



**School Committee  
Meeting**

**September 17, 2014  
7:00 pm**

**Town Hall  
Selectmen's Meeting Room**



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING  
AGENDA  
September 17, 2014 7:00pm  
Town Hall—Selectmen’s Meeting Room**



**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. Athletics: Student Presentation	7:10 – 7:25
B. Athletics: Annual Report	7:25 – 7:45
C. Girls Ice Hockey Status: Vote	7:45 – 7:55
D. Transportation Update: Report	7:55 – 8:10
E. Bullying Statistics: Annual Report	8:10 – 8:20
V. Curriculum	
A. PARCC Testing Method: Vote	8:20 – 8:35
VI. Policy	
A. Fingerprint-based background checks: First reading	8:35 – 8:50
VII. Budget	
VIII. Old Business	
IX. New Business	
X. Approval of Minutes: Vote	8:50 – 8:55
XI. Executive Session	
XII. Adjournment	8:55

**Next meeting: October 1, 2014**



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: I. Public Participation**

**MEETING DATE: 9/17/14**

**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 Dr. B. Dale Magee, 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:**

Dr. B. Dale Magee, Chairperson  
Mr. Jason Palitsch, Vice Chairperson  
Ms. Erin Canzano, Secretary  
Ms. Sandra Fryc, Committee Member  
Mr. John Samia, 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



**ITEM NO: IV. Time Scheduled Appointment**  
**A. Athletics: Student Presentation**

**MEETING DATE: 9/17/14**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear a presentation from Shrewsbury High School student athletes?

**BACKGROUND INFORMATION:**

1. The athletics program at Shrewsbury High School is an important element of many students' educational experience. Several student athletes will discuss the impact that participation in athletics has had for them and their fellow students.

**ACTION RECOMMENDED:**

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

**STAFF AVAILABLE FOR PRESENTATION:**

Dr. Joseph M. Sawyer, Superintendent of Schools  
Mr. Todd Bazydlo, Principal, Shrewsbury High School  
Mr. Jason Costa, Director of Athletics



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **IV. Time Scheduled Appointment**  
**B. Athletics: Annual Report**

MEETING DATE: **9/17/14**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear an annual report on Shrewsbury Athletics for 2013-2014?

**BACKGROUND INFORMATION:**

1. Each fall the athletic director presents a report to the School Committee that summarizes athletic participation and achievements during the previous year.
2. The 2013-2014 year was highly successful as 30 of 31 teams qualified for post-season play. More importantly, the athletics program provided a variety of outstanding experiences that helped student-athletes develop their athletic, teamwork, and leadership skills.

**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 AVAILABLE FOR PRESENTATION:**

Mr. Jason Costa, Athletic Director  
Mr. Todd Bazydlo, Shrewsbury High School Principal



To: The Shrewsbury School Committee  
Dr. Joseph Sawyer, Superintendent of Schools

From: Jason Costa, Athletic Director

Date: September 9, 2014

Re: Annual Athletic Report

It is a pleasure to present you with this report. The report is an effort to highlight the many exciting sporting events that took place during the 2013-2014 school year. We are very proud of the program of excellence that is offered to our student athletes.

I appreciate the opportunity to speak to the school committee and would welcome any and all questions, suggestions, and comments from you.

Thank you!

## Overview of 2013-14

### Programming

Shrewsbury High School continues to offer a diverse range of sports for the student body averaging 300-400 athletes per season. We support 34 different sports, which account for 60 teams and approximately 750 contests played this past year. In 2013-2014, our coaching staff maintained 67 positions at the high school level. Our middle school program, consisting of 7 coaches, continued to offer boys' and girls' cross-country and boys' and girls' basketball that serviced approximately 180 students.

### Highlights

Fortunately, we were able to provide the same quality programming in our eighth year with athletic fees. This was made possible by combined financial support from the school budget as well as the SHS Boosters Association, Friends of Shrewsbury Crew, various organizations and our sponsorship program. The community support for athletics continues to be strong. Sports highlights this past year included our field hockey, cheerleading, boys' cross country, gymnastics, girls' ice hockey, and boys' ice hockey teams, winning league championships, The field hockey, boys' ice hockey and girls' tennis teams won District Championships during the 2013-2014 seasons. Boys' ice hockey and many individual athletes were awarded State Championships. Shrewsbury High School had a tremendous athletic year as 30 out of 31 teams qualified for postseason play.

## Shrewsbury High School Annual Athletic Report – September 2014

During the 2013-14 school year, Shrewsbury High School provided a total of 34 competitive sports to the student body. From those 34 sports, there were 60 teams that participated at various levels of competition ranging from freshman level to junior varsity to varsity level. Their competition accounted for some 760 contests throughout the school year. Our coaching staff totaled 67 positions (with an additional 29 volunteer positions). Fortunately, for the 2013-14 school year there was a part-time trainer for each of the three seasons.

### Sports Breakdown/Levels of competition (Varsity, Junior Varsity, and Freshmen)

#### Fall Season

##### Boys' Sports

Football (V, JV, FR)  
Soccer (V, JV)  
Golf-Coed (V, JV Club)  
Cross Country (V)  
Crew (V, Novice)

##### Girls' Sports

Cheering (V, JV)  
Soccer (V, JV)  
Golf-Coed (V, JV Club)  
Cross Country (V)  
Crew (V, Novice)  
Field Hockey (V, JV)  
Volleyball (V, JV)

#### Winter Season

Basketball (V, JV, FR)  
Swimming-Coed (V)  
Track (V)  
Ice Hockey (V, JV)  
Skiing-Coed (V)

Basketball (V, JV, FR)  
Swimming-Coed (V)  
Track (V)  
Ice Hockey (Club)  
Skiing-Coed (V)  
Gymnastics (V)  
Cheering (V, JV)

**Spring Season****Boys' Sports**

Track (V)  
 Tennis (V)  
 Baseball (V, JV)  
 Crew (V, Novice)  
 Lacrosse (V, JV)

**Girls' Sports**

Track (V)  
 Tennis (V)  
 Softball (V, JV)  
 Crew (V, Novice)  
 Lacrosse (V, JV)

## Shrewsbury High Athletics Comparative Data Information Sheet

The following tables show trends in programming and participation. (**Note:** numbers in brackets indicate the number of girls on a co-ed team.)

<b><u>Number of sports offered:</u></b>	<b><u>09-10</u></b>	<b><u>10-11</u></b>	<b><u>11-12</u></b>	<b><u>12-13</u></b>	<b><u>13-14</u></b>
Boys	15	15	15	15	15
Girls	19	19	19	19	19

<b><u>Number of teams offered:</u></b>					
Boys	26	26	26	26	26
Girls	31	31	31	31	31

<b><u>Number of athletes per season:</u></b>					
Fall	439 (+17)	451 (+28)	458 (+8)	450 (-8)	461 (+11)
Winter	447 (+98)	368 (-79)	376 (+8)	325 (-51)	295 (-30)
Spring	447 (+125)	425 (-22)	401 (-24)	384 (-17)	398 (+14)
<b>Total</b>	<b>1333(+240)</b>	<b>1244 (-89)</b>	<b>1235 (-9)</b>	<b>1159 (-76)</b>	<b>1154 (-5)</b>

<b><u>Participation numbers by sport:</u></b>	<b><u>09-10</u></b>	<b><u>10-11</u></b>	<b><u>11-12</u></b>	<b><u>12-13</u></b>	<b><u>13-14</u></b>
Football - Boys	101	95	103	95	100
Fall Crew - Boys	30	41	35	38	43
Fall Crew - Girls	38	53	43	48	50
Soccer - Boys	45	39	42	44	44
Soccer - Girls	48	49	46	44	47
X-Country - Boys	38	31	34	29	36
X-Country - Girls	24	26	32	32	24
Golf - Co-Ed	18	21	21 [1]	18 [2]	20 [2]
Fall Cheering - Girls	27	27	31	27	21
Field Hockey -Girls	39	37	37	31	34
Volleyball - Girls	31	32	33	42	40
Basketball - Boys	40	44	44	45	40
Basketball - Girls	38	37	36	38	38
Indoor Track - Boys	82	58	65	53	47
Indoor Track - Girls	91	66	66	50	37
Swimming - Co-Ed	20 [50]	8 [24]	10 [21]	10 [17]	8 [14]



Ice Hockey - Boys	41	51	54	41	44
Ice Hockey - Girls	23	19	22	25	21
Skiing - Co-Ed	8 [12]	12 [11]	8 [6]	6 [7]	6 [9]
Gymnastics - Girls	16	11	13	10	10
Winter Cheering	26	27	31	23	21
Spring Track - Boys	101	83	70	79	87
Spring Track - Girls	98	95	75	69	61
Tennis - Boys	16	16	14	11	13
Tennis - Girls	12	12	12	12	11
Baseball - Boys	37	32	37	32	35
Softball - Girls	27	28	29	29	28
Lacrosse - Boys	47	42	45	38	39
Lacrosse - Girls	35	34	39	34	37
Spring Crew - Boys	36	41	41	36	44
Spring Crew - Girls	38	42	39	44	43

**Season records by sport:**

	<b><u>09-10</u></b>	<b><u>10-11</u></b>	<b><u>11-12</u></b>	<b><u>12-13</u></b>	<b><u>13-14</u></b>
Golf	16-1-1	15-3	15-3	14-4	14-4
Football	8-4	5-7	4-7	5-7	9-3
Fall Crew- Boys	Top 25%	Top 25%	Top 25%	Top 25%	Top 50%
Fall Crew - Girls	Top 25%	Top 25%	Top 25%	Top 25%	Top 25%
Soccer - Boys	4-10-4	7-10-1	10-7-2	7-10	8-9-2
Soccer - Girls	11-5-3	15-4-2	12-3-2	10-6-4	8-8-4
X-Country - Boys	6-3	7-2	8-0	5-2	5-1
X-Country - Girls	7-2	7-2	7-0	3-3	2-3
Field Hockey	18-2-1	11-4-5	10-4-6	18-4	16-4-2
Volleyball	16-5	14-8	9-10	12-8	13-8
Basketball - Boys	17-5	17-4	4-16	7-13	5-15
Basketball - Girls	17-6	19-4	18-4	11-10	14-8
Indoor Track - Boys	7-3	7-3	5-3	6-1	5-2
Indoor Track - Girls	6-3	7-2	6-2	5-1	5-1
Swimming	4-7	2-8	4-8	8-3	2-8
Ice Hockey-Boys	13-4-5	11-9-2	10-10-1	14-5-2	21-2-1
Ice-Hockey-Girls	19-2-1	13-7-2	9-6-5	11-9-1	13-7-3
Skiing-Boys	7-17	6-19	N/A	N/A	14-26
Skiing-Girls	12-13	22-8	N/A	N/A	32-13
Gymnastics	10-4	11-3	9-5	6-6	12-0
Spring Track - Boys	6-3	6-3	4-4	5-2	4-3
Spring Track - Girls	6-2	7-1	5-3	5-1	4-3
Tennis - Boys	15-3	16-3	14-4	13-4	12-6
Tennis - Girls	10-9	11-6	13-5	17-3	17-4
Baseball	9-11	10-11	13-9	14-8	12-9
Softball	16-6	16-6	16-5	13-8	13-9
Spring Crew - Boys	Top 25%	Top 25%	Top 25%	Top 25%	Top 50%
Spring Crew - Girls	Top 25%	Top 25%	Top 25%	Top 25%	Top 25%
Lacrosse - Boys	7-13	13-9	11-9	17-6	20-5
Lacrosse - Girls	15-6	14-8	12-8	17-6	15-7

## Numbers of athletes selected to All Stars:

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>
League / Conference [MVP's]	96	90	99	95 [5]	99 [4]
T&G	25	25	20	34	58
Central Mass	8	20	17	23	20
All State	3	2	3	1	5
All New England	0	1	1	1	3
All American	1	0	0	1	4

## 2013-14 Championship Teams:

### Fall

- Boys' X-Country Midland-Wachusett League "A" Champions, District Finalists
- Field Hockey Midland-Wachusett League "A" Champions, District Champions
- Cheerleading Midland-Wachusett League "A" Champions, Regional Champions

### Winter

- Girls' Ice Hockey CMASS/GEMIHHL League Champions
- Gymnastics Midland-Wachusett League "A" Champions
- Cheerleading Midland-Wachusett League "A" Champions
- Boys' Ice Hockey Auburn Tournament Champions, Coughlin Conference Champions, District Champions, State Champions

### Spring

- Girls' Tennis District Champions, State Finalists
- Baseball Hudson-John Ahearn Tournament Champions
- Boys Lacrosse Midland-Wachusett League "A" Champions, District Champions

## Athletic Administration, Parent and Student Support

### Athletic Administration

- **Middle School Program-** Last year Oak Middle School provided cross-country in the fall for both boys and girls. Both teams had a successful season and had in excess of 100 runners participating in the program competing in a 6 meet schedule. During the winter season, basketball was offered for boys and girls with the program averaging 24 athletes. They continue to be very competitive and completed an 18 game schedule. The excitement and energy generated on the cross-country course and on the basketball court was great. Additional programming will be considered as funding becomes available.
- **Coaches Education-** New Shrewsbury coaches take the state coaches' education course that has become required for new coaches by the MIAA. We feel this is essential as it covers the expectations and responsibilities of coaches.
- **Athletic Internship-** The athletic program receives clerical support from the door monitor. Also, student interns are assigned throughout the day to assist the athletic director in the Athletic Office. Students receive 2.5 credits per semester for their work. This has been a great benefit to the Athletic Department and creates a more enjoyable atmosphere for athletes each day.

## Shrewsbury High School Support Groups

**Shrewsbury High School Athletic Booster Association-** This past year has been a very active year for our parent-run booster organization. Their primary function has been to try and foster overall spirit for SHS sports teams. Parent volunteers provide support for contests, post contest-refreshments for athletes and end of the season banquets for individual teams to bring formal closure to their season. The Athletic Boosters Association also provides funding for replacement uniforms and equipment. The athletic program is very appreciative for the parental support it receives. As we look at the lean years ahead, there will be a continued need for their willingness to volunteer their time and energy in our efforts to maintain a quality athletic program.

- The SHS Athletic Boosters Association held monthly meetings during year. 2013-2014 marked the seventh year in which all athletic teams at Shrewsbury High School became members of the SHS Boosters Association. Their main task is to raise money in order to help offset budget shortfalls. They continue to provide funding for uniforms, equipment, senior scholarships, athletic fee scholarships, athletic awards, and other athletic needs by holding three major fundraisers each year. In the fall, the annual “Gold Card” fundraiser brings in approximately \$35,000 each year. Between their seasonal fundraisers and the annual golf tournament, they were able to assist with the provisions needed to maintain a complete athletic program. They are the main parent group who tries to oversee the fundraising plans set forth by all our athletic teams.
- Last year the athletic department received several large donations to the athletic department through corporate sponsors and other fundraising activities. These donations were made in an effort to re-establish funds to the athletic program that were cut through the budget process. As a result, Shrewsbury did not suffer a loss of its athletic programs and the athletic department was able to maintain a complete program of offerings for our student athletes.

**Friends of Shrewsbury Crew-** Financial need and increased participation led to a need for an additional source of funding for the crew program. The Friends of Shrewsbury Crew purchases specific pieces of equipment, including costly shells. The athletic program is very appreciative of all that FOSC does to benefit the athletes within the crew program.

## **Athletic Fees 2013-14**

The fall of 2013 marked the eighth year of athletic fees. The fee structure and registration process was explained to the parents of eighth grade through twelfth grade students at the *Parent/Athlete Nights* held at the beginning each season for the 2013-14 school year. Athletes and parents were informed that all fees, medical and permission forms were due to the Athletic Department on a specified date. This process seemed to work well for the athletic department and evaluation of the process is still on going. There were **28 athletes** who were unable to pay the athletic fee due to financial hardships, injuries or were team managers. This was an increase of 15 from the year before. The Booster’s Association and private donations sponsored these students. Students who decided not to participate or were cut from a sport had checks mailed back to them when rosters were turned into the Athletic Office.

**Athletic Fee Totals**

<b>Year</b>	<b>Grand Total</b>
<b>2009-10</b>	<b>\$338,610</b>
<b>2010-11</b>	<b>\$298,425</b>
<b>2011-12</b>	<b>\$317,405</b>
<b>2012-13</b>	<b>\$299,445</b>
<b>2013-14</b>	<b>\$290,909</b>







**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: IV. Time Scheduled Appointment**  
**C. Girls Ice Hockey Status: Vote**

**MEETING DATE: 9/17/14**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee vote to approve changing the Girls' Ice Hockey team from club status to varsity status?

**BACKGROUND INFORMATION:**

1. Currently the Girls' Ice Hockey club team operates as a de facto varsity sport. There has been a request to officially change the status of the club team to become a varsity sport.
2. Mr. Bazydlo has provided a memorandum outlining the membership and success of the program that includes a recommendation to change the current status of the program.

**ACTION RECOMMENDED:**

That the School Committee vote to approve changing the Girls' Ice Hockey team from club status to varsity status.

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Todd Bazydlo, Shrewsbury High School Principal  
Mr. Jason Costa, Athletic Director

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



## Memorandum

To: Dr. Joseph Sawyer  
From: Todd Bazydlo  
Date: September 11, 2014  
Re: Girls Ice Hockey

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Over the past several months I have met with Jason Costa, SHS Athletic Director, to discuss the possibility of changing our Girls' Ice Hockey team from club status to varsity status. During our discussions we have determined the following:

- The program is very successful and currently functions as a de facto varsity sport as the team consistently qualifies and participates in the Massachusetts Interscholastic Athletic Association (MIAA) state tournament.
- The team was provided club status 7 years ago to determine whether the program would be viable with year-to-year variations in participation. Additionally, club status was granted as the school district was in a budget crisis and could not add programming.
- Given the program's success to date, continued interest among Shrewsbury student athletes, and a better financial position (thanks to the recent override and sponsorship program), we need to consider granting varsity status so our athletes do not have a higher fundraising burden than other SHS athletes to sustain their program.
- We will still need to continue to be a cooperative program that includes students from other high schools, as there are not enough Shrewsbury students to make a full team. During the 2013-14 season the team roster consisted of 14 SHS students and 7 students from Wachusett, Westboro, and St. Peter-Marian high schools. Students from the other schools paid the same amount as Shrewsbury students in the past and would minimally pay the \$290 fee under this proposal, and perhaps an additional fee since their families do not pay taxes in Shrewsbury. The cooperative school districts are expected to make additional financial contributions as part of their responsibilities, depending on their students' level of participation.
- Last year the approximate total cost of the program was \$35,655. This year the cost of the program is projected to be the same. We expect approximately 22 players paying \$290 each for a total of \$6,380 to offset costs, leaving \$29,275 to be financed by school districts. Again, given the additional funding provided to the Athletic Department this year (increase of about \$90,000), revolving accounts, and fundraising and sponsorship funding, this cost may be absorbed.

Thank you for your consideration. If you have additional questions, please contact me.

### Shrewsbury High School Mission Statement

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



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: IV. Time Scheduled Appointment**  
**D. Transportation Update: Report**

**MEETING DATE: 9/17/14**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear a report regarding the transportation program?

**BACKGROUND INFORMATION:**

1. Ms. Cecelia Wirzbicki and Mr. Stephen Rocco will provide an update regarding registrations, late registrations, fees collected, and issues relative to transportation during the start up phase of the school year.
2. A memorandum from Ms. Wirzbicki is enclosed.

**ACTION RECOMMENDED:**

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

**STAFF AVAILABLE FOR PRESENTATION:**

Ms. Cecelia Wirzbicki, Director of Business Services  
Mr. Stephen Rocco, Transportation, Safety & Security Coordinator





# Shrewsbury Public Schools

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Cecelia F. Wirzbicki  
Director of Business Services

## Transportation Program Update:

### Welcome:

The Transportation Team at Shrewsbury Public Schools has been functioning for the past four years without the support of a Transportation Coordinator. Therefore, the Central Office Support Staff have all stepped up, taking on increased responsibilities and working with AA Transportation to provide services for our students. However, in late August, the Central Office welcomed Stephen Rocco to the team. Steve will be working as a Transportation Coordinator, along with fulfilling the duties of a Safety and Security Coordinator. He has transitioned to the position very nicely and is working hard to get up to speed on the procedures and policies in place for Shrewsbury Public Schools.

### Overview:

We began our second year of a five year contract with AA Transportation and have a very good working relationship with Sean Lyonnais, who is our Transportation Liaison. The daily rate of \$323.00 translates into \$58,140.00 annually for one bus and is our budgeted rate for the 2014/2015 School year. Currently our bus fleet remains the same as last year with a total of 47 vehicles, consisting of 38 regular (77 passenger) buses, 6 special education buses and 3 buses for Assabet Valley Regional Technical High School.

### **Contract pricing for the 2014/2015 School year is as follows:**

*Regular Education, Special Education and Vocational Busing:	\$323.00 per day
*Bus Monitor:	\$20.50 per day
*Field Trip, Athletic, Extra Curricular (within 50 miles and 4 hours):	\$290.00/per trip
*Price per mile beyond 50 miles:	\$2.75/per mile
*Hourly Rate beyond 4 hours (includes wait time for events):	\$52.00/per hour

### **Assabet Valley Regional Technical High School**

Currently we have three (77 passenger) buses running for the AVRTHS. The third bus was added last year due to the length of the bus routes which were taking up to one hour and 45 minutes to complete and the first student getting on the bus at 5:45 A.M. We are glad to report that with the addition of the third bus, we are not picking up any student before 6:20 A.M. and we have been able to reduce the bus routes to a minimum of 1 hour and 7minutes and a maximum of 1 hour and 20 minutes. However, due to the range of the 30 stops across town, it is not possible to reduce length on the bus any further at this time.

### **Fees and Ridership:**

The Transportation fee for FY15 has remained at \$250.00 per student with a \$500.00 family cap. Registrations received after June 2, 2014\* at 4:30 P.M. were assessed a late fee of \$50.00 per student with a \$100.00 family cap. The transportation fees continue to generate additional revenues to aid in reducing amounts expensed to the appropriated budget for these services. We project to offset the appropriated budget by \$575,000 and Mr. Rocco's salary by \$25,000 for a total of \$600,000. We currently have 4,577 registered riders and revenue generated through 9/10/14 is \$581,980. We expect to come close to the \$600,000 mark during the year with registrations and late fees still coming in.

### **Bus Registrations:**

We have continued with the online bus registration through PowerSchool and parents/guardians were requested to register online prior to June 2, 2014\* at 4:30 P.M. One continuing concern that we would like to address is the continued late registrants in June, July and August. We had 714 registrations requiring busing after June 2<sup>nd</sup> pass through the Central Office, with nine of these coming in after September 8, 2014. Currently we have 110 students who have registered for busing but have not been approved due to non-payment of fees. These late registrations are particularly challenging for AA Transportation Company and our staff, as the routing process has already begun taking place for the new school year. This year we decided to stand firm on late registrations and we made every effort to be fair and communicate this decision. On July 17<sup>th</sup> the Superintendent sent out two separate targeted e-mails (to students registered last year and not registered this year – to students who had registered and not paid registration fee) regarding registration and payment with a final submission date of August 1, 2014 in order to ensure busing route information for students. Then on August 20, 2014 a final informational message went out informing all parent/guardians that had not registered prior to this date, that their students would not be guaranteed transportation until after September 8, 2014 and they would have to find alternative transportation during this time frame. We are hoping with our firm stand this year that parents/guardians may be more aware of the registration deadline, usually occurring in June each year. The Transportation Team will also be looking at ways to communicate earlier and more frequently about the need to register in a timely fashion as well as how we as a team can provide the best customer service to the families of our students.

### **Bus Stops and Routes:**

As of this writing, we continue to register students for busing, receive requests for routing changes and bus stop concerns. Steve Rocco, AA Transportation and I have received and responded in a timely matter to many phone calls and e-mails regarding concerns from families of students with regard to transportation matters. Steve has also been following up with the Principals and Assistant Principals at the individual schools as well as our Resource Officers, Scott Mentzer and Mark Hester. Mr. Rocco has also taken a few bus rides and been in daily contact with the Transportation Company. We are continually monitoring busing concerns but feel we are off to a very positive start.

On the attached page, you will find some comparison figures for the past four years with PRELIMINARY FIGURES for FY 15 which will change over the year.

\* A select group of kindergarten and first grade students whose placement was dependent on the override outcome were allowed a later deadline.

	FY11	FY12	FY13	FY14	FY 15 Preliminary
Total Bus Riders	4,622 2.2%	4,578 -0.9%	4,539 -0.8%	4,586 1.0%	4,577 -0.2%
Total Regular Fees Collected	\$594,715 3.70%	\$592,290 -0.40%	\$585,742 -1.10%	\$572,185 -2.3%	\$571,130 -0.2%
Late Fees	\$15,500 -40%	\$12,835 -17.2%	\$16,350 27.4%	\$18,600 13.7%	\$10,850 -41.7%
Students Paying Late Fee:	310 -40%	256 -17.4%	327 27.7%	372 13.7%	217 -41.6%
Total Fee Collection	\$610,215	\$605,125	\$602,092	\$590,785	\$581,980
Paying Riders:	2,337	2,354	2,343	2,289	2,168



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: IV. **Time Scheduled Appointment**  
E. **Bullying Statistics: Annual Report**

MEETING DATE: 9/17/14

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear an annual report on Bullying Prevention and Intervention?

BACKGROUND INFORMATION:

1. School Committee Policy 712 requires the Superintendent of Schools to report to the School Committee annually regarding the frequency of bullying incidents during the previous school year and to provide an update relative to what schools are doing to maintain positive school environments.
2. The enclosed memo from Dr. Sawyer provides more specific information.

ACTION RECOMMENDED:

That the School Committee accept the report and take whatever steps action as it deems necessary in the best interest of the Shrewsbury Public Schools.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools



# Shrewsbury Public Schools

Joseph M. Sawyer, Ed.D.  
Superintendent

September 17, 2014

To: School Committee  
Re: Bullying Prevention and Intervention – Annual Report

The Bullying Prevention and Intervention Policy adopted in December 2010 indicates that *the superintendent or a designee shall report annually to the School Committee regarding the frequency of bullying behaviors during the prior school year and to update the Committee regarding steps being taken in the schools to minimize such behaviors while promoting the continuous improvement of learning environments.* This report satisfies this policy requirement.

## Frequency of bullying behaviors

It is important to note that, in order for behavior to be deemed “bullying,” it must involve *repeated* behaviors that cause physical and/or emotional harm. Therefore, only situations that meet this standard are reported as “bullying.” There are, of course, many times where students do not treat each other according to our school communities’ expectations, but these are usually not scenarios where the same aggressor acts inappropriately towards the same target, thereby creating a *repeated* situation.

There were no allegations of bullying at the preschool level. The following table provides statistics for grades K-12 for the 2013-2014 school year:

2013-2014	Allegations of Bullying	Qualifying as Bullying	Aggressors	Targets
Elementary Level	9	3	3	3
Middle Level	16	9	12	14
High School Level	3	1	2	1
Total	28	13	17	18

Statistics from the previous year were:

2012-2013	Allegations of Bullying	Qualifying as Bullying	Aggressors	Targets
Elementary Level	7	4	23*	5
Middle Level	27	9	15	23
High School Level	8	0	0	0
Total	42	13	38*	28

\* One atypical situation at the elementary level involved a classroom dynamic where most students in the class joined in teasing one student on multiple occasions.

The total number of allegations was 33% lower than the previous year, with exactly the same number of confirmed cases of bullying. The total number of targets of confirmed bullying behaviors was reduced by 36%.

The following table shows the type of incidents that were documented as bullying (some incidents were included in more than one category).

	Verbal	Physical	Emotional/Social	Cyber
Elementary Level	4	3	6	0
Middle Level	9	8	1	0
High School Level	1	0	0	1

Again, it is important to note that these statistics refer to situations defined as bullying. There were certainly many more instances of problematic behavior that were addressed, but that did not qualify under the definition of being repeated between the same aggressor(s) and target(s).

Actions that were taken by school administrators to resolve situations included conferences with the children involved and their parents; loss of privileges; assigned seating in class or on the bus; and other typical disciplinary actions. For the most serious cases, changes of the aggressor's class assignment or schedule, in-school or out-of-school suspensions were given to the aggressors and "safety plans" created to ensure the actions were not repeated towards the target.

#### Ongoing work to minimize bullying

The schools at all levels continue to take steps to prevent bullying from occurring. This work includes continued focus on developing social competencies, including explicit anti-bullying instruction in health classes, as well as school-wide approaches utilizing all school meetings or assemblies. Work still needs to be done to raise the consciousness of families regarding students' online behavior, which can spill over into the school setting (even when it doesn't technically qualify as bullying). Bullying intervention and prevention training for new staff has been provided during new teacher orientation, while yearly maintenance training also is provided. Our schools focus on the quality of our school cultures in order to maximize kind, respectful behavior and minimize the number of situations where students treat each other inappropriately.

Ensuring that students are engaged in productive academic and co-curricular pursuits also counters the potential for inappropriate behavior, and we hope that additional resources we added this year to improve class sizes will help teachers make stronger connections with students given their smaller caseloads. The resources we added to address mental and behavioral health needs by having full time school psychologists in each elementary school and a second clinical behavioral specialist position for the district, along with the new in-school support program at the high school, will provide additional capacity to prevent and/or address problematic behaviors.



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **V. Curriculum**  
**A. PARCC Testing Method: Vote**

MEETING DATE: **9/17/14**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee vote to approve the method for administering the PARCC assessment to students in grades 3-8 for the 2014-15 school year?

**BACKGROUND INFORMATION:**

1. At its June 18, 2014 meeting, the School Committee voted to administer the PARCC assessment to grades 3-8 for the 2014-15 school year. The Massachusetts Department of Education requires districts to determine whether the assessment will be administered using the paper or electronic version on a school-by-school basis.
2. The enclosed memorandum from Ms. Banios makes a recommendation that students in grades 3 and 4 be administered the paper version and students in grades 5-8 be administered the electronic version.

**ACTION RECOMMENDED:**

That the School Committee vote to that Coolidge, Floral Street, Paton, and Spring Street Schools use the paper version of the PARCC assessment and that Sherwood and Oak Middle Schools use the electronic version of the PARCC assessment in 2013-2014.

**STAFF AVAILABLE FOR PRESENTATION:**

Ms. Mary Beth Banios, Assistant Superintendent



# Shrewsbury Public Schools

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Mary Beth Banios  
Assistant Superintendent

To: School Committee  
From: Mary Beth Banios  
Date: September 12, 2014  
Re: Paper or Electronic Administration of PARCC

## Decision Facing the Committee

In June of 2014 the Shrewsbury School Committee voted to administer the PARCC assessment for the 2014-15 school year. The Massachusetts Department of Education is requesting that Shrewsbury now reports whether our district will be **administering the paper or electronic version of the PARCC assessment**. We have the flexibility of being able to choose the format of the assessment on a per school basis, but need to submit our decision by October 1, 2014.

## Considerations

In making our recommendation, the following items were given close consideration:

- Availability of electronic devices for students in each school
- Capacity of the wireless network in each school
- Student familiarity with working in a digital environment in each school
- Capacity of IT staff to troubleshoot any issues that arise with on-line testing
- Opportunity to be held harmless to work through challenges of administering an on-line assessment at scale
- Additional costs associated with administering the electronic version of the PARCC assessment

## Recommendation

We are recommending that the **Sherwood and Oak** middle schools use the **electronic version** of the PARCC assessment for the 2014-15 school year. Each student in these two schools has a personal electronic device (iPad) and the two schools have strong wireless networks. In reviewing the testing window, it is possible to limit the number of classes taking the assessment to 5 at a time, which makes providing technical support to classes a more manageable task. As the PARCC assessment is timed, it is possible to run both morning and afternoon administrations. Whether to test during mornings and afternoons is a decision we will need to process with middle school administration. If the test is administered in both morning and afternoon sessions, the district will need to purchase 130 keyboards for the iPads at a cost of approximately \$6,500; if testing only occurs during the morning, this would be doubled. These keyboards will be valuable in classrooms outside of the testing window, and we have sufficient resources to fund this cost.

We are recommending that the **Floral Street, Coolidge, Spring Street and Paton** elementary schools use the **paper version** of the PARCC assessment for the 2014-15 school year. The electronic devices and wireless network at the elementary level are not able to support on-line testing at this time.





SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **VI. Policy**

MEETING DATE: **9/17/14**

**A. Fingerprint-based background checks: First reading**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear a first reading of a new policy on fingerprint-based background checks?

**BACKGROUND INFORMATION:**

1. Massachusetts General Law Chapter 71, Section 38R established a requirement that school personnel and bus drivers submit to a state and national fingerprint-based background check.
2. Districts must create a local policy governing some elements of the law's administration. A recommendation for the policy for the Shrewsbury Public Schools is enclosed.
3. Ms. Malone provided the draft based on resources from the Department of Elementary and Secondary Education and her professional association. Mr. Palitsch and Mr. Fryc, members of the Policy Subcommittee, and Dr. Sawyer have reviewed and contributed to the recommendation.

**ACTION RECOMMENDED:**

That the School Committee review the recommended policy and provide feedback prior to the draft being posted for community feedback.

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Jason Palitsch, Vice Chair, Member of the Policy Subcommittee  
Ms. Sandra Fryc, Member of the Policy Subcommittee  
Ms. Barbara A. Malone, Director of Human Resources  
Dr. Joseph M. Sawyer, Superintendent of Schools

## **Draft of Policy – First Reading**

**Note: Language in italics is subject to local school committee determination.**

### **Background Checks**

#### **Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes**

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

#### **I. Requesting CHRI checks**

Fingerprint-based CHRI checks will only be conducted as authorized by M.G.L. c. 71, §38R and 42 U.S.C. § 16962, in accordance with all applicable state and federal rules and regulations, and in compliance with M.G.L. c. 6, §§ 167-178 and 803 CMR §§ 2.00, *et seq.* If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment [e.g., IdentoGO web site address, Provider Identification Number (Provider ID)].

*Shrewsbury Public Schools has considered the following factors in determining whether to conduct discretionary fingerprint-based background checks:*

- *Likelihood of direct and unmonitored contact with students*
- *Duration of potential contact*
- *The ability of employees to limit potential for unmonitored contact*

*After considering the factors listed above the Shrewsbury School Committee:*

- *Will require overnight field trip volunteers to submit to the CHRI fingerprint background check*
- *Will not require field trip volunteers without an overnight component to submit to the CHRI fingerprint background check*
- *Will not require classroom volunteers to submit to the CHRI fingerprint*

*background check*

- *Will not require contractors/subcontractors to submit to the CHRI fingerprint background check*
- *Will require all School Committee members to submit to the CHRI, relative only to determine suitability for the potential for unmonitored contact with children*
- *Will require all individuals in a teacher preparation program who are performing student teaching, classroom observations, or other pre practicum activities to submit to the CHRI fingerprint background check*
- *Will appoint the School Committee chair, with the assistance of the Director of Human Resources, to review the results of the CHRI background check of the Superintendent of Schools*
- *The CHRI results for the Director of Human Resources will be reviewed by the Superintendent of Schools*

## **II. Access to CHRI**

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Title 28, U.S.C, § 534, Pub. L. 92-544 and Title 28 C.F.R. 20.33(b) provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

## **III. Storage of CHRI**

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent [CJIS Security Policy](#), have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

## **IV. Retention and Destruction of CHRI**

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes **only**:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

*CHRI will be kept for the above purposes in the Director of Human Resources office, which is locked when the Director of Human Resources is not present.*

When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. An employee of Shrewsbury Public Schools must supervise the shredding of paper copies of CHRI if an outside vendor is used for this purpose.

#### **IV. CHRI Training**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at Shrewsbury Public Schools will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

#### **V. Determining Suitability**

*In determining an individual's suitability, the following factors will be considered:*

- *The nature and gravity of the crime and the underlying conduct*
- *The time that has passed since the offense*
- *The age of the individual at the time of the offense*
- *Conviction and/or completion of any sentence*
- *Nature of the position held or sought*
- *Number of offenses*
- *Any relevant evidence of rehabilitation or lack thereof*

A record of the suitability determination will be retained. The following information will be included in the determination:

- a. The name and date of birth of the employee or applicant;
- b. The date on which the school employer received the national criminal history check results; and,
- c. The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

#### **VI. Relying on Previous Suitability Determination.**

*When an individual for whom a school employer or the Department of Elementary and Secondary Education has made a suitability determination applies to work for Shrewsbury Public Schools, Shrewsbury Public Schools may rely on a favorable*

*suitability determination, if the following criteria are met:*

- *The suitability determination was made within the last seven years; and*
- *The individual has not resided outside Massachusetts for any period longer than three years since the suitability determination was made; and either*
- *The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or*
- *If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Shrewsbury Public Schools will request that the initial school employer provide documentation that the individual is still deemed suitable for employment by the initial school employer. If such documentation is not received Shrewsbury Public Schools will require the employee/applicant to submit to another CHRI background check*

*In any instance where Shrewsbury Public Schools relies on a suitability determination made by another school employer or by the Department of Elementary and Secondary Education, Shrewsbury Public Schools will retain the following documentation:*

- *A copy of the documentation received from the school employer or agency that made the relied-upon suitability determination, and;*
- *Documentation establishing that the individual met the criteria for suitability for employment by the relied-upon school district*

Shrewsbury Public Schools may choose to perform a new national criminal history check on an individual rather than rely on a previous suitability determination. In this circumstance, Shrewsbury Public Schools will bear the cost of the new national criminal history check.

## **VII. Adverse Decisions Based on CHRI**

If inclined to make an adverse decision based on an individual's CHRI, Shrewsbury Public Schools will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time, *but no more than 30 calendar days*, to correct or complete the CHRI.

## **VIII. Secondary Dissemination of CHRI**

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

1. Subject Name;
2. Subject Date of Birth;
3. Date and Time of the dissemination;
4. Name of the individual to whom the information was provided;
5. Name of the agency for which the requestor works;
6. Contact information for the requestor; and
7. The specific reason for the request.

### **IX. Reporting to Commissioner of Elementary and Secondary Education**

Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if *Shrewsbury Public Schools* dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, *Shrewsbury Public Schools* shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record check results. *Shrewsbury Public Schools* shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(1) to the Commissioner.

Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if *Shrewsbury Public Schools* discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to 603 CMR 7.15(8)(a), *Shrewsbury Public Schools* shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether *Shrewsbury Public Schools* retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(2) to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

Policy Effective Date: September 17, 2014

This policy will be reviewed five years from the policy effective date.



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **VII. Budget**

MEETING DATE: **9/17/14**

SPECIFIC STATEMENT OR QUESTION:

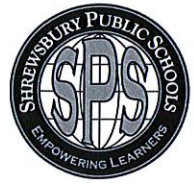
BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **VIII. Old Business**

MEETING DATE: **9/17/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:





SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **IX. New Business**

MEETING DATE: **9/17/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



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

MEETING DATE: **9/17/14**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee approve the minutes of the School Committee meeting on September 3, 2014?

**BACKGROUND INFORMATION:**

1. The minutes will be provided under separate cover.

**ACTION RECOMMENDED:**

That the School Committee vote to approve the minutes of the School Committee meeting on September 3, 2014.

**STAFF AVAILABLE FOR PRESENTATION:**

Dr. B. Dale Magee, Chairperson  
Ms. Erin Canzano, Secretary



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: XI. Executive Session**

**MEETING DATE: 9/17/14**

**SPECIFIC STATEMENT OR QUESTION:**

**BACKGROUND INFORMATION:**

**ACTION RECOMMENDED:**

**STAFF AVAILABLE FOR PRESENTATION:**

**ITEM NO: XII. Adjournment**