughtExchnage
D2	Educational Contracted Services	\$ 659,020	\$ 338,688	\$ 111,888	\$ 208,444	\$ 470,576	\$ 188,444	28.6%	Under on some SPED contract svcs.
D3	Textbooks/Curriculum Materials	\$ 172,652	\$ 124,727	\$ 19,014	\$ 28,911	\$ 173,741	\$ (1,089)	-0.6%	Projected close to budget
D4	Professional Development	\$ 230,987	\$ 165,160	\$ 54,445	\$ 11,382	\$ 219,605	\$ 11,382	4.9%	Projected close to budget
D5	Educational Supplies & Materials	\$ 239,367	\$ 198,110	\$ 41,038	\$ 219	\$ 239,148	\$ 219	0.1%	Projected close to budget
D6	Other Miscellaneous (i.e. Off. Supp., Ref. Mat.)	\$ 754,137	\$ 679,910	\$ 70,763	\$ 3,464	\$ 753,173	\$ 964	0.1%	Projected close to budget
D7	Equipment	\$ 659,267	\$ 627,988	\$ 18,228	\$ 13,051	\$ 658,216	\$ 1,051	0.2%	Projected close to budget
D8	Utilities - Telephone Exp.	\$ 85,000	\$ 58,021	\$ 290	\$ 26,689	\$ 63,311	\$ 21,689	25.5%	Under on telephone expenses

Total FY18 Budget:	\$ 62,375,000	\$ 49,766,498	\$ 11,257,510	\$ 1,350,992	\$ 62,375,000	\$ -
Percent	100%	79.8%	18.0%	2.2%	100.0%	0.00%

Note 1 Other Wages includes clubs/activities stipends, custodian & police details, extra duty & mentoring stipends, Summer Special Education salaries, and crossing guards

Note 2 SPED Tuition projection year ending is net \$2.6M Special Education Circuit Breaker Reimbursement funding



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **6/13/18**

B. Fiscal Year 2019 Non-represented Staff Compensation Adjustments: Vote

BACKGROUND INFORMATION:

Rate changes are being requested for non-classified staff. A memo from Ms. Malone detailing the rate changes is enclosed, along with rate tables.

ACTION RECOMMENDED:

That the Committee vote to approve compensation adjustments to non-represented staff for Fiscal Year 2019 as presented in the materials provided.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Barb Malone, Director of Human Resources

Mr. Patrick C. Collins, Assistant Superintendent for Finance and Operations

Dr. Joseph M. Sawyer, Superintendent of Schools



Shrewsbury Public Schools

Barbara A. Malone
Director of Human Resources

June 8, 2018

To: School Committee

Re: Non-Represented Staff Cost of Living Adjustment

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

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

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

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

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

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

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

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

Non-Rep Staff 2% COLA Cost Increase

	Head Count	FY18 Total	FY19 Total	2% Cost Inc	% Increase including steps
Technology	9	\$579,469.72	\$591,059.11	\$11,589.39	2.00%
Clerical	34	\$1,455,494.72	\$1,484,604.61	\$29,109.89	2.00%
Salaried Admin Support	3	\$181,606.00	\$185,238.12	\$3,632.12	2.00%
Athletic Trainer	1	\$57,000.00	\$58,140.00	\$1,140.00	2.00%
	47	\$2,273,570.44	\$2,319,041.84	\$45,471.41	2.00%

**Some salaries are offset by revolving accounts

1% COLA Cost Increase

	Head Count	FY18 Total	FY19 Total	1% Cost Inc	% Increase including steps
Ext Day Providers	84	\$1,014,171.60	\$1,038,864.35	\$24,692.75	2.43%
	84	\$1,014,171.60	\$1,038,864.35	\$24,692.75	2.43%

Clerical Pay Rate Schedule 2018 - 2019

Lane		Step 1	Step 2	Step 3	Step 4	Step 5
SCAA	2% COLA	22.48	23.57	24.61	25.68	27.54
SCA & SCAI	2% COLA	20.82	21.84	22.81	23.83	25.41
SCBB	2% COLA	19.85	20.88	21.88	22.91	24.39
SCB	2% COLA	17.53	18.35	19.11	20.00	21.25
SCC	2% COLA	16.01	16.79	17.53	18.35	19.49

Non-Certified Staff Pay Rate Schedule 2018 - 2019

Category		Step 1	Step 2	Step 3	Step 4	Step 5
NC-1 Student Assistant Door Monitor	2% COLA	N/A	N/A	N/A	N/A	11.51
Student Computer Specialist	2% COLA	N/A	N/A	N/A	N/A	15.00
NC-5 Telecom Specialist	2% COLA	17.30	18.21	19.04	20.47	21.75
NC-6 Systemwide Courier	2% COLA	19.26	20.16	21.11	22.06	23.53
NC-6A Childcare Provider-Extended Day	1% COLA	19.07	19.96	20.91	21.85	23.30
NC-7B Lead Childcare Provider - Ext. Day	1% COLA	22.83	23.71	24.52	26.21	27.87
NC-7C Out-of-District Tutors	2% COLA	22.88	23.79	24.54	26.23	27.94
NC-8 IT Support Specialist/Student Support Specialist- Guidance	2% COLA	29.57	30.42	31.60	33.61	35.33
NC-8B Tier II - IT Support Specialist	Added FY19	36.04	37.05	38.09	39.16	40.26

**SHREWSBURY PUBLIC SCHOOLS
DEVELOPMENT and FUNDRAISING RESULTS
FY15 TO PRESENT**

Fund	Description	FY15	FY16	FY17	FY18 YTD
222509	Athletic Gift Fund	\$ 23,600	\$ 20,100	\$ 20,598	\$ 20,000
222514	Road Scholars Race Fund	\$ 12,751	\$ 9,910	\$ 4,240	\$ 5,014
222515	Garden Party Fund	\$ 60,000	\$ 35,000	\$ -	\$ -
222518	Colonial Fund	\$ 14,649	\$ 76,896	\$ 47,854	\$ 13,556
222521	Athletic Field [Turf/Track] Fund	\$ -	\$ -	\$ 3,337	\$ 1,704,188
FY Totals		\$ 111,000	\$ 141,906	\$ 76,029	\$ 1,742,758

Four Year Total	\$ 2,071,693
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**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **6/13/18**

C. Use of Polystyrene in Food Services Program: Discussion

BACKGROUND INFORMATION:

Citizen petitioners recently requested that an article be placed on the Annual Town Meeting warrant which would prohibit the dispensing of prepared food in disposable food service containers made from Expanded Polystyrene. Mr. Collins and Ms. Beth Nichols, Director of Food Services, gave a presentation to the Committee addressing the potential impact that passage of this warrant article would have on Shrewsbury Public Schools, petitioners were invited to make a brief presentation to the School Committee, and a public hearing on the topic was also held. The Committee did not take a position on the warrant article.

The warrant article was not approved at the Annual Town Meeting. It is requested that the Committee discuss the issue in light of the failure of the article and provide guidance to the administration regarding any steps the Committee may wish to have the district take to further review and/or act on this topic in the future.

ACTION RECOMMENDED:

That the Committee discuss the use of Polystyrene in the Food Services Program at Shrewsbury Public Schools and provide guidance to the administration as it sees fit.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools

Mr. Patrick C. Collins, Assistant Superintendent for Finance and Operations



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VIII. Old Business**

MEETING DATE: **6/13/18**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**

MEETING DATE: **6/13/18**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **6/13/18**

BACKGROUND INFORMATION:

The minutes will be provided under separate cover.

ACTION RECOMMENDED:

That the Committee accept the minutes from the School Committee meeting held on June 6, 2018.

STAFF AVAILABLE FOR PRESENTATION:

Mr. Jason Palitsch, Chairperson

Ms. Sandra Fryc, Secretary



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **XI. Executive Session**

MEETING DATE: **6/13/18**

- A. For the Purpose of Reviewing & Approving Executive Session Minutes**
- B. For the Purpose of Negotiations with the Shrewsbury Paraprofessionals Association**

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 the Shrewsbury Paraprofessionals Association, 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**