



**School Committee
Meeting Book**

**April 27, 2016
7:00 pm**

**Town Hall
Selectmen's Meeting Room**



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**



**AGENDA
April 27, 2016 7:00pm
Town Hall—Selectmen’s Meeting Room**

<u>Items</u>	<u>Suggested time allotments</u>
I. Public Participation	7:00 – 7:10
II. Chairperson’s Report & Members’ Reports	
III. Superintendent’s Report	
IV. Time Scheduled Appointments:	
A. Student Recognition: Destination Imagination	7:10 – 7:20
B. Destination Imagination Travel to World Championships: Vote	7:20 – 7:30
V. Curriculum	
VI. Policy	
A. Update to Medication Policy: Second Reading & Vote	7:30 – 7:40
VII. Finance & Operations	
A. Beal Building Committee: Vote to Appoint Member	7:40 – 7:50
B. Athletic Fees: Vote	7:50 – 8:00
C. School Choice: Vote	8:00 – 8:20
D. Fiscal Year 2017 Budget: Discussion & Vote	8:20 – 8:45
VIII. Old Business	
IX. New Business	
X. Approval of Minutes	8:45 – 8:50
XI. Executive Session	
A. Negotiations: Represented and/or Non-Represented Employees	8:50 – 9:30
XII. Adjournment	9:30

Next regular meeting: May 4, 2016



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING



ITEM NO: I. Public Participation

MEETING DATE: 4/27/16

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 MEETING



ITEM NO: **IV. Time Scheduled Appointments** MEETING DATE: **4/27/16**
A. Student Recognition: Destination Imagination

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee recognize two teams from the Shrewsbury Destination Imagination (DI) program for their success in recent competitions?

BACKGROUND INFORMATION:

1. At a competition in March two DI teams received first place and second place awards at the state and regional levels.
2. The elementary team that one two first place awards at states and regionals consists of five team members, Shivani Gupta, Aashi Gupta, Medha Rakesh, Laasya Gattu and Shifali Maheshguru. Their challenge was titled "Musical Mashup".
3. The middle level team that one a first place at states and second place at regionals consists of grade 7 students, Aabia Hasan, Anusha Chatterjee, Saanvi Sood, Sneha Ramesh and Shalini Ambady. Their challenge was titled "Project Outreach; the Meme event".
4. Mr. Eric Craft, Destination Imagination Program Coordinator, students and team mangers will be available to discuss their challenges and answer questions from the Committee.

ACTION RECOMMENDED:

That the School Committee recognize two teams from the Shrewsbury Destination Imagination (DI) program for their success in recent competitions.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**



ITEM NO: **IV. Time Scheduled Appointments** MEETING DATE: **4/27/16**
B. Destination Imagination Travel to World Championships: Vote

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee vote to approve overnight travel for Destination Imagination teams to participate in the world championships?

BACKGROUND INFORMATION:

1. School Committee Policy #537 requires School Committee approval for school-sponsored trips in excess of two nights for the first or second time.
2. The enclosed information provides the required details of a trip for two teams to attend the global competition.
3. This is an optional enrichment trip that is not connected to any school academic requirement.

ACTION RECOMMENDED:

That the School Committee vote to approve overnight travel for Destination Imagination teams to participate in the global competition.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools

1. Educational or extracurricular purpose of trip.

The extracurricular purpose of this trip is to compete in the Global Destination Imagination competition. The teams have already competed and elementary team was placed 1st at the Regional and State competitions in March of 2016. The middle school team was placed 1st at the regional level and 2nd at the state level competition. The date of this competition is May 25th -May 29th.

Team 1 (Elementary Team)

Destination Imagination Info:

- DI Team Number: 119-77115
- Level: Elementary
- Challenge Name: Musical Mashup (Challenge E)
- Team Manager Names (Parent Volunteers): Anil Gupta, Mukesh Gupta, Vandana Gupta

School: Floral Street School

Grade: 3

Student Names: Shivani Gupta, Aashi Gupta, Medha Rakesh, Laasya Gattu, Shifali Maheshguru

Number of kids / team members: 5

Number of adults travelling (one per kid/team member): 5

Additional Parents/siblings will travel at their own cost

Mode of Transportation: Personal Cars

Date of Departure (from MA): Sunday, May 22nd, 2016

Date of Return (from TN): Sunday, May 29th, 2016

Location of Tournament: University of Tennessee, Knoxville, TN

Place of Stay: DI Housing - Either University of Tennessee (UT) Residence Halls or area hotels (decision is made by UT, and not by parents/team members).

Team 2 (Middle-level team)

Destination Imagination Info:

- DI Team Number: 119-68991
- Level: Middle
- Challenge Name: Project Outreach; The Meme event (Challenge F)
- Team Manager Names (Parent Volunteers): Amber Khan, Urmi Chatterjee

School: Oak Middle School

Grade: 7th

Student Names: Aabia Hasan, Anusha Chatterjee, Saanvi Sood, Sneha Ramesh, Shalini Ambady

Number of kids / team members: 5

Number of adults travelling (one per kid/team member): 5

Additional Parents/siblings will travel at their own cost

Mode of Transportation: Personal Cars/Rental cars

Date of Departure (from MA): Monday, May 23rd, 2016

Date of Return (from TN): Sunday, May 29th, 2016

Location of Tournament: University of Tennessee, Knoxville, TN

Place of Stay: DI Housing - Either University of Tennessee (UT) Residence Halls or area hotels (decision is made by UT, and not by parents/team members).

2. Curriculum unit or units related to these trips.

This trip will encourage problem solving, teamwork, and communication between peers. The students will interact with other Destination Imagination Teams from around the world, who have solved the similar challenges. To succeed at competition, our students will have to work together and hone their solution to the chosen challenge. This competition will allow the students to see many approaches to their same problem which will expand their technical knowledge and problem-solving skills. They will also meet teams from around the country who are the best teams from their respective state/country.

3. Proposed classroom preparation for the trip and proposed classroom follow-up after the trip.

The students have designed, built and performed a solution to a Destination Imagination challenge which started late in October 2015. The problem time-frame was from the end of October to the beginning of March. The teams have been meeting multiple times a week throughout the fall and winter, learning the skills required to solve their problem. Students are required to prepare and present their solution integrating with an entertaining skit at the tournament. Students have the opportunity to work on a self-chosen problem in a team environment while learning success and failure. Emphasis is placed on communication, collaboration and consensus building.

4. Destinations in detail:

Destination Imagination Global tournament in Knoxville, TN is approximately 14 hours away depending on traffic.

- *We intend to drive out from MA on Sunday, May 22, 2016 and arrive in Knoxville, TN on Monday afternoon. We will be stopping at a hotel midway somewhere around Washington DC/Virginia area.*
- *Housing at the tournament is decided by the organizers. Their housing consists of a combination of UT dorms and area-hotels that they have directly contracted with.*
- *Massachusetts Destination Imagination (MADI) state coordinators REQUIRE that all teams from MA must stay in housing provided by the "Global Finals" tournament organizers.*
- *The "Global Finals" tournament organizers will assign actual housing (dorms or area-hotels) after the team arrives at the tournament site, and completes "On-site registration".*
- *"On-site registration" and room assignment begins on Monday, 23rd May, 2016 starting at 2:00 PM.*
- *Hence, teams will not know which exact hotel or dorm room they will be staying in, until May 23, 2016.*
- *The tournament ends on Saturday, May 28th, 2016, night around 9PM.*
- *All teams are expected to checkout on Sunday morning (May 29th, 2016).*
- *We intend to start driving back on Sunday, May 29th, 2016, stop over midway at an area hotel. Continue rest of journey on Monday, May 30 (Memorial Day), and reach back home by Monday (May 30th, 2016) evening.*

5. Proposed dates and exact times of departure and return, including departure point and destination point.

See above and note.

6. Number of students participating.

We will have approximately 10 students traveling with us.

7. Number and names of adult supervisors and ratio of supervisors to students.

We will have at least one parent attending for each team member. Additional parents or siblings may also be attending.

1. Adults

Elementary Team

- a. Anil Gupta
- b. Mukesh Gupta
- c. Vandana Gupta
- d. Mahesh Guru Chandrashekaraiah
- e. Pashupathinath Gattu
- f. Rakesh Iyer

Middle Level team

- g. Amber Khan
- h. Urmi Chatterjee
- i. Sudhir Sood
- j. Sakthikumar Ambady
- k. Nalini Ambady
- l. Ramesh Narayanswamy

2. The ratio is about 1:1 students to adult, since at least parent is attending for each . All adult chaperones are CORI checked and fingerprinted.

8. Detailed itinerary including all aspects such as guided tours, sightseeing, free time, and any related matters.

See attached itinerary.

9. Sample form to be given parents describing trip in detail, describing school rules in effect, consequences of violation of school rules, and parental responsibility for costs of students sent home from the trip; this form must (and will) have a place for a parent's signature and must (will) be on file at the school.

The permission slip is attached.

During the Destination Imagination Globals and at all team events, students are held accountable for their actions. All students must follow the Shrewsbury Public Schools Handbook. If students are found in violation of the handbook, parents will be called and asked to take their child home, regardless of the location of the team.

10. Costs of trips per student.

These trips will cost \$750 per student. This cost includes housing and meals (3) in Knoxville, TN. There is additional cost of about \$350 per student. We will make every attempt for all team members to travel to our events. If there are any families that are unable to pay the travel cost, they must speak with Eric Craft no later than May 1st, 2016.

Final trip costs will be announced by April 20, 2016.

11. Sources of funding for the trips.

The competition entry fee will be paid by Shrewsbury Public Schools Destination Imagination department and the profits from our fundraisers. The travel fees are paid by the students' families with additional subsidy from team fundraising.

12. Any prerequisite accruing to the sponsor including prizes, stipends, tips, price reductions, gifts, or any other gratuities associated with acquisition of travel and/or accommodations.

There are no prizes, stipends, tips, price reductions, gifts or any other gratuities for the sponsors.

13. Any trip requiring travel outside the U.S. or more than one night lodging, will have an evening preparatory meeting between chaperones and parents at least three (3) weeks in advance. (Not applicable at this time.)

We will have a mandatory travel meeting for parents and students in April to prepare for the trip. We will also have chaperone training as well for all chaperones traveling with the team to go over rules and expectations.

14. Parents must release the school department and employees from liability arising out of the trip. Release forms will be on file in all building Principal's offices.

We will use the parent release form that has been approved by counsel and used for all school activities over the years. (See attached)

15. Provisions so that all members of the class or group have a realistic opportunity to participate.

The Destination Imagination Teams must all work together to solve their problem and are graded both on teamwork and their solution to the problem.

If there are any families unable to pay the travel cost, they will speak with Eric Craft. Eric will be the only one who knows about this. There have been multiple Team Travel meetings organized during the month of March, 2016 to discuss logistics.

Destination Imagination Globals Itinerary

May 22, 2016, Sunday: People driving in personal/rental cars leaving Shrewsbury MA

May 23, 2016, Monday:

- Some leaving Shrewsbury MA,
- Those who started on Sunday arrive in Knoxville, TN

May 24, 2016, Tuesday: Arriving Knoxville, TN

May 24, 2016, Tuesday: Team Managers' Meeting

May 25, 2016, Wednesday: Opening Ceremony

May 25-28, 2016: Events at Global Finals

May 28, 2016, Saturday: Closing Ceremony

May 29, 2016, Sunday:

- Arrive at Shrewsbury MA
- Those driving personal cars start driving

May 30, 2016: People driving, arrive at Shrewsbury, MA

Students will have school access to call home via accompanying parent or chaperon, if they do not have a cell phone.

Shrewsbury High School
Field Trip Permission Form

I give my permission for my child _____ to attend the trip to the Destination Imagination Global Tournament at the University of Tennessee (Knoxville, TN) from May 23 – May 29, 2016. Students will be traveling with parent team managers and chaperones using private vehicles.

Shrewsbury Public Schools Parental Consent, Release from Liability and Indemnity Agreement

We the undersigned father/mother or guardian(s) of _____ a minor, do hereby consent to his/her participation in a voluntary field trip and do forever RELEASE, acquit, discharge, and covenant to hold harmless the Town of Shrewsbury, a municipal corporation of the State of Massachusetts, and its successors, departments, officers, employees, servants and agents, of and from any and all actions, causes of actions, claims, demands, costs, loss of services, expenses and compensation on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damages which we/I may now or hereafter have as the parent(s) or guardian(s) of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after he/she has reached his/her majority resulting or to result from his/her participation in the Shrewsbury Public Schools voluntary programs; FURTHERMORE, we/I hereby agree to protect the Town of Shrewsbury and its successors, departments, officers, employees, servants, and agents, against any claims for damages, compensation or otherwise on the part of said minor growing out of or resulting from injury to said minor in connection with his/her participation in and travel to and from this Shrewsbury Public Schools voluntary field trip program, and to INDEMNIFY, reimburse or make good to the Town of Shrewsbury or its successors, departments, officers, employees, servants and agents any loss of damages or costs, including attorney's fees, the Town or its representatives may have to pay if any litigation arises from said minor's intentional, grossly negligent, or reckless acts or omissions while participating in said programs. I/we acknowledge that transportation for this voluntary trip is being provided through private automobiles being driven by parent managers and/or chaperones.

Should illness or accident occur during the event or during travel to and from the event, I will not hold Shrewsbury Public Schools or its employees, any of our sponsors or their employees or any adult supervisor liable for any medical or additional expenses. I give my permission for any medical attention to be given if my child becomes injured or ill. I will also not hold Shrewsbury Public Schools or its employees, any of our sponsors or their employees or any adult supervisor liable for any loss of personal property.

All rules pertaining to behavior and attendance as outlined in the Student Handbooks for the students' level are strictly enforced at all times. Any student violating any rules in the Student Handbook will be subjected to the appropriate discipline upon his/her return to school. If necessary, disciplinary actions will also be taken while students are still on the trip including being sent home immediately. The student's family will be responsible for expenses required to send a student home should it be determined necessary.

I/We acknowledge that the Superintendent of Schools may, for any reason the Superintendent deems is in the best interests of those traveling and the school district, decide to withdraw approval for this trip at any time prior to the trip's start date, or may require students, leaders, and chaperones to return from the trip early. If approval is withdrawn by the Superintendent prior to or during the trip, the Shrewsbury Public Schools shall not be liable for refunding any funds expended by families for the trip; for this reason, families may wish to purchase private travel insurance.

Date	Signature of Parent or Guardian	Student Signature
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Please print name of Parent or Guardian: _____

Medical Authorization Form

Student Name _____ Age _____ DOB _____

Address _____ Home Phone _____ Cell Phone _____

Guardian or Mother's Name _____ Work Phone _____

Guardian or Father's Name _____ Work Phone _____

Student lives with: Mother ___ Father ___ Other ___ (relationship) _____

Insurance Carrier Name _____

Card Number _____

Does the carrier have to be informed before treatment, in case of medical emergency?

YES _____ NO _____

If so, please give insurance carrier telephone number and any special instructions or procedures that must be followed:

() _____

Emergency Contact _____

Emergency Contact Phone _____

Please list any allergies (to food, medication, insect bites, etc.)

Please list any medication that your child will be taking during school trip:

Prescription: _____

Over the counter: _____

Are there any medical conditions that we should know about? YES ___ NO ___ If so, please describe:

In the event that you cannot be reached, please give names of at least two people who could be contacted in case of an emergency.

Name _____ Home () _____

Relationship _____ Work () _____

Mobile () _____

Name _____ Home () _____

Relationship _____ Work () _____

Mobile () _____



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**



ITEM NO: **V. Curriculum**

MEETING DATE: **4/27/16**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**



ITEM NO: **VI. Policy**

MEETING DATE: **4/27/16**

A. Update to Medication Policy: Second Reading & Vote

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear the second reading of an updated policy on medication and vote to approve the proposed changes?

BACKGROUND INFORMATION:

1. At the April 6, 2016 meeting, draft language to update Policy #643: Administration of Non-Psychotropic Medication was presented to the Committee.
2. The updated policy language is under review by counsel, who will provide feedback prior to the meeting date.

ACTION RECOMMENDED:

That the School Committee hear the second reading of the updated policy and vote to approve the updated policy.

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:

Ms. Erin Canzano, Member of the Subcommittee on Policy
Mr. Jon Wensky, Member of the Subcommittee on Policy
Dr. Joseph M. Sawyer, Superintendent of Schools

Administration of Medication Policy
Draft for School Committee Review: March 23, 2016

*Draft revision to Policy #643: Administration of Non-Psychotropic Medication
(Suggest change title of policy to “Administration of Medication”)*

The Shrewsbury Public Schools will provide for the dispensation of medications as follows:

- 1) School nurses may dispense certain stock medications to students (including over-the-counter medications such as acetaminophen, motrin, etc.) provided that parents have provided consent. A list of these medicines, which will be authorized through standing orders from the School Physician, will be provided to parents for review and consent.

- 2) School nurses shall dispense medications to students that are prescribed by a physician and require administration during school hours. The physician must provide an order that includes written certification of the student’s legitimate medical need, the medication which is required, and verification that it must be administered during regular school hours by a school nurse.

- 3) Certain medications for emergency use, such as epinephrine pens to treat anaphylaxis, naloxone to treat opioid overdoses, or similar medications, may be administered by a school nurse, or by a trained individual where law allows, to individuals who present with symptoms regardless of whether a physician’s order exists, as the condition may be undiagnosed. Under the direction of the School Physician and the Director of School Nursing, each school will procure a stock supply of such emergency medications that may be needed for undiagnosed individuals, such as epinephrine pens or naloxone, so as to have enough on hand at the school to address at least two simultaneous administrations of such medication. The Director of School Nursing, in consultation with the Superintendent or designee, will also determine whether and how to provide access to such medication by individuals who leave the school campus during school hours for field study.

- 4) Students who are already diagnosed with the potential need at school for such medication as listed in #3 above, such as an allergy that could cause anaphylaxis, must provide a physician’s order for the emergency medication to the school nurse. In cases where the school has such emergency medication in stock, parents of students who are prescribed such medications will not be required to provide personal doses of

medication for their child's potential use in an emergency at school. This exception is provided as an opportunity for families to potentially save on the expense of purchasing multiple doses of emergency medication (such as multiple epinephrine pens), since the school will already have a supply on hand, it is rare that this medication is required to be administered, and rarer still that multiple individuals would need doses at the same time. However, parents may opt to send in the emergency medication specific to their child if that is their preference.

5) The school nurse, parents, student's physician, and, where appropriate, school administration, may determine on a case-by-case basis whether a student may carry a personal, prescribed emergency medication on his or her person for potential self-administration, such as an epinephrine pen or asthma inhaler. Typically this option will apply to students in grade seven or above, although students younger than seventh grade may be included if deemed appropriate.

6) During school activities that take place during times when the school nurse is not on duty, only medications that may legally be administered by trained staff, rather than a school nurse, may be administered. The School Physician and Director of Nursing, in consultation with the Superintendent or designee and the Director of Extended Learning, will determine whether a stock supply of such emergency medication will be provided for activities that take place when school nurses are not on duty, such as extended school care programs, athletics, etc., with the understanding that it is not feasible to provide stock medication for the myriad activities that take place outside of the regular school day. The carrying of a personal, prescribed emergency medication as described in #5 above may be encouraged for students who participate in such programs where school nursing care is not available.

7) The provision of any stock supply of medication by the school district is subject to appropriation of sufficient funding by the School Committee. The Nursing Department will communicate availability of such stock medication and any changes to what stock medication is available to students, staff, and families as necessary.

This policy will be reviewed within five years of its last revision.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**



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

MEETING DATE: **4/27/16**

A. Beal Building Committee: Vote to Appoint Member

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee vote to appoint a School Committee member to the Beal Building Committee?

BACKGROUND INFORMATION:

1. In January, the Massachusetts School Building Authority (MSBA) voted to authorize a potential building project to address the building and space needs of the district connected with the Beal Early Childhood Center.
2. At the Special Town Meeting on April 13, a warrant article which involved the formation of a building committee for the Beal project was approved, and this committee shall include one member of the School Committee.
3. Per School Committee Policy #115, the School Committee must vote to appoint a single member to represent the School Committee at other external committees, such as a building committee (see enclosure for full policy).

ACTION RECOMMENDED:

That the School Committee vote to appoint a member of the School Committee to the Beal Building Committee.

STAFF AVAILABLE FOR PRESENTATION

Dr. Joseph M. Sawyer, Superintendent of Schools

POLICY FAMILY	MEMBERSHIP AND ORGANIZATION (BYLAWS)	111-113
<p style="text-align: center;"><u>111.</u></p> <p style="text-align: center;">Membership</p> <p style="text-align: center;">Adopted 2/7/79</p>	<p>1. The Shrewsbury School Committee shall be composed of five members.</p> <p>2. To be eligible to serve on the School Committee, a person must be a registered voter and a resident of the Town of Shrewsbury. A person may not serve on the School Committee and at the same time be a paid employee of the School Committee.</p> <p>3. The term of office is three years. A School Committee member begins his term of office on the day after his or her election and after taking the oath of office for public officials.</p> <p>4. An existing School Committee member terminates his or her duties upon the qualification of a newly elected member to the School Committee or by resignation.¹</p> <p style="text-align: center;"><u>1GL, Ch.41, S.109.</u></p>	
<p style="text-align: center;"><u>112.</u></p> <p style="text-align: center;">Meeting for Organization</p> <p style="text-align: center;">Adopted 2/7/79 Amended 1/17/01</p>	<p>1. The School Committee shall organize and elect a chairperson and officers annually, at the first meeting following town election. This meeting shall be held on the next regularly scheduled meeting following the annual election of town officers, unless otherwise voted by the School Committee. The officers to be elected at this meeting are: Chairperson, Vice-Chairperson, and Secretary.</p> <p>2. The members shall be called together at the organization meeting by the Superintendent of Schools. The Superintendent shall accept nominations for Chairperson of the Committee and turn the meeting over to the Chairperson after that election has been held.</p>	
<p style="text-align: center;"><u>113.</u></p> <p style="text-align: center;">Duties of Chairperson, Vice Chairperson and Secretary</p>	<p>1. The Chairperson shall preside at all meetings of the School Committee. In the absence of the Chairperson, the Committee shall be called to order and presided over by the Vice-Chairperson.</p> <p>2. The following, in general, are the duties of the Chairperson:</p> <ul style="list-style-type: none"> a. To call the meeting to order at the appropriate time. b. To preside at all meetings. "Presiding" includes: announcing the order of business; stating and putting to a vote all questions regularly moved; allowing for adequate discussion and debate on all matters which properly come before the committee; enforcing the observance of order and procedure; announcing the result of any vote taken; and, subject to appeal, deciding all question of order and procedure. c. To represent and stand for the School Committee, declaring its will and obeying its decisions.¹ <p>3. The duties of the Secretary are:</p> <ul style="list-style-type: none"> a. The Secretary shall review the minutes of regular and special meetings of the Committee. b. The Secretary shall sign diplomas of graduating high school seniors. <p style="text-align: center;"><u>1. Adapted from Robert's Rules of Order Newly Revised. Pages 376 and 377.</u></p>	

POLICY FAMILY	MEMBERSHIP AND ORGANIZATION (BYLAWS)	114-115
<p style="text-align: center;"><u>114.</u></p> <p style="text-align: center;">Duties of Clerk</p> <p style="text-align: center;">Adopted 2/7/79</p>	<ol style="list-style-type: none"> 1. The Superintendent's secretary will serve as clerk for School Committee meetings. 1. Clerk 2. The clerk will prepare a correct record of the minutes of regular and special meetings of the Committee. 3. At the direction of the Committee, the clerk shall conduct correspondence for and in the name of the Committee. 4. The clerk will safeguard the old and current minutes of the Committee. 5. The clerk will fulfill any other functions or carry out any other directives as voted on and ordered by the School Committee. 	
<p style="text-align: center;"><u>115.</u></p> <p style="text-align: center;">Sub-Committees and Other Appointed Working Groups</p> <p style="text-align: center;">Adopted 2/7/79 Amended 1/17/01 Amended 10/3/01 Amended 2/11/04</p>	<ol style="list-style-type: none"> 1. The Chairperson or School Committee may form subcommittees of the school committee at any time during the year. Such subcommittees will consist of at least one School Committee member but less than a quorum of the full School Committee. In the event that a subcommittee includes administration and staff members, the School Committee will consult with the Superintendent. 2. The authority of the subcommittee, and the responsibility of its members, will be determined when the subcommittee is established. The authority and responsibility of a subcommittee may be revised by a vote of the School Committee. Subcommittee cannot be delegated authority to act in matters that require a vote of the School Committee. 3. The School Committee may appoint citizens and/or staff (in consultation with the Superintendent) to non-binding advisory committees to study school related concerns. An advisory committee should be given its charge in writing. The School Committee may support an advisory committee by authorizing the use of school personnel, permitting the use of paid consultants and underwriting other expenses. The Chairperson of the School Committee may appoint a School Committee liaison to such advisory committees. Provisions shall be made for the group to make interim and final reports to the School Committee. 4. Single members of the School Committee or the Superintendent may be appointed by a vote of the School Committee to represent the body at other external committees or groups (e.g. Building Committee, MASC, etc.). To the extent appointees hold a vote on such a committee, they will consult with the School Committee on significant issues and vote in a manner that represents the prevailing view and goals of the School Committee. If the appointee is to take action which binds the School Committee, authority for such action must be voted by the School Committee. The appointee will agree that its authority and appointed position are conditional and may be revoked by a vote of the School Committee. 	



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING



ITEM NO: **VII. Finance & Operations**
B. Athletic Fees: Vote

MEETING DATE: **4/27/16**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee vote on one of the proposed options for the athletic fees?

BACKGROUND INFORMATION:

1. At the April 6, 2016 meeting, Mr. Collins provided information outlining the existing fee structure for high school athletics. He also included two proposed options for the School Committee to review as part of the overall budget mitigation process as well as comparison costs from other districts.
2. The administration is recommending a modest increase of \$10/sport from \$290 to \$300 and a \$5 increase to the fee for students eligible for free/reduced price lunch. These students would pay \$30 instead of \$25.

ACTION RECOMMENDED:

That the School Committee vote to increase the Shrewsbury High School athletic fee to \$300 per sport with a \$900 family cap, and to increase the fee per sport for students eligible for free or reduced lunch to \$30 per sport.

STAFF AVAILABLE FOR PRESENTATION:

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



Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

15 March 2016

To: School Committee

Subj: REPORT AND OPTIONS FOR FY17 ATHLETIC AND ACTIVITY FEES

Background Information

The current high school athletics and middle/high activity fees have been in place since the 2008-2009 school year. The fee schedule is detailed in the table below.

Category	Fee	Family Cap	Free/Reduced Eligible	Notes
High School Athletics	\$290/sport	\$870/year [3 times the fee]	\$25/sport or waived as circumstances warrant	
High School Activities	\$100/year	\$300/year [3 times the fee]	Waived	Can join as many activities as desired
Middle School Activities	\$50/year	\$150/year [3 times the fee]	Waived	Can join as many activities as desired

The committee charged the administration to review all fees as part of the FY17 budget development process. Previously, the committee received a comprehensive statewide listing of public school fees titled "Massachusetts Public Schools Survey of Fees" dated June 23, 2015.

Generally, we view our athletics program and all the clubs and school sponsored activities as a vital component of a student's overall educational program despite the fact that most of these offerings occur outside the regular school day.

Activity Fee

We are recommending no change in the middle or high school activity fees for FY17. Fees collected each year fund a portion of the club/activity advisor stipends for each school. Listed below is some recent financial history and budget for FY17.

School	FY15	FY16 YTD	FY17 Budget
Sherwood Middle	\$33,250	\$35,400	\$33,000
Oak Middle	\$22,750	\$24,900	\$22,000
High School	\$42,875	\$44,000	\$42,000
Total	\$98,875	\$104,300	\$97,000

High School Athletics Fee

Given the potential impact of reduced participation with a fee increase, we have devised two options for the School Committee to review as part of the FY17 budget process. First is a “status quo” option and the second is a modest increase of \$10/sport from \$290 to \$300 and increasing the fee for students eligible for free/reduced price lunch by \$5, from \$25 to \$30. The finances related to each option are detailed below. Like most of us, Mr. Bazydlo and Mr. Costa would prefer not to raise fees. However, they understand our budget dilemma and are supportive of either option.

It is recommended that the committee discuss the attached options at your March 23rd meeting and make a decision on these fees in April as part of the overall budget mitigation plan.

Option #1- Status Quo		Maintain fee at \$290/sport with \$870 Family Cap
FY17 Revenue Budget	\$ 318,000	
Expected participants	1,200	
Avg. Receipt/Participant	\$ 265	Net=91% of the \$290 due to Family Cap and Free/Reduced fee of \$25/sport

Option #2		Increase fee from \$290 to \$300/sport with \$900 Family Cap
		Increase Free/Reduced fee to \$30/sport
Expected participants	1,200	No attrition projected due to increase being relatively small
Avg. Receipt/Participant	\$ 265	Due to Family Cap and Free/Reduced fee of \$30/sport
Percent General Fee Increase	3%	
Avg. Revenue/Participant	\$ 273	
Projected Revenue	\$ 327,540	With 1,200 participants
Increase Over Option #1- Status Quo	\$ 9,540	Allocate towards overall budget mitigation plan- and online pay processing
		Reduce Athletics appropriations budget

Attached is a listing of the larger school districts in the Mid-Wachusett League.

Athletic Fee Survey

Mid-Wach League, larger schools

School	Full Fee	Reduced Lunch	Free Lunch	Family Cap	Hockey
Algonquin Regional High School	\$200/season	\$0	\$0	\$900	\$200, \$900/family
Ayer-Shirley Regional High School	\$200/season			\$400	
Fitchburg Public Schools	\$50/season	\$0	\$0	No	\$50
Gardner Public Schools	\$100/season			\$400	
Leominster Public Schools	\$115/season	\$57.50/season	\$0	Second child same season 1/2, 3rd child \$0	\$190
Marlborough Public Schools	\$150/year	\$75/year	\$0	\$300/family	\$150/yr & \$300/family
Nashoba Regional High School	\$190/season (some variation by sport)	\$0	\$0	No	\$390
North Middlesex Regional High School	Various	\$0	\$0	No	\$390
Oakmont Regional High School	\$295/season		\$0	No	
Quabbin Regional High School	\$210/season	\$28	\$0	No	No
Shrewsbury Public Schools	\$290/season	\$25	\$25	\$870	
Tahanto Regional High School	\$250/season	Submit Request	Submit Request	\$600	No
Tyngsborough High School	\$300 1st sport \$200 2nd sport \$100 3rd sport	\$0	\$0	No	
Wachusett Regional High School	\$250/season	\$125	\$0	\$350 \$175 reduced cap	



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING



ITEM NO: **VII. Finance & Operations**
C. School Choice: Vote

MEETING DATE: **4/27/16**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee vote to open limited seats for inter-district school choice for the 2016-2017 school year?

BACKGROUND INFORMATION:

1. The Shrewsbury Public Schools has only participated in school choice in the past on a limited basis when the capacity existed to enroll students without requiring additional resources.
2. The budget mitigation plan presented on April 6 included the assumption of revenue from limited acceptance of students through school choice. This recommendation will be presented in more detail at the April 25 public hearing.

ACTION RECOMMENDED:

That the School Committee vote to open limited seats for inter-district school choice for the 2016-2017 school year as follows:

- A maximum of 9 seats in Grade 2
- A maximum of 6 seats in Grade 4
- A maximum of 5 seats in Grade 5
- A maximum of 10 seats in Grade 6

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools
Mr. Patrick C. Collins, Assistant Superintendent for Finance & Operations

Shrewsbury Public Schools

School Choice Hearing and Recommendation

2016-2017

Dr. Joseph M. Sawyer

Superintendent

Topics

- State Law MGL c.76 s. 12B
- Program Administration
- Rights and Responsibilities of Accepted Students
- Projected Class Size Impact
- Projected Fiscal Impact
- Recommendation

State Law MGL c.76 s. 12B

- All Massachusetts school districts are required to accept the inter-district School Choice Program unless they vote annually to opt out by June 1st.
- On an annual basis, school districts may opt out completely or opt-in on a limited basis determined by the School Committee

Program Administration

- School districts must report their vote each year to the Department of Elementary and Secondary Education [DESE]
- If a district accepts School Choice students, they are responsible for communicating this to prospective parents/students
- If a limited number of seats are available and more students are interested than available seats, the school district must select students on a random basis without discrimination
- Receiving Districts must notify both D.E.S.E. and the Sending Districts of enrolled students
- The Receiving District may bill the Sending District for any special education services provided to School Choice children
- School Choice students who require an out-of-district placement become the financial responsibility of their resident district

Non-Discrimination Requirement

- *“...no school committee shall discriminate in the admission of any child on the basis of race, color, religious creed, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need or academic performance or proficiency in the English language.”*

Rights and Responsibilities of Accepted Students

- Once enrolled in a “*receiving district*”, a School Choice student has the right to continue attendance through grade 12.
- School Choice students have the same rights to all educational and co-curricular programs as resident students under the same terms and conditions
- Receiving Districts are not required to provide School Choice students with transportation

Overview Recommendation

- Grades 5 and 6; Sherwood Middle School
 - 15 students total
- Grades 2 and 4; Paton Elementary and Spring Street Elementary Schools
 - 15 students total between the two schools

Projected Class Size Impact: Sherwood Middle School

Without School Choice			
	Projected Enrollment	Classrooms	Projected Class Size Average
Grade 5	482	20	24.1
Grade 6	478	20	23.9

With School Choice					
	Projected Enrollment	School Choice Students	Revised Enrollment Projection	Classrooms	Projected Class Size Average
Grade 5	482	5	487	20	24.4
Grade 6	478	10	488	20	24.4

Projected Class Size Impact: Spring Street School

Without School Choice			
	Projected Enrollment	Classrooms	Projected Class Size Average
Grade 1	74	4	18.5
Grade 2	78	4	19.5
Grade 3	68	3	22.7
Grade 4	85	4	21.3

With School Choice					
	Projected Enrollment	School Choice Students	Revised Enrollment Projection	Classrooms	Projected Class Size Average
Grade 1	74	0	74	4	18.5
Grade 2	78	5	83	4	20.8
Grade 3	68	0	68	3	22.7
Grade 4	85	2	87	4	21.8

Projected Class Size Impact: Paton School

Without School Choice			
	Projected Enrollment	Classrooms	Projected Class Size Average
Grade 1	74	4	18.5
Grade 2	78	4	19.5
Grade 3	68	3	22.7
Grade 4	85	4	21.3

With School Choice					
	Projected Enrollment	School Choice Students	Revised Enrollment Projection	Classrooms	Projected Class Size Average
Grade 1	76	0	76	4	19.0
Grade 2	79	4	83	4	20.8
Grade 3	92	0	92	4	23.0
Grade 4	83	4	87	4	21.8

Projected Fiscal Impact

Grade Level	Students	Notes
Grade 2	9	
Grade 4	6	
Grade 5	5	
Grade 6	10	
Maximum Allowed	30	
Expected 75% FTE Enrollment	22.5	Not fill all seats all year
Annual Tuition Received per Student	\$ 5,000	Set by State Law
Budgeted Total Revenue	\$ 112,500	Funds used to offset teacher salaries
[22.5 FTE x \$5,000]		

Recommendation

- Vote to allow limited School Choice on the following basis for the 2016-2017 school year:
 - Grade 2: 9
 - Grade 4: 6
 - Grade 5: 5
 - Grade 6: 10
- Total 30



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**



ITEM NO: VII. Finance & Operations

MEETING DATE: 4/27/16

D. Fiscal Year 2017 Budget: Discussion & Vote

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee discuss the Fiscal Year 2017 Budget and vote to approve the recommendation?

BACKGROUND INFORMATION:

1. Dr. Sawyer and Mr. Collins will provide updated information regarding the administration's recommendation at the public hearing on April 25.
2. Based on this updated information, the School Committee will be asked to vote a recommended School Department Fiscal Year 2017 Budget for Town Meeting approval.

ACTION RECOMMENDED:

That the School Committee discuss the Fiscal Year 2017 Budget and vote a recommended School Department Fiscal Year 2017 Budget for Town Meeting approval.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools

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



Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

18 March 2016

To: School Committee

Subj: FY2016 BUDGET STATUS UPDATE

Attached is a FY16 Budget Status Update and Year End Forecast. 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.

For context it is important to note that reported expenditures and encumbrances are as of 3/14/2016 which is approximately 71% of the way through our fiscal year but only 64% into the school year.

At this juncture, I would continue to 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 transportation and tuition accounts. With the exception of Category A3 [Aides/ABA/Paraprofessionals], we are running slightly over budget, on a percentage basis, on all of our payroll accounts. We have made some budget adjustments in our FY17 plan to account for trends in substitute and Summer Special Education payroll budgets .

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 March 2016] 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. The Vocational Tuition Category is under budget due to lower than expected enrollment, especially for the grade 9 students.

At this point, the forecast predicts a modest surplus of approximately \$145,000 or .2% of our overall plan. This could help us as we approach the final stage of the FY17 Budget Process by being a component of an overall budget reduction plan.

Finally, it is important to note that I will continue to closely monitor our expenditures as we progress through the remaining months of the fiscal year and I will make another report to the committee in early June.

Shrewsbury Public Schools
 FY2016 Operating Budget
 As of March 15, 2016

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	\$ 2,007,359	\$ -	\$ 675,643	\$ 2,688,408	\$ (5,406)	-0.2%	Running close to budget
A2	Unit A (Teachers & Nurses)	\$ 35,852,053	\$ 20,506,731	\$ -	\$ 15,345,322	\$ 35,917,000	\$ (64,947)	-0.2%	Running close to budget
A3	Aides/ABA/Paraprofessionals	\$ 5,743,235	\$ 3,425,149	\$ -	\$ 2,318,086	\$ 5,653,773	\$ 89,462	1.6%	Running close to budget
A4	Secretaries, Technology & Other Non-Represented	\$ 1,800,394	\$ 1,201,116	\$ -	\$ 599,278	\$ 1,850,420	\$ (50,026)	-2.8%	OT and add'l regular time to meet deadlines
A5	Substitutes - Daily, Long Term & Sub Nurses	\$ 770,600	\$ 473,144	\$ -	\$ 297,456	\$ 810,600	\$ (40,000)	-5.2%	Over budget on long-term subs.
A6	Other Wages (See Note 1)	\$ 596,412	\$ 595,135	\$ -	\$ 1,277	\$ 746,412	\$ (150,000)	-25.2%	Over budget for Summer SPED and extra duty
A7	Employee Benefits	\$ 273,602	\$ 137,375	\$ -	\$ 136,227	\$ 351,602	\$ (78,000)	-28.5%	Sick Leave Buy-Back over \$55K and Tuition Reim over \$22K
B1	Regular Education & Voke Transportation	\$ 1,983,862	\$ 1,184,892	\$ 788,507	\$ 10,463	\$ 1,981,862	\$ 2,000	0.1%	Regular Day under budget \$28K and Athletics over budget \$26K
B2	Special Education Transportation	\$ 343,365	\$ 160,268	\$ 131,424	\$ 51,673	\$ 293,365	\$ 50,000	14.6%	Shifted some Summer Prog. busing to grant
C1	Special Education Tuitions (See Note 2)	\$ 3,171,843	\$ 2,426,834	\$ 424,601	\$ 320,408	\$ 2,951,435	\$ 220,408	6.9%	Net of \$3.96M in Circuit Breaker. Assumes \$100K more in new expense.
C2	Vocational Tuitions	\$ 2,239,245	\$ 1,019,264	\$ 1,013,468	\$ 206,513	\$ 2,032,732	\$ 206,513	9.2%	Budgeted 135 students. Have 119 as of 2/1
D1	Administrative Contracted Services	\$ 464,814	\$ 347,200	\$ 122,130	\$ (4,516)	\$ 507,314	\$ (42,500)	-9.1%	Over budget on copier leases and facility rental
D2	Educational Contracted Services	\$ 638,840	\$ 331,195	\$ 260,677	\$ 46,968	\$ 631,495	\$ 7,345	1.1%	Running close to budget
D3	Textbooks/Curriculum Materials	\$ 297,431	\$ 181,209	\$ 5,984	\$ 110,238	\$ 297,431	\$ -	0.0%	Expect to be on budget at year end
D4	Professional Development	\$ 226,317	\$ 158,954	\$ 22,942	\$ 44,421	\$ 226,317	\$ -	0.0%	Expect to be on budget at year end
D5	Educational Supplies & Materials	\$ 236,888	\$ 148,408	\$ 45,555	\$ 42,925	\$ 236,888	\$ -	0.0%	Expect to be on budget at year end
D6	Other Miscellaneous (i.e. Off. Supp., Ref. Mat.)	\$ 614,264	\$ 434,823	\$ 83,960	\$ 95,481	\$ 614,264	\$ -	0.0%	Expect to be on budget at year end
D7	Equipment	\$ 439,348	\$ 457,841	\$ 60	\$ (18,553)	\$ 439,348	\$ -	0.0%	Expect to be on budget at year end
D8	Utilities - Telephone Exp.	\$ 80,000	\$ 55,080	\$ 652	\$ 24,268	\$ 80,000	\$ -	0.0%	Expect to be on budget at year end
Total FY16 Budget:		\$ 58,455,515	\$ 35,251,977	\$ 2,899,960	\$ 20,303,578	\$ 58,310,666	\$ 144,849	0.2%	
Percent		100%	60.3%	5.0%	34.7%	99.8%			

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 MEETING**



ITEM NO: **VIII. Old Business**

MEETING DATE: **4/27/16**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**



ITEM NO: IX. New Business

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**



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

MEETING DATE: **4/27/16**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee approve the minutes of the School Committee meeting on February 24, 2016?

BACKGROUND INFORMATION:

1. The minutes will be provided under separate cover.

ACTION RECOMMENDED:

That the School Committee approve the amended minutes of the School Committee meeting on February 24, 2016.

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, February 24, 2016

Mr. John Samia, Chairperson; Ms. Sandy Fryc, Vice Chairperson; Ms. Erin Canzano, Secretary; Dr. B. Dale Magee, and Mr. Jon Wensky; 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

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

I. Public Participation

None

II. Chairperson's Report and Members' Reports

None

III. Superintendent's Report

Dr. Sawyer announced that the SHS Quiz Team would be competing against Chelmsford High School on the WGBH Quiz Show on Channel 2 on February 27 at 6PM. He invited the public to tune in and wished them luck. He also mentioned the SHS Speech and Debate team have had several recent successes. He noted they once again placed first in a competition at Milton Academy and they would be hosting their annual Mardi Gras tournament at SHS on February 27. He next announced the annual spring musical, "Urinetown", would be presented on March 3, 4 & 5 and tickets were on sale through the high school website, and that the annual competition play, "Getting Out" would also be presented to the public at Oak on February 25, 2016, before going to the state competition. Then, Dr. Sawyer recognized the following athletic accomplishments: SHS student, Class of 2016, Erin Kean, who took the silver medal for the breast stroke, where she also holds the SHS record; and the ski team, boys and girls hockey teams, gymnastics, cheerleading, indoor track, and boys basketball teams would be heading to various district and state play offs. He wished them all good luck. Finally, he congratulated the students who participated in the Black History Month presentation, which he indicated was a compelling set of performances.

V. Curriculum

None

VI. Policy

None

VII. Finance and Operations

A. FY17 Curriculum-Technology Budget: Report

Ms. Mary Beth Banios, Assistant Superintendent for Curriculum and Instruction, Mr. Brian L'Heureux, Director of Information Technology and Ms. Shawna Powers, Director of Instructional Technology and Media Services presented a fiscal year 2017 curriculum and technology budget report that highlighted

how curriculum and technology are increasingly integrated. They discussed student motivation, the types of digital instructional tools utilized and how innovative student work is achieving the goals of the 1:1 initiative. They provided numerous examples of student work that illustrated the increased amount of collaboration and problem-solving that is happening in classrooms. In regards to communicating information to families, Ms. Banios demonstrated how Ms. Carol Virzi, 5th grade ELA/Social Studies teacher and Teacher Leadership intern has created a digital version of the parent handbook that is more easily approachable. Then Ms. Banios provided an example of efficiency in instruction by using an example instituted by Ms. Jean Marie Johnson, Director of high school Mathematics, whose department is piloting an instructional tool called “Aleks” to collect information that enables targeted, personalized learning for individual students. Ms. Banios reviewed the number of ways technology has impacted finances including decreased printing and copying costs, no cost digital materials, reduced clerical tasks, and redeployment of curriculum apps, etc. Next, they provided examples of ways the district can utilize technology to increase efficiency in communication, instruction and finances.

Ms. Banios, Ms. Powers and Mr. L’Heureux addressed the desire to expand the technology program to include grades 1-4 without impacting the town budget. They indicated that the 4th grade pilot program which was funded entirely by parents and community donations from outside events such as the Garden Party, has been testing the option of having one iPad for every two students in order to create a smoother transition into the 1:1 environment at the 5th grade level. Ms. Powers highlighted the ways in which technology is enhancing learning for the 4th grade students in the pilot program. He provided information on the various options explored before explaining the recommendation for the best available option.

Ms. Banios noted that the important aspects of the curriculum and instruction budget are: 1. texts and instructional equipment are shifting to software, 2. the possibility of shifting mentor stipends to Title IIA grant, and 3. details for the curriculum development and professional development line item budgets are under development.

Next, Mr. L’Heureux provided a long range overview of the appropriated budget. He noted there are four main drivers behind the increase in the technology budget for FY17 with the largest being the purchase of iPads for the incoming grades 5-9 students to stay on track with the plan to maintain the four-year replacement cycle. The other three are the purchase of cases, maintenance for Wi-Fi access points, and networked storage array maintenance.

Committee members asked where the district stands in preparing our students for future success with our technology instruction curriculum; how the district is planning for sustaining the program, and whether the district is assessing other means of technology other than the iPad. Committee members commented on the effectiveness of the program so far and thanked the presenters for their efforts and excellent report.

B. Fiscal Year 2017 Budget Recommendation: Public Hearing

Mr. Samia provided a brief background of the budget development process, the legal requirements for obtaining public feedback regarding the proposed recommendation and the protocol expected. One community member asked where the public can find detailed information about the proposed budget and the existing budget gap, and another resident commented about concerns in addressing the challenges that exist regarding the needs of the School Department as well as all municipal departments.

C. Fee Adjustment Recommendation: Discussion

Prior to Mr. Collins discussing recommendations regarding fee adjustments to address the budget deficit, he highlighted the introduction of the online payment option for bus fees and the cost to implement including absorbing the transaction fee cost, and the expected positive results from introducing this convenience. The recommendations included fee increases for busing transportation from \$250 to \$275 and also the elimination of the family cap, an increase in full-day kindergarten tuition from \$3,700 to \$4,000 and an increase of 8% for tuitions for all the various preschool programs as well as the introduction of a 4.5 full-day program.

Mr. Collins offered comparisons from other school districts and estimates of the fiscal impact of these various fee adjustments to help illustrate how the recommendations were determined.

Committee members noted their overall satisfaction in offering the new online payment option and asked a few questions about instituting a higher fee if families don't use the online option in an attempt to encourage usage, as well as how families are billed. Additional clarifying questions included if there would be any changes to the late payment fee for transportation, and if there were any space issues or staff requirements with offering another preschool option.

Mr. Samia questioned the impact of the family cap removal and how it would affect other areas such as athletic fees. Committee members discussed this element of the recommendation. Dr. Sawyer noted that this report would be posted online for families to review and comment in advance of the School Committee vote at the next meeting.

D. Rate Change for Long Term Substitute Teachers: Vote

Ms. Malone discussed the current practice of hiring and paying substitutes. She explained that the proposed payment structure would allow flexibility in the payment the district would be able to offer thereby allow for savings to the district. She explained that this structure would allow administration to negotiate long-term substitute teacher daily rates on an individual basis, based on the market conditions, but not lower than \$75 per day rather than paying a fixed rate.

On a motion by Mr. Wensky, seconded by Dr. Magee, the School Committee voted unanimously to allow the administration to negotiate long-term substitute teacher daily rates of pay on an individual basis, based on market conditions, but not lower than the \$75 per day.

VIII. Old Business

None

IX. New Business

None

X. Approval of Minutes: Vote

On a motion by Mr. Wensky, seconded by Dr. Magee, the School Committee voted unanimously to approve the minutes of the School Committee meeting on January 20, 2016.

XI. Executive Session

Mr. Samia requested a motion to adjourn to executive session for the purpose of negotiations with the Shrewsbury Education Association, Unit A, potential discussion of collective bargaining negotiations with cafeteria workers association and/or paraprofessionals association; potential discussion of compensation guidelines for administrator contract negotiations and/or contract negotiations with non-union personnel where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body, and/or b) for the purpose of reviewing and/or releasing executive session minutes from a prior meeting. On a motion by Mr. Wensky, seconded by Dr. Magee, on a roll call vote: Dr. Magee, yes; Mr. Wensky, yes; Ms. Canzano, yes; Ms. Fryc, yes; Mr. Samia, yes; the School Committee voted to adjourn to executive session at 8:35PM.

XII. Information Enclosures

None

XIII. Adjournment

On a motion by Dr. Magee, seconded by Ms. Fryc, the meeting was adjourned at 9:19 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. FY17 Curriculum-Technology Budget Report
2. Fee Adjustment Memo
3. Rate Change for Long Term Substitute Teachers Memo



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**



ITEM NO: XI. Executive Session

MEETING DATE: 4/27/16

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee enter into executive session executive session for the purpose of a) discussing negotiations with represented employees, including the Shrewsbury Education Association Unit A, and /or non-represented employees, including the Superintendent of Schools, where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body?

BACKGROUND INFORMATION:

Executive session is warranted for these purposes.

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