



**School Committee  
Meeting Book**

**November 4, 2015  
7:00 pm**

**Town Hall  
Selectmen's Meeting Room**



SHREWSBURY PUBLIC SCHOOLS  
School Committee



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING  
AGENDA  
November 4, 2015 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. Student Presentation: Sherwood Technology Projects	7:10 – 7:25
	B. Student Presentation: SHS Student Innovation Team	7:25 – 7:45
	C. SHS Testing: Annual Report	7:45 – 8:15
	D. Personnel: Annual Report	8:15 – 8:30
V.	Curriculum	
VI.	Policy	
VII.	Finance & Operations	
	A. Fiscal Year 2016 Update: Report	8:30 – 8:45
VIII.	Old Business	
IX.	New Business	
X.	Approval of Minutes	8:45 – 8:50
XI.	Executive Session	8:50 – 9:15
	A. Negotiations with the Shrewsbury Education Association	
	B. Possible review, approval, and/or release of executive session minutes from prior meeting(s)	
XII.	Adjournment	9:15

**Next regular meeting: November 18, 2015**



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: I. Public Participation**

**MEETING DATE: 11/4/15**

**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 Mr. John Samia, 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:**

Mr. John Samia, Chairperson  
Ms. Sandra Fryc, Vice Chairperson  
Ms. Erin Canzano, 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



ITEM NO: **IV. Time Scheduled Appointment** MEETING DATE: **11/4/15**  
**A. Student Presentation: Sherwood Technology Projects**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear a presentation from students at Sherwood Middle School regarding technology projects?

**BACKGROUND INFORMATION:**

1. On October 22, 2015, Carol Virzi, 5th grade teacher at Sherwood Middle School and 5th grade students presented work they are doing in regard to enhanced learning through the use of technology the MassCue/M.A.S.S. "Dare to Innovate" Conference.
2. Members of Ms. Virzi's team at Sherwood Middle School will be present to discuss projects they are working on and share the highlights of their participation in the Student Showcase at MassCUE.

**ACTION RECOMMENDED:**

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

**STAFF AVAILABLE FOR PRESENTATION:**

Ms. May Beth Banios, Assistant Superintendent  
Ms. Shawna Powers, Director of Instructional Technology and Media Services  
Ms. Carol Virzi, 5th grade teacher, Sherwood Middle School  
5th grade students: Madeline Duke, Aishwarya Narayanan and Vidyut Veedgav



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **IV. Time Scheduled Appointment**                      MEETING DATE: **11/4/15**  
**B. Student Presentation: SHS Student Innovation Team**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear a presentation from the Student Innovation Team?

**BACKGROUND INFORMATION:**

1. On October 21, 2015, SHS students who are currently taking the new Student Innovation Team (SIT) course also presented their work at the MassCue/M.A.S.S. "Dare to Innovate" Conference.
2. Members of the Student Innovation Team will be present to discuss their experiences as members of the SIT, sharing the highlights of their participation in the Student Showcase at MassCUE, and sharing their ILE (Independent Learning Endeavor) projects.

**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:**

Ms. May Beth Banios, Assistant Superintendent  
Ms. Shawna Powers, Director of Instructional Technology and Media Services  
Ms. Tara Gauthier, Instructional Technology teacher, SHS  
SIT members: Chasia Molina, Christopher Radkowski, David Schwartz, and Simran Soin





# Shrewsbury Public Schools

Mary Beth Banios

Assistant Superintendent of Curriculum and Instruction

**To:** Members of School Committee  
**From:** Mary Beth Banios  
**Subject:** Student Presentations at MassCUE  
**Date:** October 30, 2015

On October 21<sup>st</sup> and October 22<sup>nd</sup>, 3 of Shrewsbury's educators brought teams of students to present at the MassCue/M.A.S.S. conference at Gillette Stadium in Foxborough, MA. This regional conference highlights best practices in technology integration in the educational environment. The presentations for Shrewsbury students and their teachers were as follows:

**Storytelling Through Video: Fact and Fantasy** Teacher: Ms. Maggie Korab  
Third and fourth year students from Shrewsbury High School's Educational Television Studio discussed their experiences learning about the technology and techniques of telling stories through the broadcast video medium and showcase some of their original fiction and news reporting productions.

**Shrewsbury Student Innovation Team** Teacher: Ms. Tara Gauthier  
Students displayed a sample of multimedia projects developed through the Student Innovation Team course at Shrewsbury High School. Students also engaged in conversation about their role in helping teachers to integrate technology into the curriculum in the 1:1 iPad environment.

**Digital Classroom Portfolios** Teacher: Ms. Carol Virzi  
Traditional student portfolios feature papers in binders separated by subject. With a personal iPad, students and teachers can create interactive Digital Portfolios to showcase work and projects. Using the Book Creator App, Shrewsbury students showed how they added custom music compositions, audio narration, and video recordings to their portfolios.

**KidFit for the Future!** Teacher: Ms. Carol Virzi  
Students track daily fitness activities as well as the quality and quantity of their sleep by wearing a device called the Kid-fit Tracker by X-Doria. Using the KidFit iPad app, the SCHOOLGY discussion platform, and the Book Creator App, start a technology and fitness program for your classroom!

**Going Digital: A Classroom Odyssey** Teacher: Ms. Carol Virzi  
Create Digital Newsletters in your classroom to communicate with families and staff in more innovative ways. Using your iPad, a Green Screen, the DoInk App, and some great images, groups of students show how they create and produced monthly video newsletters that are exported and shared with families.

Enjoy this video capturing the experiences of Ms. Virzi's students:  
<https://drive.google.com/file/d/0B4wAgKw9tdSPZkI4bUJrX0dzU0k/view?usp=sharing>

Student representatives will be on hand at the November 4<sup>th</sup> School Committee meeting to share their experiences and provide some highlights from their presentations.



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: IV. Time Scheduled Appointment**  
**C. SHS Testing: Annual Report**

**MEETING DATE: 11/4/15**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear a report on Shrewsbury High School's 2014-15 results on various academic tests?

**BACKGROUND INFORMATION:**

1. Each year, a report is presented that includes student performance data on the SAT, SAT II, Advanced Placement tests, etc.
2. Mr. Bazydlo and Ms. Nga Huynh will summarize the report and be available to answer questions.
3. The report is provided under separate cover.

**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. Todd Bazydlo, Principal, Shrewsbury High School  
Ms. Nga Huynh, Director of School Counseling, Shrewsbury High School



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **IV. Time Scheduled Appointment**  
**D. Personnel: Annual Report**

MEETING DATE: **11/4/15**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a report on personnel levels for Fiscal Year 2015?

BACKGROUND INFORMATION:

1. The enclosed report provides information on actual staffing levels compared with projected levels from the original FY15 budget documents.
2. Ms. Malone will provide a summary of the report and answer questions.

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:

Ms. Barbara Malone, Director of Human Resources





## FY 16 STAFFING LEVELS Effective October 1, 2015

Barbara A. Malone,  
Director of Human Resources

### **Background**

For the last several years the administration has created a staffing chart to indicate the utilization of staff by position, department, and school level. This staffing chart is created while budgets are being developed in the spring, and then updated on October 1 of the fiscal year. At the end of this packet are staffing level charts for FY 16.

Please note that we are also in the process of compiling and reporting October 1, 2015 staffing information to the Department of Elementary and Secondary Education. That information is due by December 3, 2015 and will be publicized by the department sometime next year. There are always differences between the FTE (Full Time Equivalency) report that I'm providing today and the report to DESE, as the guidelines for the state reporting differ from a strict FTE accounting, which is what is provided in our own FTE report. For example, depending upon the timing of a teacher's maternity leave of absence during the school year, the state may ask us to report a count of one for the teacher on leave, or a count of two for the teacher on leave and for her substitute, even though they are not in the classroom at the same time. In addition, certain kinds of educational roles that are "teachers" in our local count are excluded from the total teacher count for the state. Examples include nurses, psychologists, and occupational and physical therapists.

This FTE October 1, 2015 is the most accurate accounting of staff because it is based on payroll records. We analyze our payroll records so that we can continue to find ways to have a high degree of clarity for state reporting.

### **FY 16 Staffing Overview**

There are two tables for FY 16 included with this memo. One table is based on the projected staffing for FY 16. The second table reflects the actual staffing that is in effect as of October 1, 2015. These tables represent the full time equivalency (FTE) for the positions in the district. All of the totals below reflect actual staffing levels on October 1 of each year:

FY 16	802.77 positions
FY 15	788.23 positions
FY 14	717.52 positions
FY 13	691.85 positions
FY 12	721.15 positions

The information presented during budget development projected a total FTE of 814.13 positions for FY16. As of October 1, 2015 the actual total FTE count is 802.77. Each school year there are fluctuations in the staffing total on October 1, 2015, as our FTE count reflects the actual staffing on that date, as well as fluctuations due to changing student needs.

### ***Detailed Staffing Information***

Administration: The FTE for administration was projected at 35.69 and the actual count on Oct 1, 2015 was 35.69, as projected.

Instructional: Classroom, Specialist, and Support: The total FTE for these categories was projected at 482.46 and the actual count is 480.42. The difference of 2.04 less than projected is due to multiple small shifts in FTE allocations over the summer as student class schedules were finalized and departments and assignments were reorganized to match the need. In addition some efficiencies were found in Health and Physical Education assignments to minimize travel time and provide more instruction for students while using less FTE.

Classified: On October 1, 2015 we had several unfilled classified positions, so while the projected FTE accounts for 295.98 positions, the actual count of employees on that day was 286.66 positions, 9.32 fewer than projected. Eight positions are unfilled because they are allocated for students moving into the district or students turning age three and becoming eligible for special education services at the pre-school level. 1.32 positions are unfilled because we are looking for the appropriate candidate to fill the position. One additional tutor position was funded due to an increase in a grant.

In total we are currently functioning at 802.77 FTE and our projected budget allowed us 814.13 FTE, a difference of 11.36 positions fewer than in the projected budget.

### ***Headcount versus FTE***

The 802.77 positions reflect an actual headcount of 856 individuals. The difference in FTE versus headcount reflects employees who work less than a full-time schedule. For example, two aides who are each working 15 hours per week reflect 2 individuals in the headcount number, but only reflect 1 FTE as they are filling one position. Additionally, some teaching staff members are only scheduled for part-time responsibilities.

The staffing numbers reflected in the charts do not include employees working in the Food Service program or the employees working in the Extended School Care program, which are fully funded by program revenues, nor does it include Crossing Guards.

The administration is available to answer any questions related to these staffing level reports.

Projected Staffing Levels - FY 16

Shrewsbury Public Schools Position	FY 16 Proposed Town Meeting 2015							Staffing Levels FY'16 as of October 1, 2015							Difference
	Elem.	Gr.5/6	Gr.7/8	H.S.	PreK	PreK-12	Total	Elem.	Gr.5/6	Gr.7/8	H.S.	PreK	PreK-12	Total	
<b>Administration</b>															
Superintendent						1.00	1.00						1.00	1.00	0.00
Asst. Superintendent for Curriculum						1.00	1.00						1.00	1.00	0.00
Asst. Superintendent for Bus. & Ops.						1.00	1.00						1.00	1.00	0.00
Dir. Special Education						1.00	1.00						1.00	1.00	0.00
Out of District Coordinator						1.00	1.00						1.00	1.00	0.00
Dir. Of Human Resources						1.00	1.00						1.00	1.00	0.00
Principals	5.00	1.00	1.00	1.00			8.00	5.00	1.00	1.00	1.00			8.00	0.00
Asst. Principals	1.00	2.00	2.00	3.00			8.00	1.00	2.00	2.00	3.00			8.00	0.00
Director of Technology						1.00	1.00						1.00	1.00	0.00
Assistant Director Special Ed.							0.00							0.00	0.00
Department Directors	0.60	0.60	0.60	3.80	1.00	5.09	11.69	0.60	0.60	0.60	3.80	1.00	5.09	11.69	0.00
Athletic Director						1.00	1.00						1.00	1.00	0.00
<b>Subtotal</b>	<b>6.60</b>	<b>3.60</b>	<b>3.60</b>	<b>7.80</b>	<b>1.00</b>	<b>13.09</b>	<b>35.69</b>	<b>6.60</b>	<b>3.60</b>	<b>3.60</b>	<b>7.80</b>	<b>1.00</b>	<b>13.09</b>	<b>35.69</b>	<b>0.00</b>
<b>Instructional: Classroom</b>															
K-4 Classroom	98.00						98.00	98.00						98.00	0.00
Academic Subjects (5-8)		40.00	40.00				80.00		41.00	40.00				81.00	1.00
English/Language Arts				16.40			16.40				16.40			16.40	0.00
Mathematics				16.80			16.80				16.90			16.90	0.10
Science				18.60			18.60				17.50			17.50	-1.10
Social Studies				14.40			14.40				15.40			15.40	1.00
Foreign Language		4.25	6.40	11.30			21.95		3.24	7.37	11.50			22.11	0.16
ESL	5.60	1.00	1.00	1.90			9.50	5.60	1.00	1.00	1.90			9.50	0.00
<b>Subtotal</b>	<b>103.60</b>	<b>45.25</b>	<b>47.40</b>	<b>79.40</b>	<b>0.00</b>	<b>0.00</b>	<b>275.65</b>	<b>103.60</b>	<b>45.24</b>	<b>48.37</b>	<b>79.60</b>	<b>0.00</b>	<b>0.00</b>	<b>276.81</b>	<b>1.16</b>
<b>Instructional: Specialist</b>															
Fam & Con Science				3.00	0.80		3.80				3.00	0.80		3.80	0.00
Technology Education		0.50	0.50	4.20			5.20		0.50	0.50	4.00			5.00	-0.20
Music	4.00	2.30	3.50	2.40			12.20	3.75	2.50	3.25	2.40			11.90	-0.30
Art	4.10	1.50	1.50	4.40			11.50	3.90	1.50	1.50	4.40			11.30	-0.20
Physical Education	3.00	3.60	3.00	6.00			15.60	3.70	3.00	3.00	6.00			15.70	0.10
Instructional Technology / VHS				0.20			0.20				0.20			0.20	0.00
Health Education	2.00	2.00	2.00	3.00			9.00	2.80	1.00	1.00	3.00			7.80	-1.20
Jobs for Bay State Graduates							0.00							0.00	0.00
TV Studio				0.80			0.80				0.80			0.80	0.00
<b>Subtotal</b>	<b>13.10</b>	<b>9.90</b>	<b>10.50</b>	<b>24.00</b>	<b>0.80</b>	<b>0.00</b>	<b>58.30</b>	<b>14.15</b>	<b>8.50</b>	<b>9.25</b>	<b>23.80</b>	<b>0.80</b>	<b>0.00</b>	<b>56.50</b>	<b>-1.80</b>
<b>Instructional: Support</b>															
Special Education	24.60	15.80	11.80	11.90	11.90	1.00	77.00	25.00	14.40	11.40	12.00	10.40	2.00	75.20	-1.80
Guidance				7.60			7.60				7.60			7.60	0.00
Curriculum															
Coaches/Coord.	6.00	3.00	3.00				12.00	6.00	3.00	3.00				12.00	0.00
Title I/Reading	1.00	1.00					2.00	1.00	1.00					2.00	0.00
Media Specialists	1.00	0.50	0.50	1.00			3.00	1.00	0.50	0.50	1.00			3.00	0.00
Adj. Coun/Sch. Psych.	8.00	3.40	3.40	2.00	1.00		17.80	8.00	3.40	3.40	2.00	1.00		17.80	0.00
Speech/Language & OT	9.80		2.00	1.00	3.00	2.00	17.80	9.40	0.80	2.00	1.00	4.00	1.00	18.20	0.40
Nurse	5.00	1.40	1.40	2.00		1.51	11.31	5.00	1.40	1.91	2.00		1.00	11.31	0.00
<b>Subtotal</b>	<b>55.40</b>	<b>25.10</b>	<b>22.10</b>	<b>25.50</b>	<b>15.90</b>	<b>4.51</b>	<b>148.51</b>	<b>55.40</b>	<b>24.50</b>	<b>22.21</b>	<b>25.60</b>	<b>15.40</b>	<b>4.00</b>	<b>147.11</b>	<b>-1.40</b>
<b>Classified Staff</b>															
Tutors/Technology Support	9.90	1.70	3.60	2.00		8.00	25.20	11.23	1.00	3.00	3.00		9.00	27.23	2.03
Instructional Aides	35.50			1.00	5.50		42.00	37.34			1.00	3.95		42.29	0.29
SPED/ABA/COTA/Speech Aide	69.00	26.03	19.00	28.40	24.80	17.80	185.03	52.66	38.00	27.08	28.00	24.65	2.74	173.13	-11.90
Media Aides/Paraprofessionals	5.50	1.00	1.00	1.00			8.50	5.66	1.25	0.60	1.00			8.51	0.01
Secretary	6.50	2.00	2.00	7.40	1.00	12.55	31.45	6.50	2.00	2.00	7.40	1.00	12.60	31.50	0.05
Door Monitor (Security)	2.00	0.40	0.40				2.80	1.00	0.50	0.50			1.00	3.00	0.20
Courier						1.00	1.00						1.00	1.00	0.00
<b>Subtotal</b>	<b>128.40</b>	<b>31.13</b>	<b>26.00</b>	<b>39.80</b>	<b>31.30</b>	<b>39.35</b>	<b>295.98</b>	<b>114.39</b>	<b>42.75</b>	<b>33.18</b>	<b>40.40</b>	<b>29.60</b>	<b>26.34</b>	<b>286.66</b>	<b>-9.32</b>
<b>Totals</b>	<b>307.10</b>	<b>114.98</b>	<b>109.60</b>	<b>176.50</b>	<b>49.00</b>	<b>56.95</b>	<b>814.13</b>	<b>294.14</b>	<b>124.59</b>	<b>116.61</b>	<b>177.20</b>	<b>46.80</b>	<b>43.43</b>	<b>802.77</b>	<b>-11.36</b>

\*Note that some positions are funded independently of the appropriated budget. For example, some positions are grant funded.





**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



ITEM NO: **V. Curriculum**

MEETING DATE: **11/4/15**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:

ITEM NO: **VI. Policy**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **VII. Finance & Operations**  
**A. Fiscal Year 2016 Update: Report**

MEETING DATE: **11/4/15**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a report on the 2016 year-to-date budget status?

BACKGROUND INFORMATION:

1. Mr. Collins will present an update on the 2016 Fiscal Year operating budget.
2. Information is enclosed.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

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



## Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

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30 October 2015

To: School Committee

Subj: FY2016 BUDGET STATUS UPDATE

Attached you will find the first FY16 Budget Status Update. It is a recap of our \$55,455,515 district operating budget as approved by Town Meeting. You will recall that this plan provided for a modest 2.2% increase over FY15.

The enclosed report is a new reporting format expanding 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 10/23/2015 which is approximately 33% of the way through our fiscal year but only 20% into the school year.

At this juncture, I would characterize the FY16 budget as stable yet “very tight”. I am projecting that we will exceed our budget in several payroll categories but realize some positive variances from tuition accounts. Category A5, Substitutes is projected to end the year at \$900,000. In FY16 we are tracking slightly lower than FY15 for this same time period but with a budget of \$770,600 we will likely end up with a significant negative variance. Category A6, Other Wages includes paraprofessional staff for the required Summer Special Education Program which ran over budget. We will have to carefully review the budget for that program for FY17. Expenses for the remainder of staff in that category are tracking on budget.

The forecast for special education out of district tuitions factors the planned and budgeted use of \$3,960,693. Of this amount we expect to receive \$3,376,560 [per D.E.S.E. estimate in September 2015] in FY16 reimbursement and the balance of \$584,133 would come from the fund balance. With respect to discretionary categories for supplies, materials, and professional development expenses, I have made year-end forecast assuming we will fully expend but not exceed those categories.

Finally, it is important to note that I will continue to closely monitor our expenditures as we progress through the year and I will make another report to the committee in early February. Of course, that report will reflect more months of experience behind us and be a refined estimate of total year-end projected expenditures.



**Shrewsbury Public Schools**  
**FY2016 Operating Budget**  
**As of October 23, 2015**

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	\$ 2,683,002	\$ 928,833	\$ -	\$ 1,754,169	\$ 2,682,466	\$ 536	0.0%	On budget
A2	Unit A (Teachers & Nurses)	\$ 35,852,053	\$ 6,895,067	\$ -	\$ 28,956,986	\$ 35,917,140	\$ (65,087)	-0.2%	Tracking close to budget at this point
A3	Aides/ABA/Paraprofessionals	\$ 5,743,235	\$ 1,014,681	\$ -	\$ 4,728,554	\$ 5,733,140	\$ 10,095	0.2%	Presently on budget
A4	Secretaries, Technology & Other Non-Represented	\$ 1,800,394	\$ 507,110	\$ -	\$ 1,293,284	\$ 1,807,000	\$ (6,606)	-0.4%	OT and add'l regular time costs to meet deadlines
A5	Substitutes - Daily, Long Term & Sub Nurses	\$ 770,600	\$ 90,404	\$ -	\$ 680,196	\$ 900,000	\$ (129,400)	-16.8%	FY15 was \$921K total
A6	Other Wages (See Note 1)	\$ 596,412	\$ 545,549	\$ -	\$ 50,863	\$ 709,412	\$ (113,000)	-18.9%	Summer SPED expenses beyond budget
A7	Employee Benefits	\$ 273,602	\$ 93,932	\$ -	\$ 179,670	\$ 270,000	\$ 3,602	1.3%	Sick Leave Buy-back, Tuition Reim, LTD Insurance
B1	Regular Education & Voke Transportation	\$ 1,983,862	\$ 36,033	\$ 1,922,927	\$ 24,902	\$ 1,996,118	\$ (12,256)	-0.6%	Projected to be over-budget for athletic busing
B2	Special Education Transportation	\$ 343,365	\$ 25,374	\$ 241,877	\$ 76,114	\$ 277,251	\$ 66,114	19.3%	Able to shift summer exp to IDEA grant
C1	Special Education Tuitions (See Note 2)	\$ 3,171,843	\$ 1,818,525	\$ 849,759	\$ 503,559	\$ 2,968,284	\$ 203,559	6.4%	Net of \$3.96M Circuit Breaker. Assumes \$300K more in tuitions
C2	Vocational Tuitions	\$ 2,239,245	\$ -	\$ 2,055,114	\$ 184,131	\$ 2,007,027	\$ 232,218	10.4%	Budgeted for 135. Have 121 as of 10/1.
D1	Administrative Contracted Services	\$ 464,814	\$ 204,432	\$ 264,090	\$ (3,708)	\$ 549,814	\$ (85,000)	-18.3%	Over budget in copier leases and tech. expenses
D2	Educational Contracted Services	\$ 638,840	\$ 79,297	\$ 421,192	\$ 138,351	\$ 703,840	\$ (65,000)	-10.2%	Over in contracted tutors, evals, SPED therapy svcs.
D3	Textbooks/Curriculum Materials	\$ 297,431	\$ 162,530	\$ 15,370	\$ 119,531	\$ 297,431	\$ -	0%	Expect to meet budget at this early point in FY
D4	Professional Development	\$ 226,317	\$ 100,358	\$ 23,382	\$ 102,577	\$ 226,317	\$ -	0%	Expect to meet budget at this early point in FY
D5	Educational Supplies & Materials	\$ 236,888	\$ 83,309	\$ 80,763	\$ 72,816	\$ 236,888	\$ -	0%	Expect to meet budget at this early point in FY
D6	Other Miscellaneous (i.e. Off. Supp., Ref. Mat.)	\$ 614,264	\$ 282,617	\$ 194,294	\$ 137,353	\$ 614,264	\$ -	0%	Expect to meet budget at this early point in FY
D7	Equipment	\$ 439,348	\$ 434,511	\$ 538	\$ 4,299	\$ 439,348	\$ -	0%	Expect to meet budget at this early point in FY
D8	Utilities - Telephone Exp.	\$ 80,000	\$ 40,816	\$ 37,919	\$ 1,265	\$ 84,500	\$ (4,500)	-5.6%	Add'l cost for new phone switch and annual maint.
<b>Total FY16 Budget:</b>		<b>\$ 58,455,515</b>	<b>\$ 13,343,378</b>	<b>\$ 6,107,225</b>	<b>\$ 39,004,912</b>	<b>\$ 58,420,240</b>	<b>\$ 35,275</b>	<b>0.06%</b>	
<b>Percent</b>		<b>100%</b>	<b>22.8%</b>	<b>10.4%</b>	<b>66.7%</b>				

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

Note 2 SPED Tuition projection year ending is net Special Education Circuit Breaker Reimbursement funding.



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



ITEM NO: **VIII. Old Business**

MEETING DATE: **11/4/15**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:

ITEM NO: **IX. New Business**

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: 11/4/15

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee approve the minutes of the School Committee meeting on October 7, 2015?

BACKGROUND INFORMATION:

1. The minutes are enclosed.

ACTION RECOMMENDED:

That the School Committee approve the minutes of the School Committee meeting on October 7, 2015.

STAFF AVAILABLE FOR PRESENTATION:

Mr. John Samia, Chairperson  
Ms. Erin Canzano, Secretary



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

**MINUTES OF SCHOOL COMMITTEE MEETING**

**WEDNESDAY, OCTOBER 7, 2015**

Present: Mr. John Samia, Chairperson; Ms. Sandra Fryc, Vice Chairperson; Ms. Erin Canzano, Secretary; and Dr. B. Dale Magee; Dr. Joseph Sawyer, Superintendent of the Shrewsbury Public Schools; Ms. Mary Beth Banios, Assistant Superintendent; Ms. Barbara Malone, Director of Human Resources; Mr. Patrick Collins, Assistant Superintendent for Finance and Operations

Not present: Mr. Jon Wensky

The meeting was convened at 6:15pm by Mr. Samia.

Mr. John Samia asked the School Committee if there was a motion to vote to enter into executive session for the purpose of a) discussing negotiations with the Shrewsbury Education Association, Unit A; b) reviewing and acting upon a student residency issue; & c) for the purpose of reviewing and releasing executive session minutes from a prior meeting. On a motion made by Dr. Magee, seconded by Ms. Fryc, the School Committee voted unanimously to go into executive session at 6:15 PM. Roll call vote is as follows: Dr. Magee, yes; Ms. Canzano, yes; Ms. Fryc, yes and Mr. Samia, yes.

After executive session was adjourned, the meeting was recessed, and then was reconvened at 7:03 PM by Mr. Samia.

**I. Public Participation**

None

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

Mr. Samia thanked Sue Falzoi for helping to facilitate their participation in the Annual Spirit of Shrewsbury parade. He commented on what a great tradition it is and how much the School Committee enjoyed participating. He thanked SHS students, Jared Sarnie, Abigail Eckstrom and Rebecca Schwartz, who, under the direction of Pamela LeBlanc, Director of Visual Arts, created the beautiful banner that was displayed at the parade. He also thanked Oak Middle School 7th grade students Sarah Urbano and Izzi Cantin for holding the banner during the parade.

**III. Superintendent's Report**

Dr. Sawyer also thanked the organizers of the Spirit of Shrewsbury Festival and Parade and commented on what a terrific event it is. He then reminded the community of the second and last professional development day on Friday, October 9. He talked about the various topics that the staff would be receiving training on and emphasized the critical need for this training in order to achieve the mission of the district. Dr. Sawyer next talked about the annual all school council meeting that happens at the start of each year. He talked about the importance of the council, whose purpose is to

act as an advisory group to the principals by reviewing the work that is happening in the district and then provide guidance in the development of a plan for the district. He noted how this is an excellent example of a way in which the community can have a voice regarding what is happening in the schools. He commended Ms. Banios, Assistant Superintendent for her presentation relative to the District Goals and Mr. Collins for providing information on the budget process including a review of the priorities.

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

##### **A. SHS Class of 2015 Post-High School Plans: Report**

Mr. Todd Bazydlo, Principal at SHS, and Ms. Nga Huynh, Director of School Counseling at SHS presented a report on the future plans of the 411 members of the Shrewsbury High School graduating class of 2015. They shared an overview presentation, which included graphs and charts illustrating information regarding what students from the Class of 2015 planned to do after graduating from SHS. Mr. Bazydlo and Ms. Huynh said that given that the vast majority of students go on to post-secondary education, the report focuses on colleges and universities where students were accepted, where they matriculated, and the characteristics of these colleges and universities. They shared some trends that they are noticing regarding a continued increase in attendance at four-year colleges, which is at an all-time high of 88%. They also noted a reversal in attendance of public versus private schools with private school attendance rising up to 51% and public dropping down to 41%. They noted a more equivalent demographic of males versus females attending four-year colleges and that the vast majority of students are still attending colleges in the northeast. They also shared statistics on selectivity, which indicated a rise in students matriculating to more competitive schools. Next, Mr. Bazydlo shared that a three-year trend shows a significant increase in students with special education needs attending four-year schools.

Mr. Bazydlo and Ms. Huynh shared they were pleased with how SHS school counselors strive to work with students and families to find the best fit for students. They also gave information from surveys regarding what the top three choices are that students consider when choosing to attend certain colleges and how they are paying for their post-secondary education. The Committee asked a number of questions including the level of student preparedness, and how students receive insight for their decision making process. The Committee also asked about the levels of support available from colleges and universities for students with special education needs and the reason for the change regarding the increase of students choosing private over public schools. Mr. Bazydlo and Ms. Huynh responded with details on the various ways students receive information to ensure they are prepared, how they can determine what services are offered by colleges if there is a need and their ideas as to why the numbers for private versus public school attendance has switched. Dr. Sawyer thanked Mr. Bazydlo and Ms. Huynh for the amount of effort, by administration and the high school counseling staff, that is put into educating students and families on the college process.

##### **B. SHS Student Athletes: Student Presentation**

Mr. Todd Bazydlo, SHS Principal, Mr. Jason Costa, Director of Athletics and student athlete leaders Meghan Collins, Rachel St. Pierre, Matthew Ward and Erik King presented the report. Shrewsbury students discussed the positive influence that school athletic participation has on their academic performance and personal growth. They spoke about becoming student role models and leaders in the community and discussed other specifics including time management, work ethic, self-assessment, setting goals in and out of the classroom, dealing with disappointment and collaboration, as well as expanding friendships.

Committee members questioned the students about experiencing loss and disappointment and how they specifically deal with that and rise above. Dr. Sawyer asked the students to discuss the

leadership culture that exists and how underclassmen are inducted and made to feel welcome. Students confirmed their understanding of how important it is to be a positive role model, to establish an environment of respect and support. Meghan also explained that she and Matthew are student ambassadors for the MIAA. Requirements of this role are to complete community service hours and attend leadership seminars, which focus on the importance of being a team member and behavior appropriate of a leader.

Dr. Sawyer and the Committee commended the students on their presentation and their positive, respectful behavior.

### **C. Interscholastic Athletics: Annual Report**

Mr. Costa and Mr. Bazydlo presented the athletics report. Mr. Costa began by sharing statistics, which included the number of teams, athletes that participated in all three seasons and coaching staff, and the total number of contests played. He also shared information about the number of teams and participants at the middle level. Mr. Bazydlo shared information about the Unified Track Team, which is beginning its third successful season. Highlights of the athletics program included student leadership opportunities; teams successes at district, regional and state championship playoffs; All-Star, All-State, All-New England and All-American selections; collegiate participation and successes; requirements of coaches and administration; changes to coaches' evaluation process, and supporting students with the college recruitment process. He recognized the Booster Club's continued financial support, Central One Federal Credit Union's Athletic Sponsorship of \$20,000 for the third year and the addition of Buffalo Wild Wings as a supporter. He then discussed financials including appropriated budget figures, fees, gate receipts and Girls Hockey Co-op revenue; the tremendous support of athletic medical staff and health services department, and future considerations. They ended with comments that the athletics program provided a variety of outstanding experiences that helped student-athletes develop numerous skills including teamwork and leadership.

The Committee asked various questions concerning the coaches' evaluation process in regards to formally gathering current athletes feedback as well as gathering information from former students now playing college athletics. Also discussed was the protocol for attendance of the athletic trainer when various games are happening at the same time and clarification of fluctuations in student participation and fee figures from the previous year.

Dr. Sawyer and the Committee thanked Mr. Bazydlo and Mr. Costa for their excellent presentation and commended the administration and athletes involved in the program.

### **D. Student Concussions: Report**

Ms. Noelle Freeman, Director of Nursing Services and Mr. Walter Hildebrand, Athletic Trainer presented a report regarding symptoms, how a positive determination is made and statistical information on the number of cases. Their presentation showed the breakdown of the total number of SHS sports related concussions, and the circumstances of how they happened. They also provided statistics on the number of total concussions and in which sports they occurred over a four-year time frame. Both Ms. Freeman and Mr. Hildebrand provided detailed information on the diagnoses process, care and treatment for recovery. They ended the report with information on the "return to play" protocol and details on prevention/education.



Committee members asked questions about processes for informing parents and students about the incidences of concussions and opportunities for training and preparing students to avoid situations where concussions occur and the existence of protocol from treatment for students who have sustained multiple concussions.

Dr. Sawyer and the Committee thanked Ms. Freeman and Mr. Hildebrand for the report and their skillful service to the district.

### **E. Nursing Services: Annual Report**

Ms. Freeman, Director of Nursing Services, provided a presentation highlighting the Nursing Department and the work that is being done throughout the district. She provided a comprehensive overview of the school healthcare program that emphasized the range of work that is done on a daily basis, the number of students and staff serviced and types of services provided. She also explained about the other ways that the nurses are contributing their talents within all levels of the schools, which includes the following programs, “Taking Root” at Parker Rd. Preschool, “A Visit from the Dentist”, “Healthy Habits in the Classroom” for the elementary level, “Strategies for Building Emotional Resilience” for middle school students, and “Fostering Independence in Senior Students with Diabetes” at the high school level. Next, she outlined future plans regarding types of training to be provided, the plan for schools to stock the rescue drug Narcan (naloxone) for opioid overdose, and their new electronic health record software.

Committee members asked some clarifying questions about epi-pen use and supplies in schools, and how they stay up-to-date with the dynamic health issues. Dr. Sawyer mentioned his concern regarding potential new state mandates and the affect they might have with regard to the amount of time required on behalf of the nurses.

Dr. Sawyer and Committee members expressed their appreciation to the nursing staff for what they do to help students in providing medical care, the abundance of communication they provide to families and for fostering advocacy skills in students with medical concerns.

### **V. Curriculum**

None

### **VI. Policy**

None

### **VII. Finance and Operations**

#### **A. Fiscal Year 2017 Priorities & Guidelines: Second Discussion & Vote**

Mr. Samia explained that at the September 23 meeting, he and Ms. Canzano presented a draft recommendation of the Fiscal Year 2017 Priorities and Guidelines. Since then, it has been available for the public to review and provide feedback. It was also presented to the Finance Committee and School Councils for their comment but no feedback had been submitted. Mr. Samia reviewed that their primary goal is sustainability. The two minor changes are a review of all programs and their fee levels, and the anticipated loss of the full day kindergarten grant that will not be available next year.

On a motion by Dr. Magee and seconded by Ms. Fryc, the School Committee members voted unanimously to approve the proposed Fiscal Year 2017 Priorities and Guidelines.

### **VIII. Old Business**

None

### **IX. New Business**

None

### **X. Approval of Minutes: Vote**

Mr. Samia requested a motion to approve the minutes of the School Committee meeting on September 23, 2015. On a motion by Dr. Magee, seconded by Ms. Fryc, the School Committee voted unanimously to approve the amended minutes of the School Committee meeting on September 23, 2015.

### **XI. Executive Session**

Executive session was held prior to the meeting – see above.

### **XII. Information Enclosures**

None

### **XIII. Adjournment**

Mr. Samia requested a motion to adjourn the School Committee meeting for October 7, 2015. On a motion by Dr. Magee, seconded by Ms. Fryc the meeting was adjourned at 9:25 PM. On a roll call vote: Dr. Magee, yes; Ms. Canzano, yes; Ms. Fryc, yes; Mr. Samia, yes

Respectfully submitted  
Kimberlee Cantin, Clerk

Documents referenced:

- 1) SHS Class of 2015 Post-High School Plans Report and Slide Presentation
- 2) Student Concussions Report and Slide Presentation
- 3) Interscholastic Athletics Annual Report and Slide Presentation
- 4) Nursing Services Annual Report and Slide Presentation



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



ITEM NO: **XI. Executive Session**

MEETING DATE: **11/4/15**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee enter into executive session executive session for the purpose of a) discussing negotiations with the Shrewsbury Education Association, Unit A, & b) for the purpose of reviewing and/or releasing executive session minutes from a prior meeting?

**BACKGROUND INFORMATION:**

That the School Committee discuss the information presented and take such action as it deems to be in best interests of Shrewsbury Public Schools.

**ACTION RECOMMENDED:**

That the School Committee enter into executive session.

**STAFF AVAILABLE FOR PRESENTATION:**

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

ITEM NO: **XII. Adjournment**