



**School Committee
Meeting Book**

**June 14, 2017
7:00 pm**

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

AGENDA

**June 14, 2017 7:00pm
Town Hall—Selectmen's Meeting Room
100 Maple Avenue**

Items

Suggested time allotments

- | | | |
|-------|--|-------------|
| I. | Public Participation | |
| II. | Chairperson's Report & Members' Reports | |
| III. | Superintendent's Report | |
| IV. | Time Scheduled Appointments: | |
| | A. Staff Retirements: Recognition | 7:10 – 7:40 |
| | B. Student Travel – French Trip to Martinique: Vote | 7:40 – 7:55 |
| V. | Curriculum | |
| | A. Vocational Technical Education: Discussion | 7:55 – 8:15 |
| VI. | Policy | |
| VII. | Finance & Operations | |
| | A. Fiscal Year 2017 Budget: Report & Vote on Fund Transfer | 8:15 – 8:25 |
| | B. Fiscal Year 2018 Non-represented Staff Compensation Adjustments: Vote | 8:25 – 8:35 |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | Approval of Minutes | 8:35 – 8:40 |
| XI. | Executive Session | |
| | A. Approving and/or Releasing Executive Session Minutes | 8:40 – 9:00 |
| XII. | Adjournment | 9:00 |

Next regular meeting: September 13, 2017



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: I Public Participation

MEETING DATE: 6/14/17

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear thoughts and ideas from the public regarding the operations and the programs of the school system?

BACKGROUND INFORMATION:

Copies of the policy and procedure for Public Participation are available to the public at each School Committee meeting.

ITEM NO: II. Chairperson's Report/Members' Reports

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a report from the Chairperson of the School Committee and other members of the School Committee who may wish to comment on school affairs?

BACKGROUND INFORMATION:

This agenda item provides an opportunity for the Chairperson and members of the Shrewsbury School Committee to comment on school affairs that are of interest to the community.

STAFF AVAILABLE FOR PRESENTATION:

School Committee Members
Dr. B. Dale Magee, Chairperson
Mr. Jon Wensky, Vice Chairperson
Ms. Sandra Fryc, Secretary
Ms. Erin Canzano, Committee Member
Mr. Jason Palitsch, Committee Member

ITEM NO: III. Superintendent's Report

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a report from Dr. Joseph M. Sawyer, Superintendent of Schools?

BACKGROUND INFORMATION:

This agenda item allows the Superintendent of the Shrewsbury Public Schools to comment informally on the programs and activities of the school system.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools

ACTION RECOMMENDED FOR ITEMS I, II, & III:

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IV. Time Scheduled Appointments:**
A. Staff Retirements: Recognition

MEETING DATE: **6/14/17**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee recognize the educators and staff members who are retiring this year from Shrewsbury Public Schools?

BACKGROUND INFORMATION:

1. Ten educators are ending their education careers with a well-deserved retirement. In combination, they have served the students of Shrewsbury for 222 years. This total represents an average of 22.2 years of service in Shrewsbury and does not include prior educational experience in other districts.
2. The enclosed document shows retirees' names, positions, schools and years of service to Shrewsbury.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

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



Shrewsbury Public Schools

Barbara A. Malone
Director of Human Resources

June 14, 2017

Ten educators are ending their education careers with a well-deserved retirement. In combination, they have served the students of Shrewsbury for 222 years. This total represents an average of 22.2 years of service in Shrewsbury and does not include prior educational experience in other districts. Each of these talented educators is recognized for their commitment and dedication to the children of Shrewsbury. Listed below are the names, positions, schools and years of service to Shrewsbury. We wish them a healthy, happy and fun retirement.

Teachers:

Ms. Deborah Bonneau has served 21 years as an educator with 14 of those years here in Shrewsbury. She is retiring as a Music Teacher from Sherwood Middle School.

Ms. Jean Brunell has served 36 years as an educator with 32 of those years here in Shrewsbury. She is retiring as a Family Consumer Science Teacher from Shrewsbury High School.

Ms. Barbara DePalo has served 25 years as an educator in Shrewsbury. She is retiring as a Grade 7 Science Teacher from Oak Middle School

Ms. Ann Early has served 29 years as an educator with 19 of those years here in Shrewsbury. She is retiring as a Second Grade Teacher from Walter J. Paton Elementary School.

Ms. Kristine Gustafson has served 39 years as an educator in Shrewsbury. She is retiring as a Second Grade Teacher from Walter J. Paton Elementary School.

Ms. Elyse Malins has served 29 years as an educator with 28.5 of those years here in Shrewsbury. She is retiring as a Special Education Teacher from Walter J. Paton Elementary School.

Ms. Virginia Rekemeyer has served 16 years as an educator in Shrewsbury. She is retiring as a Grade 6 Mathematics and Science Teacher from Sherwood Middle School.

Ms. Jill Wensky has served 20 years as an educator in Shrewsbury. She is retiring as the School Nurse from the Beal Early Childhood Center.

Paraprofessionals:

Ms. Nancy Chabot has served 15 years as an educator in Shrewsbury. She is retiring as a Child Specific Aide from Oak Middle School

Ms. Amy Lenardson has served 13.5 years as an educator in Shrewsbury. She is retiring as a Child Specific Aide from Floral Street Elementary School.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: IV. Time Scheduled Appointments:

MEETING DATE: 6/14/17

B. Student Travel – French Trip to Martinique: Vote

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee approve travel by Shrewsbury High School French students to Martinique during the April vacation of 2018?

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. For decades, French students from SHS have been approved for extracurricular, educational travel to France, typically every other year. Given security concerns, the district withdrew its support for the trip to France in the spring of 2016. This proposed trip to Martinique is in lieu of what would have been the trip to France, with the same goals of providing interested students with an opportunity to use the French language in an authentic setting while being immersed in a unique Francophone culture.
3. Ms. Leger and Mr. Arnold have provided all of the information required by School Committee Policy #537 (enclosed). Trip materials provided to families will explicitly state that families are financially responsible for the entire cost of the trip even the district withdraws approval of the trip for any reason, and are strongly encouraged to purchase travel insurance. Ms. Leger and Mr. Arnold will actively communicate that they will work closely with any student for whom the cost of the trip would be an obstacle, and will organize fundraising activities to defray the cost of the trip for all students.

ACTION RECOMMENDED:

That the School Committee approve travel by Shrewsbury High School French students to Martinique from April 14 through April 21, 2018.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Heather Leger, French Teacher, Shrewsbury High School
Mr. Robert Arnold, French Teacher, Shrewsbury High School
Mr. Todd Bazydlo, Principal, Shrewsbury High School

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



Memorandum

To: Dr. Sawyer
From: Todd Bazydlo
Date: June 9, 2017
Re: Trip to Martinique April 2018

Attached please find an overnight fieldtrip proposal from Ms. Heather Leger, a French teacher at Shrewsbury High School, to travel with approximately 20 students during the 2018 April school vacation week. The students and Ms. Leger will depart at 6 am on Saturday, April 14 and will return to SHS at 7pm on Saturday, April 21. The students will not miss any school. The purpose of this trip is to provide upper level French students (Class of 2018 & 2019) to practice their speaking and listening skills in an authentic setting. Students will conduct a service project, learn to dance, visit an outdoor market for an experiential learning activity, visit a local high school to speak with Martinique peers, visit historical sites and museums, and participate in cultural activities.

This packet includes all of the documents required by School Committee Policy #537. Because of the recent instability in Europe, Ms. Leger is proposing a trip to a different location. Although the destination of the trip has changed from previous French field studies/trips, the overall educational purpose of this trip remains consistent. This packet includes all of the information required by School Committee Policy #537.

Thank you for your consideration and continued support.

Shrewsbury High School Mission Statement

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

Shrewsbury High School
Proposed French Trip to Martinique (April 2018)

1. Educational or extracurricular purpose of the trip:

The purpose of this trip is for upper level French students to be able to practice their French in an authentic setting. Students will interact with the local population doing service projects (at a local orphanage, beach, or recreation department), learning to dance, conversing at an outdoor market, dining and dancing with local families, as well as visit a high school to speak with students to enhance and apply what they've learned in class. In addition, students will be visiting historical sites and participating in various other authentic cultural activities (such as pétanque and yoles rondes) in Martinique. During the students' stay, a full-time Martinique tour manager, director, and guide will lead and accompany the students to all activities and excursions.

2. Curriculum unit or units related to the trip: Allez viens à la Martinique, Bon séjour, Vive l'école (French 2), On va au Café, Au marché, Sports et Passe-Temps (French 1), Regional food specialties (French 4), Vacations and Travel (French 4)

3. Proposed classroom preparation for the trip and proposed classroom follow-up after the trip: The students will have already studied the corresponding textbook chapters as outlined in (2. above) and will be prepped with a more in-depth historical and cultural study of the island. A presentation of our culture and traditions will be prepared and shared with the local high school students. They will be expected to draft a brief reflection essay and participate in an online survey at the completion of the trip. They will also engage with their classmates and teacher regarding what they saw and learned during their trip.

4. Destination in detail: Students and chaperones will stay in 3-star hotels with breakfast included (3-4 students per room), accompanied by a local guide. The group will have one Full-Time 24/7 Tour Manager (who is from the island) for all activities, everything as well as a local tour guide/director who will stay with the group from breakfast until bedtime. Both the manager and the guide are from Martinique. They will see the capital, Fort-de-France, Schoelcher Library, La Cathédrale Saint Louis, a local farmer's market, a local school, Saint-Pierre, and various other locations for ecotourism, service learning, and cultural activities. Transportation will be via private coach bus, except on 1 day, where we will take a ferry to the capital instead of the bus.

5. Proposed dates and exact times of departure and return: Depart from SHS @ 6am on Saturday, April 14, and return to SHS @ 7pm on Saturday, April 21.

6. Student total estimate: 17-20

7. Adult chaperones and ratio: Robert Arnold and Heather Leger. The ratio of adult chaperones to students is 10 to 1.

8. Detailed itinerary of activities: please refer to the attached document

9. Forms: Each parent will receive a proposed itinerary and payment plan as well as permission trip forms, medial and behavioral forms. Not student will be allowed to participate unless all forms are completed, signed, and turned in.

10. Cost of the trip per student: The price range per student is \$2,749, based on 17+ students. Teachers will use all documents as outlined in the SHS Global Travel Handbook. This includes 2 meals a day, airfare, student accommodations, Guided tour of Fort-de-France, Scavenger Hunt, 3 days of Cultural and Educational Focus and Immersion, Ecotourism activities, Yole Ronde (traditional fishing/racing boats), Snorkeling, Mount Pelée Hike, Swim in the Gorge and Waterfall, Ruins of St. Pierre, among other activities. It does not, however, include tips for the guides.

11. Sources of funding for the trip: Parents, students (part-time jobs), fundraising (see ideas below). Students and their parents are responsible for the cost of the trip. The group leaders will

Shrewsbury High School
Proposed French Trip to Martinique (April 2018)

actively communicate to parents that every effort will be made to help students and their families afford the trip if finances are an obstacle.

Ideas for Fundraising:

- French Movie Night (offering French pastries, etc. for sale, and include a 50/50 raffle)
- la Francophonie Showcase (an evening of raffles, crêpe-making, and sharing of the culture and traditions of French-speaking countries presented by students and local community members)
- Co-sponsor Kids' Night Out with Student Council

12. Tour Incentives, etc.: 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. Teachers will not take any monetary incentives and will complete all necessary ethics disclosure forms.

13. Meetings: 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. Students, parents, and teachers will meet three preparatory meetings: one in November, one in February, and one in April. An initial informational meeting will be held in September to give families an overview of the trip (pending approval).

14. Liability: Parents must release the school department and employees from liability arising out of the trip. Release forms will be on file in the building principal's office. The aforementioned document will be collected and filled with the principal's secretary two months prior to departure. Details of said document will be explained at the February preparatory meeting. The release form will also explicitly state that families are financially responsible for the entire cost of the trip even the district withdraws approval of the trip for any reason, and are strongly encouraged to purchase travel insurance.

15. Provisions: Provisions so that all members of the class or group have a realistic opportunity to participate. All members of the Class of 2018 and 2019 currently enrolled in a French class are encouraged to participate in this opportunity. Reasonable efforts will be made to ensure that all students who wish to participate are able to do so including fundraising activities listed in #11. We will provide students with as much prior notice of the trip as possible so that they may start financial planning early. Students, parents, and teachers will go over budgeting options and brainstorm fundraiser ideas at the first preparatory meeting in November.

16. Additional attachments:

- A. Detailed Itinerary (* in final stages)
 - B. Additional travel insurance
 - C. *Teach By Travel* Tour Company testimonials
 - D. *Vamonos Tours* testimonials (tour company making our connection with Martinique)
- *more testimonials to come

Shrewsbury High School
Proposed French Trip to Martinique (April 2018)

A. Detailed Itinerary (* in final stages)

FRENCH CARIBBEAN: 7D ITINERARY Proposed Itinerary – Martinique Tour

DAY 1: Home/ Martinique Trois-Ilets (D covered)

- Flights from US to Martinique Aimé Césaire International Airport
- Brief walking tour of Fort de France
- Visit La Pagerie Museum
- Welcome dinner at local restaurant or hotel

DAY 2: Fort-de-France / Schoelcher / Les Trois-Ilets (B, L covered)

- Breakfast at hotel
- Service Learning at local school or community center
- Lunch at service location
- Visit to Schoelcher Library
- Tour Saint Louis Cathedral
- Explore Jardin de Batala
- Dinner at local restaurant

DAY 3: Fort-de-France / Sainte-Anne / Les Trois-Ilets (B, L, D covered)

- Breakfast at hotel
- Digital scavenger hunt at local farmer's market
- Creole cooking class and lunch
- Traditional Yole sailing lessons at Plage de corps de garde
- Dinner at local restaurant

DAY 4: Les Trois-Ilets / Sainte-Anne / Sainte Marie (B, L covered)

- Breakfast at hotel
- Beach time Grande Anse des Salines in Sainte-Anne
- Lunch at local restaurant
- Stop at Le Memorial de l'Anse Caffard
- Visit le Musée de la Banane to learn about hundreds of species of this significant fruit of the Caribbean
- Dinner at local restaurant

DAY 5: Ajoupa-Bouillon / Mt. Pelee / Les Trois-Ilets (B, L, D covered)

- Breakfast at hotel
- Hike Les Gorges de la Falaise Rainforest; enjoy a waterfall adventure
- Lunch at local restaurant
- Explore Mt. Pelée, the infamous volcano in the tropical north end of the island
- Dinner at local restaurant

Shrewsbury High School
Proposed French Trip to Martinique (April 2018)

DAY 6: Les Trois-Ilets (B, L, D covered)

- Breakfast at hotel
- Catamaran Experience and optional dolphin watch! Departs Pointe du Bout marina
- Lunch on board
- Bele Martinique dance workshop and homemade dinner farewell

DAY 7: Martinique Trois-Ilets / Home (B covered)

- Breakfast at hotel
- Flights from Martinique Aimé Césaire International Airport to USA

Shrewsbury High School Proposed French Trip to Martinique (April 2018)

B. Additional travel insurance

Travel Guard®

Gold - TBT Travel Protection Plan Overview

Travel Insurance & Global Assistance

Protect Assist Plan for residents of CO, NH and MT

Cover your investment from those unforeseen circumstances that may arise before or during your trip. The Gold Plan provides valuable coverage at an affordable price and includes waiver of Pre-existing Medical Condition Exclusion if insurance is purchased within 15 days of the initial trip payment.



Insurance Coverages

| SCHEDULE OF BENEFITS | |
|---------------------------|--|
| MAXIMUM LIMIT | COVERAGE PER PERSON |
| 100% of Insured Trip Cost | Trip Cancellation |
| 150% of Insured Trip Cost | Trip Interruption |
| \$750 | Trip Interruption – Return Air Only |
| \$750 | Trip Delay (Maximum \$150/day) |
| \$250 | Missed Connection |
| \$1,000 | Baggage & Personal Effects |
| \$300 | Baggage Delay |
| \$25,000 | Accident Sickness Medical Expense |
| \$500,000 | Emergency Evacuation and Repatriation of Remains |
| \$10,000 | Accidental Death & Dismemberment |

Extra Coverage

(when coverage is purchased within 15 days of Initial Trip Payment)

- Pre-Existing Medical Condition Exclusion Waiver
- Trip Cancellation/Interruption due to Financial Default coverage
- \$250 Additional Missed Connection*
- \$50,000 in Flight Guard coverage**
- Primary Accident Sickness Medical Expense***

* Not available to residents of MT and NY.

** Not available to residents of NH, MT and NY.

*** Medical Expense coverage is automatically primary for residents of AK, CT, IL, IN, KS, MI, MT, NH, NY, SD, TX and WA.

Assistance Services

The following non-insurance services are provided by Travel Guard:

Travel Medical Assistance.....Included
Worldwide Travel Assistance.....Included
LiveTravel® Emergency Assistance.....Included
Concierge Services.....Included
Business Assistant.....Included
Identity Theft.....Included

Notice to residents of AK and MT: The 15 day purchase rules will be 21 days.

Notice to residents of NH: Trip Interruption maximum limit is 100% of Insured Trip Cost; Trip Interruption-Return Air Only maximum limit is \$1,000 or 150% of Trip Cost; Emergency Evacuation & Repatriation of Remains maximum limit is Unlimited.

Notice to residents of MT: Trip Interruption maximum limit is 100% of Insured Trip Cost; Optional Coverages include Additional Missed Connection and Trip Cancellation/Interruption Cancel for Work Reasons.

Notice to residents of NY: The following benefits are not available: Trip Interruption-Return Air Only, Emergency Evacuation Upgrade.

Notice to residents of AK, IL, IN, KS, MI and NY: Baggage & Personal Effects coverage is primary.

Coverage varies by state. For complete coverage information, please refer to the Certificate of Insurance or Policy for your state of residency prior to purchase by visiting www.TravelGuard.com.



Shrewsbury High School

Proposed French Trip to Martinique (April 2018)

THIS IS A BRIEF OUTLINE OF COVERAGE – RESTRICTIONS APPLY

Coverage varies by state. For complete coverage information, please refer to the Certificate of Insurance or Policy for your state of residency

Travel Insurance Coverage

Trip Cancellation/Trip Interruption: Reimburses forfeited, non-refundable, unused payments or deposits up to the Maximum Limit shown on the Schedule of Benefits for Trips that are canceled or interrupted due to covered reasons such as: Sickness, injury, or death of you, a Family Member, Traveling Companion, or Business Partner; Financial Default of an airline, cruise line, or tour operator when coverage is purchased within 15 days of initial trip payment; Inclement Weather; Strike; Primary Residence or Destination being made Uninhabitable; being subpoenaed, required to serve on a jury, hijacked, or quarantined; military service; a Terrorist Incident; and involuntary termination of employment or layoff. For a complete list of covered reasons, refer to the Certificate of Insurance or Policy.

Trip Interruption — Return Air Only: Reimburses the additional airline transportation expenses incurred by you to reach the return destination for trip interruptions. (Not available for NY residents.)

Trip Delay: Reimburses up to \$150 per day/per person up to the Maximum Limit shown on the Schedule of Benefits for Reasonable Additional Expenses if the insured is delayed for more than 5 consecutive hours due to a covered reason.

Missed Connection: Reimburses up to the Maximum Benefit shown on the Schedule of Benefits if Inclement Weather or Common Carrier causes cancellation or a delay of regularly scheduled airline flights for 3 or more hours to your point of departure.

Baggage Insurance Coverage

Baggage & Personal Effects: Can reimburse you if your baggage or personal effects are lost, stolen or damaged while on your Trip, subject to the Maximum Benefit. This coverage is in excess of any other coverage or indemnity.

Baggage Delay: If your Baggage is delayed more than 12 hours, you can be reimbursed for the purchase of Necessary Personal Effects, subject to the Maximum Benefit.

Medical Expense & Other Insurance Coverage

Accident Sickness Medical Expense: Pays up to the Maximum Benefit shown on the Schedule of Benefits for necessary medical expenses due to Injury or Sickness incurred while on a Trip. Initial treatment must be received while on a Trip with a Destination of at least 100 miles from the Insured's Primary Residence.

Emergency Evacuation & Repatriation of Remains: Covers evacuation and transportation as directed by a Physician to the nearest adequate medical facility (home in the event of death or if medically required). Injury or Sickness requiring evacuation must occur while on a Trip with a Destination of at least 100 miles from the Insured's Primary Residence. Pays for special medical escort if recommended in writing by the attending Physician.

Accidental Death & Dismemberment: Pays for loss of life or limb due to an accident during your Trip. (Not available for NH residents. Available only as an upgrade for WA residents.)

Assistance Services

Assistance Services are arranged by Travel Guard and provided through coordination, negotiation, and consultation using an extensive network of worldwide partners. Expenses for goods and services provided by third parties are the responsibility of the customer.

Travel Medical Assistance: A menu of services available for emergency medical requests, including prescription replacement assistance, physician referrals, medical evacuations, and more.

Worldwide Travel Assistance: Assistance with any travel emergency or request for general travel information, including lost, stolen or delayed baggage; replacing lost passport or travel documents; emergency cash transfers; pre-trip travel advice; inoculation information and more.

LiveTravel® Emergency Assistance: 24-hour hotline to make emergency travel changes, such as rebooking flights, hotel reservations, tracking lost luggage and more.

Concierge Services: Whatever you need, whenever, wherever you need it, you can call on your own personal assistant to help. Services include tee time reservations, restaurant referrals and reservations, wireless device assistance, sporting or theater tickets, and more.

Identity Theft: If your identity is stolen during your Trip, our emergency travel counselors will assist in contacting your credit card companies, monitoring your credit report and working with local authorities to help you restore your identity. (Not available for NY residents.)

Business Assistant: You'll also have access to an array of services to help make short work of your business obligations, so you can enjoy your vacation.

PRE-EXISTING MEDICAL CONDITION EXCLUSION:

The Company will not pay for any Loss or expense incurred as the result of an injury, Sickness, or other condition of you, a Traveling Companion, Business Partner, or Family Member which, within the 180-day period immediately preceding and including your coverage effective date: (a) first manifested itself, worsened, became acute or had symptoms which would have prompted a reasonable person to seek diagnosis, care, or treatment; (b) for which care or treatment was given or recommended by a physician; or (c) required taking prescription drugs or medicines, unless the condition for which the drugs or medicines are taken remains controlled without any change in the prescription drugs or medicines.

PRE-EXISTING MEDICAL CONDITION EXCLUSION WAIVER:

The Company will waive this exclusion if you meet the following conditions: 1. You purchase the plan within 15 days of making your initial trip payment; 2. The amount of Trip Cancellation coverage purchased must equal the full cost of all prepaid, non-refundable payments or deposits applicable to the Trip at the time of purchase and the cost of any subsequent arrangement(s) added to the same Trip must be insured within 15 days of the date of payment or deposit for any subsequent Trip arrangement(s); 3. You must be medically able to travel when you pay your plan cost; 4. The Trip Cost does not exceed \$100,000 per person (only applicable to Trip Cancellation/Interruption).

This plan provides insurance coverage that only applies during the covered trip. You may have coverage from other sources that provides you with similar benefits but may be subject to different restrictions depending upon your other coverages. You may wish to compare the terms of this policy with your existing life, health, home, and automobile insurance policies. If you have any questions about your current coverage, call your insurer or insurance agent or broker. Coverage is offered by Travel Guard Group, Inc (Travel Guard). California lic. no.0893606, 3300 Business Park Drive, Stevens Point, WI 54482, www.travelguard.com. CA DOI toll free number: 800-927-HELP. This is only a brief description of the coverage(s) available. The Policy will contain reductions, limitations, exclusions and termination provisions. Insurance underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., a Pennsylvania insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC No. 19445. Coverage may not be available in all states. Your travel retailer may not be licensed to sell insurance, and cannot answer technical questions about the benefits, exclusions, and conditions of this insurance and cannot evaluate the adequacy of your existing insurance. The purchase of travel insurance is not required in order to purchase any other product or service from the travel retailer. Travel assistance services provided by Travel Guard.



Shrewsbury High School
Proposed French Trip to Martinique (April 2018)

C. Teach By Travel Tour Company testimonials

“Thank you so much for all of the care and personal attention that Teach By Travel put into our tour - from the pre-trip planning, to the excellent tour manager, quality accommodations and food, this process was a pleasure from beginning to end. The fact that Teach By Travel was always available (with a real person!) before, during, and after our tour was so important.” Bob K, Group Organizer, MD

“Our trip was flawless! Your pre-trip service was impeccable - you were always available to answer my questions, both by telephone and e-mail. Everything went so smoothly both before and during our trip. I look forward to working with you designing my next tour.” Stephanie W, Group Organizer, VA

“This was an excellent trip! People on this tour had previously traveled with one of your competitors, and they all said that this trip was far superior, especially in terms of hotel locations and accommodations, knowledge of the guides, and the comfort of the tour buses. Look forward to traveling with Teach By Travel in 2018!” Jean B, Group Organizer, NC

“The Teach By Travel tour management provided from day one, the quality, experience and knowledge of our in-country guide, comfort of the tour bus, and the excellent accommodations at all of our hotels were Grade A+ In all the years I’ve been taking students abroad, I’ve never had such a pleasant experience. Booking your tour with Teach By Travel is one of the best decisions you can make!” Ana M, Group Organizer, PA

“I have been traveling to Italy with students over the past 20+ years, and had done business with several companies before I met Sue at Teach By Travel. I can assure other group organizers that their trip will be nothing short of amazing. Teach By Travel offers the extras that ‘the others’ don’t. It is always a pleasure to do business with Teach By Travel, and as long as I’m traveling, Teach By Travel will be at my side.” Lisa G, Group Organizer, NY

“Thanks for everything! As a first- timer organizing a group for travel, I felt all along that I was in such good hands. You answered every question (patiently!) and thoroughly explained the process each step of the way. You were truly my partner in this endeavor. And the trip itself was so well organized and so well done.” David R, Group Organizer, MA

“This was the best trip ever. You could not only see the personal touches put into this trip, you could feel them. Put us down for next year’s trip!” Carol F, Group Organizer, NY

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Proposed French Trip to Martinique (April 2018)

D. *Vamonos Tours* (tour company making our connection with Martinique) testimonials

I have traveled on over 60 international tours and probably as many domestic tours. I have NEVER encountered better service, dedication, attitudes, and general quality from a group of guides. Every last detail was carefully prepared so we would have the best trip of our lives. Unbelievable. I had coffee and other drinks brought to me...ice cream for the kids...it is obvious that they are a level above other tour companies and at the top of our list. We also love the games and educational quizzes we shared on the coach!"

– **Kevin Meidl, Badger State Choir**

I do not have the right words to express how amazing the trip was. This trip far exceeded my expectations in so many ways. It was an amazing learning and growing experience for all of the students on the trip. That is all thanks to the people of Vámonos! With all of that being said, we are starting the planning for our next trip.

– **Shannon Barden, Horizon Community Learning Center**

We had an incredible time; oddly enough each trip seems to surpass the last, although I'm not sure how that's possible since they started in phenomenal fashion! Thanks for all you (and your crew) did to ensure a safe, educational and fun trip for us!

– **Craig Ross, teacher, Leesville Road High School, North Carolina**

Hola – Wow, what an amazing trip! There are so many excellent parts I wouldn't know where to start.

Students also share my opinion! Muchas gracias!"

–**Marie Cole teacher, Vermilion High School, Oh**

Thank you for all you did to make it such a wonderful trip. The girls came back full of excitement and joy, they had a great time!"

– **Dara Hoffman teacher, Baldwin School, Pennsylvania**

Your staff was amazing!!! We all love them!! They felt very connected to them and that is something you do not achieve with many guides on other tours. We felt safe and taken care off at all times. *Gracias* to the administrative Vamonos staff. You work a lot behind the scenes in order to make the experience an unforgettable one.

– **Rosa Almodovar teacher, Randolph School, Alabama**

"In this occupation everything we do, we do it to create an learning experience, in a safe environment. Thanks to you, and the whole team – my students were exposed to a wonderful experience outside the classroom. They were exposed to a culture and language and it became alive when they were able to interact with native speakers. Thank you!"

– **Arnaldo Landrau, teacher, Yonkers Montessori, New York**

Shrewsbury High School
Proposed French Trip to Martinique (April 2018)

We were amazed at this trip and how authentic everything was. The staff was superb, friendly, and knowledgeable. I took many trips with other tour companies. This has been the best by far.

– Jorge Pulleiro, Young Wolverines Spanish Club

Shrewsbury High School
Field Trip Permission Form

I give my permission for my child _____ to attend the (trip and date).

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.

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 |

Please print name of Parent or Guardian: _____

Updated May 2016

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 ()_____

| POLICY FAMILY | METHODS AND RESOURCES | 537 |
|---|--|-----|
| <p data-bbox="269 380 321 411"><u>537.</u></p> <p data-bbox="233 449 357 579">Overnight School Sponsored Field Trips</p> <p data-bbox="237 779 354 837">Amended 5/8/ 96</p> | <p data-bbox="436 342 1365 506">The Shrewsbury Public Schools will sponsor trips for students only when these trips specifically relate to curriculum or extra-curricular activities of a specific school. Trips which do not relate to specific curriculum or extra-curricular activities will not be sponsored by the schools. Teachers are not permitted to solicit students for any trip that is not sponsored by the school.</p> <p data-bbox="436 543 1390 741">The School Committee shall approve overnight trips in excess of two nights upon the recommendation of the Superintendent. The Superintendent shall approve all overnight trips of two nights duration or less. The Superintendent shall approve all annual overnight trips in excess of two nights duration where the School Committee has previously voted to approve the said trip on at least two separate occasions.</p> <p data-bbox="436 779 1390 1047">Staff members proposing to take any group of students from the school for an educational or extra-curricular activities field trip are required to file such request with the department director and subsequently with the principal of the school for prior approval. A minimum of three months is required for submission of requests for approval. No solicitation of any kind or promises to students of a particular trip may be made in anyway whatsoever prior to the written approval of the department director and the building principal. The following items are required to be specifically and clearly written in the proposal:</p> <ol data-bbox="436 1085 1390 1921" style="list-style-type: none"> 1. Educational or extra-curricular purpose of the trip. 2. Curriculum unit or units related to the trip. 3. Proposed classroom preparation for the trip and proposed classroom follow-up after the trip. 4. Destination in detail. 5. Proposed dates and exact times of departure and return, including departure point and destination point. 6. Number of students participating. 7. Number and names of adult supervisors and ratio of supervisors to students. 8. Detailed itinerary including all aspects such as guided tours, sightseeing, free time, and any related matters. 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 have a place for a parent's signature and must be on file at the school. 10. Costs of the trip per student. 11. Sources of funding for the trip. 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. 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. 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 <p data-bbox="1109 1959 1390 1990" style="text-align: right;">Continued on next page.</p> | |

| | |
|---|--|
| <p>Adopted: 2/20/80</p> <p>Revised: 4/10/91</p> | <p>offices.</p> <p>15. Provisions so that all members of the class or group have a realistic opportunity to participate.</p> <p>The proposal for any such trip must be signed by the faculty members proposing the trip.</p> <p>Where travel requires out-of-state transport other than standard school buses, or where motel accommodations must be paid, the superintendent or his designee <u>must</u> receive a copy of such trip request for approval. The superintendent or his designee must procure any required services under the State Procurement Act. No perks for teachers or students will be allowed, except as specifically identified by the vendor through the procurement process.</p> <p>A complete list of all participants will be submitted to the building principal prior to departure, insuring that a copy of the complete itinerary is on file at the school office. All foreign nationals will be noted for all international trips.</p> |
|---|--|



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: **V. Curriculum**
A. Vocational Technical Education: Discussion

MEETING DATE: **6/14/17**

SPECIFIC STATEMENT OR QUESTION:

Will the Committee engage in a discussion on vocational technical education with regard to access and opportunities for Shrewsbury students?

BACKGROUND INFORMATION:

1. Given the popularity of vocational technical high school education, over the past decade-plus there has been more demand than slots available for Shrewsbury students at Assabet Valley Regional Technical High School.
2. A recent admissions policy change made by Assabet Valley has resulted in about half as many students from Shrewsbury being admitted than in prior years. This change was made in response to providing greater access to students from the member communities who are part of the Assabet Valley regional district (Shrewsbury is not a member of the regional district, so the Shrewsbury School Department pays tuition for each student admitted; the tuition is approved by the state and based upon Assabet Valley's per pupil expenditure).
3. The School Committee has indicated an interest in what Shrewsbury High School might provide to students who otherwise would have opted for a vocational technical high school education. This conversation will help advance ideas for providing a range of options for varied educational experiences for SHS students, which will also be part of strategic planning work in the coming months.

ACTION RECOMMENDED:

That the Committee discuss this topic and provide guidance to the administration regarding what additional information and/or actions might be desirable in the short and long terms.

STAFF AVAILABLE FOR PRESENTATION:

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VI. Policy**

MEETING DATE: **6/14/17**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **6/14/17**

A. Fiscal Year 2017 Budget: Report & Vote on Fund Transfer

SPECIFIC STATEMENT OR QUESTION:

Will the Committee hear a report on the Fiscal Year 2017 Budget and vote to authorize the administration to make budget transfers from the original budget plan as necessary to eliminate deficits and surpluses with the intent of fully expending the total FY17 appropriation by June 30, 2017 and balancing all accounts.

BACKGROUND INFORMATION:

1. Mr. Collins will provide a final update on the FY 2017 Budget Status. The report is enclosed.
2. Mr. Collins projects that the district will end the year having fully expended the FY17 appropriation with variances noted in each category that ultimately net one another out to a \$0 balance.
3. Mr. Collins recommends that the Committee vote to authorize budget transfers between accounts to bring each account to \$0.

ACTION RECOMMENDED:

That the Committee vote to authorize the administration to make budget transfers from the original budget plan as necessary to eliminate deficits and surpluses with the intent of fully expending the total FY17 appropriation by June 30, 2017 and balancing all accounts.

STAFF AVAILABLE FOR PRESENTATION:

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



Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

9 June 2017

To: School Committee

Subj: FY2017 BUDGET STATUS: FINAL REPORT

Attached is a FY17 Budget Status Update and Year End Forecast. It is a recap of our \$60,407,383 district operating budget as approved by Town Meeting in May 2016. You will recall that this plan provided for a modest 3.3% increase over FY16.

For context it is important to note that reported expenditures and encumbrances are as of 6/5/2017 which is approximately 93% of the way through our fiscal year and also 94% into the school year.

Per the attached summary, I am projecting that we will end the year having fully expended our FY17 appropriation with variances noted in each category that ultimately net one another out to a \$0 balance.

Due to favorable experience with the out of district special education and vocational tuition budgets, we were able to fund some year-end projects to include much-needed replacement public address systems at Coolidge School, Paton School, and Parker Road Preschool. Further, we were able to add some additional student lockers at Shrewsbury High School needed for enrollment purposes, fund the first year payment for the video surveillance system from the appropriated budget, and replace some older classroom desktop computers for the high school English and Math Labs.

The approved FY17 budget planned for the use of \$3.5M in Circuit Breaker funding. At the April 6, 2017 School Committee meeting I reported a projected surplus in our operating budget of \$500,000. This amount was "used" as part of the larger FY18 budget reduction plan by reducing our use of FY17 Circuit Breaker funding and thereby carrying it forward for FY18 use. Moreover, there has been some recent verbal communication from D.E.S.E. that the fourth quarter reimbursement payment may be increased for all districts to reflect a 72% [versus 70%] reimbursement amount. If this occurs, it will serve to increase the Circuit Breaker reserve and provide additional budget stability.

In summary, while there are larger variances [both positive and negative] than expected in this categorical view, it is projected that overall expenditures will result in full expenditure of the appropriation.

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

Motion: I move that the committee authorize the administration to make budget transfers from the original budget plan as necessary to eliminate deficits and surpluses with the intent of fully expending the total FY17 appropriation by June 30, 2017 and balancing all accounts.

**Shrewsbury Public Schools
FY2017 Operating Budget
As of June 5, 2017**

| 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 | \$ 2,772,596 | \$ 2,539,832 | \$ 210,833 | \$ 21,931 | \$ 2,764,981 | \$ 7,615 | 0.3% | Tracking close to budget at this point |
| A2 | Unit A (Teachers & Nurses) | \$ 36,482,869 | \$ 28,116,003 | \$ 8,554,192 | \$ (187,326) | \$ 36,677,696 | \$ (194,827) | -0.5% | Tracking close to budget at this point |
| A3 | Aides/ABA/Paraprofessionals | \$ 5,884,240 | \$ 5,042,958 | \$ 629,697 | \$ 211,585 | \$ 5,739,968 | \$ 144,272 | 2.5% | Tracking close to budget at this point |
| A4 | Secretaries, Technology & Other Non-Represented | \$ 1,942,597 | \$ 1,576,418 | \$ 300,626 | \$ 65,553 | \$ 1,928,500 | \$ 14,097 | 0.7% | Tracking close to budget at this point |
| A5 | Substitutes - Daily, Long Term & Sub Nurses | \$ 814,600 | \$ 702,891 | \$ 15,943 | \$ 95,766 | \$ 838,834 | \$ (24,234) | -3.0% | YTD trend indicates small, year-end deficit |
| A6 | Other Wages (See Note 1) | \$ 769,282 | \$ 702,671 | \$ - | \$ 66,611 | \$ 721,671 | \$ 47,611 | 6.2% | Tracking close to budget at this point |
| A7 | Employee Benefits | \$ 289,500 | \$ 130,840 | \$ - | \$ 158,660 | \$ 292,049 | \$ (2,549) | -0.9% | Tuition relm., Sick leave sell-back, LTD Insurance |
| B1 | Regular Education & Voke Transportation | \$ 1,973,667 | \$ 1,923,061 | \$ 65,091 | \$ (14,485) | \$ 2,149,914 | \$ (176,247) | -8.9% | Net of \$57.5K in fee revenue |
| B2 | Special Education Transportation | \$ 343,365 | \$ 451,314 | \$ 68,228 | \$ (176,177) | \$ 507,332 | \$ (163,967) | -47.8% | Out of district and in-district expenses outpacing grant |
| C1 | Special Education Tuitions (See Note 2) | \$ 3,722,564 | \$ 2,745,946 | \$ 588,658 | \$ 387,960 | \$ 3,468,843 | \$ 253,721 | 6.8% | Net of of \$3.1M in Circuit Breaker. |
| C2 | Other Tuitions: Vocational and Alternative High School | \$ 2,210,180 | \$ 1,786,604 | \$ 4,308 | \$ 419,268 | \$ 1,769,621 | \$ 440,559 | 19.9% | Budgeted for 131 and 108 attending as of 10/1 |
| D1 | Administrative Contracted Services | \$ 515,961 | \$ 648,756 | \$ 116,439 | \$ (249,234) | \$ 740,123 | \$ (224,162) | -43.4% | Unexpected deficit due to special education expenses |
| D2 | Educational Contracted Services | \$ 700,760 | \$ 433,635 | \$ 177,890 | \$ 89,235 | \$ 584,978 | \$ 115,782 | 16.5% | Spec. Educ. contractors, tutors, translation svcs |
| D3 | Textbooks/Curriculum Materials | \$ 207,935 | \$ 234,165 | \$ 23,809 | \$ (50,039) | \$ 252,473 | \$ (44,538) | -21% | Math In Focus Curriculum |
| D4 | Professional Development | \$ 227,587 | \$ 168,326 | \$ 14,949 | \$ 44,312 | \$ 158,511 | \$ 69,076 | 30% | Re-allocated to curriculum materials |
| D5 | Educational Supplies & Materials | \$ 239,368 | \$ 244,888 | \$ 34,413 | \$ (39,933) | \$ 234,894 | \$ 4,474 | 2% | Tracking close to budget at this point |
| D6 | Other Miscellaneous (i.e. Off. Supp., Ref. Mat.) | \$ 633,194 | \$ 538,929 | \$ 228,963 | \$ (134,698) | \$ 773,078 | \$ (139,884) | -22% | Repl. PA systems and year 1 of video system payment |
| D7 | Equipment | \$ 592,118 | \$ 602,333 | \$ 103,001 | \$ (113,216) | \$ 733,262 | \$ (141,144) | -24% | SHS lockers, Coolidge projection, Classrm technology |
| D8 | Utilities - Telephone Exp. | \$ 85,000 | \$ 66,416 | \$ 239 | \$ 18,345 | \$ 70,655 | \$ 14,345 | 16.9% | Less use on monthly telephone use bills |
| Total FY17 Budget: | | \$ 60,407,383 | \$ 48,655,986 | \$ 11,137,279 | \$ 614,118 | \$ 60,407,383 | \$ - | 0.00% | |
| Percent | | 100% | 80.5% | 18.4% | 1.0% | | | | |

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: **VII. Finance & Operations**

MEETING DATE: **6/14/17**

B. Fiscal Year 2018 Non-represented Staff Compensation Adjustments: Vote

SPECIFIC STATEMENT OR QUESTION:

Will the Committee vote to adjust non-represented staff compensation for Fiscal Year 2018?

BACKGROUND INFORMATION:

1. Rate changes are being requested for non-classified staff. Funding for both requests are part of the FY18 School Department Budget as approved at town meeting.
2. A memo and spreadsheet from Ms. Malone detailing the rate changes is enclosed.

ACTION RECOMMENDED:

1. That the School Committee vote to adjust Non-Represented Employee Group compensation rates by an increase of 2.0%.
2. That the School Committee vote to and to change compensation lane categories for 15 secretarial employees to reflect changes in the complexity of these roles and market conditions, as described in the enclosed memorandum.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Barb Malone, Director of Human Resources

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



Shrewsbury Public Schools

Barbara A. Malone
Director of Human Resources

June 14, 2017

To: Shrewsbury School Committee
Re: Non-Classified Staff Hourly Rate Adjustments/COLA

Please note the following requested rate changes for non-classified staff. Both requests are part of the FY18 school budget as approved at town meeting.

1. Administration is requesting that we implement part two of the market shift for 15 secretaries. Last year we discussed movement of secretaries in two phases. Phase one was approved for FY 17 and phase two is proposed for FY 18. This year we would eliminate the need for "transition" rates and move these 15 individuals to their proper classification on the secretary scale. The total cost of this transition is budgeted at \$36,893.79. Please note that this request is based on extensive work done in a job analysis and market study of secretarial roles in our district in the 2015-2016 school year.
 - Secretary to the Director of Special Education, moving from "Transition Lane AA to A" to Lane A
 - High School Secretaries to the Assistant Principal, moving from "Transition Lane B to BB" to Lane BB
 - High School Special Education Secretary, moving from "Transition Lane C to B" to Lane B
 - Middle School Secretaries, moving from "Transition Lane B to BB" to Lane BB
 - Elementary School Secretaries (Group I), moving from "Transition Lane BB to A" to Lane A
 - Elementary School Secretaries (Group II), moving from "Transition Lane B to BB" to Lane BB
2. Administration is requesting a 2% COLA increase for all non-classified roles, including secretaries, IT, and other roles not negotiated through association (union) contracts. The total cost of the 2% increase for these individuals (including those receiving market adjustments) is budgeted at \$83,641.79. This cola increase is in keeping with the 2% increase negotiated for paraprofessionals for the third year of their contract.

Thank you for your support.

**Clerical Pay Rate Schedule (Proposed)
2017-2018**

| Lane | increase: 1.02 | | | | |
|------|----------------|--------|--------|--------|--------|
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| AA | 22.04 | 23.11 | 24.13 | 25.18 | 27.00 |
| A | 20.41 | 21.41 | 22.36 | 23.36 | 24.91 |
| BB | 19.46 | 20.47 | 21.45 | 22.46 | 23.91 |
| B | 17.19 | 17.99 | 18.74 | 19.61 | 20.83 |
| C | 15.70 | 16.46 | 17.19 | 17.99 | 19.11 |

**Non-Certified Staff Pay Rate Schedule (Proposed)
2017-2018**

| Category | increase: 1.02 | | | | |
|--|----------------|--------|--------|--------|--------|
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| NC-1 Student Assistant Door Monitor | N/A | N/A | N/A | N/A | 11.28 |
| Student Computer Specialist | N/A | N/A | N/A | N/A | 15.30 |
| NC-5 Telecom Specialist | 16.96 | 17.85 | 18.67 | 20.07 | 21.32 |
| NC-6 Systemwide Courier Piano Accompanist Childcare Provider-Extended Day | 18.88 | 19.76 | 20.70 | 21.63 | 23.07 |
| NC-7B Lead Childcare Provider - Ext. Day | 22.60 | 23.48 | 24.28 | 25.95 | 27.59 |
| NC-7C Out-of-District Tutors | 22.43 | 23.32 | 24.06 | 25.72 | 27.39 |
| NC-8 Technical Aide/Computer Para Guidance Para | 28.99 | 29.82 | 30.98 | 32.95 | 34.64 |

June 7, 2017



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VIII. Old Business**

MEETING DATE: **6/14/17**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**

MEETING DATE: **6/14/17**

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: **6/14/17**

SPECIFIC STATEMENT OR QUESTION:

Will the Committee accept the minutes from the School Committee meeting held on June 7, 2017, and Workshop minutes from: December 14, 2016; January 5, 2017; January 18, 2017; May 3, 2017; and June 6, 2017?

BACKGROUND INFORMATION:

1. The minutes are enclosed.

ACTION RECOMMENDED:

That the Committee accept the minutes from the School Committee meeting held on June 7, 2017, and Workshop minutes from: December 14, 2016; January 5, 2017; January 18, 2017; May 3, 2017; and June 6, 2017?

STAFF AVAILABLE FOR PRESENTATION:

Dr. B. Dale Magee, Chairperson

Ms. Sandra Fryc, Secretary

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

MINUTES OF SCHOOL COMMITTEE MEETING

Wednesday, June 7, 2017

Present: Dr. Dale Magee, Chairperson; Mr. Jon Wensky, Vice Chairperson; Ms. Sandy Fryc, Secretary; Ms. Erin Canzano; Mr. Jason Palitsch; Mr. Patrick Collins, Assistant Superintendent for Finance and Operations; Ms. Mary Beth Banios, Assistant Superintendent for Curriculum & Instruction; Ms. Barb Malone, Director of Human Resources; and Dr. Joseph Sawyer, Superintendent of Schools.

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

The meeting was convened by Dr. Magee at 7:02 pm.

I. Public Participation

None.

II. Chairperson's Report & Members' Reports

Mr. Palitsch advised that a "Shrewsbury Soak" fundraiser to benefit Shrewsbury Youth and Family Services and the Shrewsbury Parks & Recreation Department (\$10 to "soak" someone with a bucket of water) would be held the following day on the lawn of Shrewsbury Town Hall with a number of community leaders participating.

III. Superintendent's Report

Dr. Sawyer thanked Congressman Jim McGovern for visiting two of our schools last week. He visited with the entire 5th grade at Sherwood to discuss the importance of public service and answer questions about his job as a U.S. Representative; later, he joined Mr. Bill Cobb's sophomore honors math class at Shrewsbury High School (SHS) where several groups of students presented their projects on the financial system.

Dr. Sawyer congratulated Mahir Sowad, Grade 8 student at Oak Middle School, who was a runner-up winner in the Cooperative Credit Union Association's 2017 Student Essay Contest, where he gave advice on good personal finance habits. He received a check in the amount of \$250 and had the honor of reading his essay aloud at the awards ceremony.

Dr. Sawyer congratulated SHS spring athletics teams on strong performances, noting all spring

teams competed in playoffs, the girls tennis team is in the district final, and the boys rowing team qualified for nationals and would compete the following weekend in Philadelphia.

Dr. Sawyer noted an outstanding job was done by all involved in the Oak musical, *Damn Yankees*, and offered congratulations to our SHS Class of 2017, who graduated the previous Thursday evening.

IV. Time Scheduled Appointments:

A. Senator Michael O. Moore: Legislative Update

Senator Moore provided an update that included information on the budget timeline, Chapter 70 Aid, and legislation that he had sponsored. Sen. Moore provided details on the House, Senate and Governor's proposed budgets; noted that presently the FY18 budget sets the SPS foundation budget at \$57,966,930, which is a 2.96% increase over FY17; and added the district's net minimum contribution within the budget is set at \$44,655,044, which is an increase of 4.89% over FY17. Regarding the Foundation Budget Review Commission (FBRC), Sen. Moore advised that language had been proposed that would mandate an annual meeting by January 15 that would include the secretary of administration and finance, and the senate and house committees on ways and means to jointly determine an implementation schedule to fulfill the recommendations filed on November 2, 2015 by the FBRC established in section 4 of Chapter 70. Senator Moore also discussed work that is being done around college credit for AP courses relative to mandating that students get credit, and allowing students to have access to information when signing up for classes that will inform them as to how much credit they will receive from colleges for the class.

In response to clarifying questions from the Committee and Dr. Sawyer, Sen. Moore addressed the need for expansion of opportunities for students seeking vocational instruction, and noted how resources at community colleges might be available to address this need. Regarding budget, it was noted that town revenue was relatively predictable while state revenue was not, and that over time more of the fiscal burden was being placed on towns. Dr. Sawyer thanked Sen. Moore for his legislative work on education on behalf of our schools and students, and noted that Sen. Moore's office was always extremely responsive to any requests from SPS.

B. Foundation Budget & Chapter 70: Discussion & Potential Vote

In October 2015, the State Legislature's Foundation Budget Review Commission issued its final report regarding recommendations for changing the funding formula for the Foundation Budget, and the Committee received a copy of the report, along with a summary of the recommended changes provided by the Massachusetts Association of School Committees (MASC) in advance of the meeting. Dr. Sawyer advised based on the state's finances, any adjustments by the Legislature would be phased in over time and should ultimately be helpful to SPS, and added that he supported the changes. Dr. Magee noted that some of the key changes proposed were relative to health insurance, special education (in-district and out-of-district), and English Language Learners (ELL), which were not satisfactory in their previous forms. Mr. Palitsch advised he felt it would be good to take a vote to support the Commission's recommendations, and added that it is important for School Committees to speak out on issues. On a motion by Mr.

Palitsch, seconded by Ms. Fryc, the Committee voted unanimously to recommend that the Foundation Budget Review Commission's recommendations be adopted.

C. College Admissions Officers: Panel Discussion

Dr. Sawyer started the discussion by noting that the district will be formulating new strategic priorities, and that information provided by the panel of college admissions officers regarding the attributes they look for in incoming students would assist with this process. Erin Bernard, Senior Assistant Director of Admissions, UMass-Amherst; Joseph J. DiCarlo III, Director of Admissions, Worcester State University; Andrew N. Carter, Senior Associate Director, Office of Admissions, College of the Holy Cross; and Shaun Holt, Associate Director of Admissions, Clark University, comprised the panel. Topics included:

- Increased competition for state colleges and universities, particularly UMass-Amherst, due to factors including increasing costs, with UMass making attempts to improve its reputation as a top academic institution
- Increased anxiety in the student applicant population regarding the application and matriculation process
- “Choice” as it relates to - where students apply; how many schools students apply to; who is selected for admission; which students exhibit the most interest in schools; and differing costs of education
- A resurgence in students seeking degrees in the liberal arts

In response to clarifying questions from the Committee and Dr. Sawyer, panelists discussed: the importance of soft skills (especially in regards to communication) and authenticity in the student's application process; AP credit for coursework; trends in fields of study; providing resources to students to assist in their success (especially for first-generation college students); the importance of students using community colleges and transfer options as needed; students' post-graduation plans; and how academic success in high school is a good predictor of success in college. The discussion closed with a reminder to students about the importance of using social media responsibly.

V. Curriculum

A. Strategic Priorities Progress Report: Enhancing Learning Through Technology

In the spring of 2011, the Shrewsbury School Committee set four strategic priorities for our school district for a five-year period, and one of those adopted was the priority of “Enhance Learning Through Technology.” Ms. Banios provided an update on the key goals around: Pre-K-Grade 4 interactive technology (noting Grade 4's 1:2 device model exceeded the goal); Grades 5-12 use of digital devices to improve learning (noting goals were met ahead of schedule, and providing examples of learning through technology); collaborative professional development (citing the Summer Institute); and deploying technology tools and utilizing digital content to enhance learning, communication, and customer service.

The Committee and Dr. Sawyer congratulated Ms. Banios on the overall success of the utilization of technology in the district to increase student learning and enhance professional

development, and noted the changes were implemented thoughtfully and allowed for a breadth and depth of educational benefits that surpassed the expectations set five years ago.

VI. Policy

None.

VII. Finance & Operations

None.

VIII. Old Business

A. Recommendation for Extended School Care Tuition Increase: Vote

Dr. Magee noted that at the May 24, 2017 meeting, the Committee heard a report on the Extended School Care program noting increasing costs and negative cash flow. A recommendation was made for a 3% tuition increase for the 2017-2018 school year, which Dr. Sawyer recommended. Since the May 24 meeting the Committee had received fewer than ten responses to their request for feedback, and Dr. Magee advised that all responses were positive save one.

On a motion by Ms. Canzano, seconded by Mr. Wensky, the Committee voted unanimously to approve an Extended School Care tuition increase of 3% for the 2017-2018 school year.

IX. New Business

A. Updated Assabet Valley Collaborative Agreement: Vote

Dr. Sawyer advised that Auburn Public Schools had requested to join the Assabet Valley Collaborative (AVC). Whenever changes are made to a collaborative agreement, state law requires a vote by the member districts. Since the agreement was being amended, the AVC Board of Directors recommended approving other minor changes at the same time, including changes to language regarding transitional services. Dr. Sawyer recommended approval of the amended agreement.

On a motion by Mr. Palitsch, seconded by Ms. Canzano, the Committee voted unanimously to approve the amended Assabet Valley Collaborative Agreement.

X. Approval of Minutes

Without objections from the Committee, the minutes from the School Committee meeting held on May 24, 2017 were approved as distributed.

XI. Executive Session

A. Negotiations with non-represented staff

Dr. Magee requested a motion for the School Committee to enter into executive session in order to discuss negotiations with non-represented staff, where deliberation in an open meeting may have a detrimental effect on the School Committee's bargaining position, adding that the Committee would reconvene to open session only for the purpose of adjourning for the evening. On a motion by Mr. Palitsch, seconded by Ms. Canzano, on a roll call vote: Mr. Palitsch, yes; Ms. Canzano, yes; Ms. Fryc, yes; Mr. Wensky, yes; Dr. Magee, yes, the Committee voted to adjourn to Executive Session at 9:12 pm.

XII. Adjournment

On a motion from Mr. Palitsch, seconded by Ms. Canzano, the Committee unanimously agreed to adjourn the meeting at 9:28 pm. Roll call votes were as follows: Mr. Palitsch, yes; Mr. Wensky, yes; Ms. Canzano, yes; Ms. Fryc, yes; and Dr. Magee, yes.

Respectfully submitted,

Elizabeth McCollum, Clerk

Documents referenced:

1. MASC - Recommendations of the Foundation Budget Review Commission
2. Foundation Budget Review Commission Final Report
3. Enhance Learning Through Technology Report
4. Enhance Learning Through Technology Slide Presentation
5. Amended Agreement for Assabet Valley Collaborative

**School Committee Workshop
Shrewsbury High School
Principal's Conference Room
64 Holden Street
Shrewsbury, Massachusetts**

Wednesday, December 14, 2016

Present: Ms. Sandy Fryc, Chairperson; Dr. Dale Magee, Vice Chairperson; Mr. Jon Wensky, Secretary; Mr. John Samia, Dr. Joseph Sawyer, Mr. Patrick Collins, Mary Beth Banios, Barbara Malone, Meg Belsito - Not Present: Erin Canzano

Ms. Fryc called the meeting to order at 5:35.

FY 18 Budget Overview

Dr. Sawyer reviewed the initial budget proposal to provide context to School Committee. He advised anticipate challenges, even with level service budget plus resources that align with School Committee priorities.

Mr. Collins reviewed the 10 year history of budget and noted that SPS received half of what the original ask was for FY 17. He advised that the budget focus was purely on appropriated dollars. Mr. Collins also reviewed a budget comparison over a 4-year period including projections.

FY 18 budget includes newly negotiated Unit A contract with a 2% carry over. Added unplanned SPED staff and carried into FY18. Reviewed COLA & Steps that carry over into FY18 recommendation. Market based adjustments considered as well. Mr. Collins also reviewed the challenges with Special Education costs, including many “one-off” spikes in unplanned, required services provided to SPED students (i.e. transportation needs, medically complicated situations, etc.) – stressing the challenges of how volatile these costs can be. Additionally, out of district costs increased & SPS is not receiving any additional grant funding to offset the expense, as a result, the excess expense had to be picked up by FY17 budget. Overall, SPED Tuitions will see an increase of \$829K increase and SPED leadership is already planning for next year's placements, which will see a 2% rate increase. Mr. Collins has planned for \$3.4 million in Circuit Breaker reimbursement and is confident in this number. Mr. Collins advised that the budget number assumes no increase in fees and no new teaching positions.

Unit A & Personnel Costs

Mr. Samia requested a review of Unit A and asked if the assumption of their contract is inclusive of heads and higher than what was costed out at \$1.6M? Mr. Collins said this number was partly impacted by reduction of Full Day K tuition, planning for fewer sessions to be available. Labor market-modeling takes existing staff and stepping them and assuming that all staff stays and no staff retire. What this doesn't account for is associates making “lane changes”. 91 people made lane changes this year (\$1700, \$2100, etc.). Mr. Collins noted that budget for Unit A (Category A2) continues to carry all existing staff, even with some initial retirement announcements, all salaries had to be carried over into the projection.

SPED Costs

Mr. Samia requested clarity around what factors lead to the SPED increase – why is it so high and what is behind this number? Mr. Collins reviewed placements, rates, and head counts. Mr. Samia requested clear & concise talking points to explain SPED costs to the average citizen & town leaders.

SPED Costs (Continued)

Ms. Fryc inquired about school restructuring as it pertains to SPED – when child in a specific school, does district have a say in IEP direction of placement of school? Ms. Belsito advised that her team looks at most cost effective option of the student that provides the services needed, always leveraging collaborative services first before going to private services. She advised that she is always proactive toward looking at most cost effective method.

Enrollment, School Choice, and Fees

Mr. Collins reviewed projected enrollment numbers by school. When establishing enrollment numbers, Mr. Collins took higher of 2 projection numbers (Town Manager vs. NESDEC). He noted that it is difficult to project what district students will move in to and acknowledged there appears to be higher enrollment in the Coolidge district. Dr. Sawyer advised that if we had a heavier influx of kids it's unlikely to spike in one place and Coolidge Grade 1 is already over the current class size guideline – could be a challenge, but will be monitored. No place to recommend cuts and be close to class size limits – already pushing middle school limits...going backwards if you do, to pre-override levels.

The committee collectively discussed School Choice and the recommendation to not add more in FY 18 given the stress on seats. Additionally, the committee discussed whether or not to consider raising fees for a second consecutive year.

The committee discussed the focus for the January 25 budget presentation and expressed the need to convey what a level service budget looks like given the continued increase in student enrollment and the required personnel to support students and low class sizes.

Long Term Fiscal Projections

As part of the fiscal projection initiatives, Dr. Magee is reviewing foundation budget, net school spending, per pupil expenses and looking at overlaps, commonalities to identify where these funding sources are coming from (State or Town?). His review is focused on what is reasonable based on inflation looking at other districts and our district looking at our trends.

Mr. Samia's projection focus is to explain the realities of the SPS school budget and assess budget efficiencies (i.e. per pupil expenses) and areas of opportunity. Mr. Samia wants to lay out a budget roadmap and explain these are very real costs. The end result should be a living, breathing school budget projection document that can be used annually.

The School Committee Fiscal Projection roll out will occur after 1/25 SPS budget presentation along with School Talk show. Feb 8 SC meeting.

Adjournment

On a motion by Dr. Magee, seconded by Mr. Samia, the committee unanimously agreed to adjourn the meeting at 7:09pm. Roll call votes are as follows: John Samia, Yes;; Jon Wensky, yes; Dale Magee, yes; Sandy Fryc, Yes;

Respectfully submitted,
Jon Wensky
Secretary

Documents Reviewed: FY 18 Budget – School Committee Workshop #1

**School Committee Workshop
Shrewsbury High School
Principal's Conference Room
64 Holden Street
Shrewsbury, Massachusetts**

Thursday, January 5, 2016

Present: Ms. Sandy Fryc, Chairperson; Dr. Dale Magee, Vice Chairperson; Mr. Jon Wensky, Secretary; Ms. Erin Canzano, Dr. Joseph Sawyer, Mary Beth Banios, Patrick Collins, Barb Malone, Meg Belsito - Not Present: John Samia

Ms. Fryc called the meeting to order at 5:05

Overview

Dr. Sawyer advised that all feedback provided at the 12/21/16 budget workshop was factored into the revised materials presented tonight. Mr. Collins provided the carry forward budget and recommended resource additions based on critical school needs (i.e. student enrollment @ SHS, SPED, etc.). He reviewed the budget calendar and advised that the Town Manager's FY 18 recommendation received in April will contain more substance and accuracy with regard to the impact of town health care expenses. The town's health care costs will likely factor into what is allocated to the school department. Mr. Collins reviewed class size with projected school enrollments for FY 18 and reviewed various personnel scenarios that could impact class size. He also reviewed the need for an additional Assistant Principal at the High School to meet the increasing student demands. The committee reviewed various fee increase scenarios and impact to FY 18 budget. SPED tuition fees were also reviewed. Mr. Collins advised that the SPED projection is a hard number.

Contingency plans for prospective personnel reductions

Dr. Sawyer advised that he would present his prospective reduction plan at the 3/15 general meeting. He advised that a meeting would be set up with the Finance committee to review budget impact & where the cut backs would be required based on the town's projected increase for the school department. Ms. Fryc advised School Committee priorities must be factored into the reduction plan. The committee will request a meeting with the Finance Committee on 3/18, after the proposed reductions are disclosed in the 3/15 School Committee meeting.

SPED – Overview of cost increases

As a follow up from the 12/21/16 meeting, Ms. Belsito & Mr. Collins provided the committee with a student by student breakdown of SPED tuition changes year over year. This provided a more granular look at the volatility of SPED costs.

Adjournment

On a motion by Dr. Magee, seconded by Mr. Wensky, the committee unanimously agreed to adjourn the meeting at 6:26pm. Roll call votes are as follows: Erin Canzano, yes; Jon Wensky, yes; Dale Magee, yes; Sandy Fryc, Yes

Respectfully submitted,
Jon Wensky
Secretary

Documents Reviewed: FY 18 Budget – School Committee Workshop # 2 Materials

**School Committee Workshop
Shrewsbury High School
Principal's Conference Room
64 Holden Street
Shrewsbury, Massachusetts**

Wednesday, January 18, 2016

Present: Ms. Sandy Fryc, Chairperson; Dr. Dale Magee, Vice Chairperson; Mr. Jon Wensky, Secretary; Ms. Erin Canzano, Dr. Joseph Sawyer, Mr. Patrick Collins

Ms. Fryc called the meeting to order at 5:10

Dr. Sawyer discussed the budget presentation for the 1/25/17 School Committee meeting. During the discussion, there were references to the State of the District presentation & Fiscal Projections review provided to the public at the 1/13/17 School Committee meeting. Dr. Sawyer advised that the overall focus of the budget presentation would factor in rising student enrollment, lack of space in our elementary school, and the importance of the Beal School project to the future of the school district. Additionally, the educational needs of special population would be emphasized. In addition to SPED student needs, English Language Learners (ELL) are becoming a larger population and can vary in intensity, facing state mandates – less English, more mandated services must be provided to ELL students by the district. Dr. Sawyer advised that SPED volume has not changed, but the intensity level of the student needs have increased, requiring additional services. He also advised that 81% of the FY 18 budget is centered on staffing costs. Dr. Sawyer also advised that the SPS curriculum budget is level due in large part to the sustained benefits of technology in the classroom.

Dr. Magee advised educating the town on the budget cycle and explains how education costs run the school district. He added that the school district provides a service to the community and 81% of the budget is the personnel that provide the service to their children. Mr. Samia followed up these comments by advising that the cost increases for personnel are modest (4-5%) when considering there are over 6,000 students in the district. He advised that there is very little room to remove personnel without significantly impacting the services we are providing to these students. Mr. Samia feels it's important to convey that education costs money and our schools are what is driving our community, as we are a destination for good schools and lack the revenue to support the required services.

Ms. Canzano wants to see where the potential budget cuts would put the district in comparison to before the 2014 override approval. She's concerned that we are going backwards on the gains SPS experienced after the override and the conflict that the Beal project would present to provide adequate funding for the existing schools in the district.

The committee recommended that the 1/25 budget presentation provide a high level overview of the FY 18 budget proposal. The request was made for more charts and less focus on the granular details that are available for review in the budget packet.

Adjournment

On a motion by Dr. Magee, seconded by Mr. Samia, the committee unanimously agreed to adjourn the meeting at 6:01pm. Roll call votes are as follows: John Samia, yes; Erin Canzano, yes; Jon Wensky, yes; Dale Magee, yes; Sandy Fryc, Yes

Respectfully submitted,

Jon Wensky
Secretary

**School Committee Workshop
Shrewsbury High School
64 Holden Street
Shrewsbury, Massachusetts**

Wednesday, May 3, 2017

Ms. Sandy Fryc, Chairperson; Dr. Dale Magee, Vice Chairperson; Ms. Erin Canzano; Mr. Jason Palitsch; Dr. Joseph Sawyer, Superintendent of Schools; and Ms. Barb Malone, Director of Business Services. Absent: Mr. Jonathan Wensky, Secretary.

The meeting was convened at 6:30 pm by Sandy Fryc.

Interviews of Assistant Superintendent Candidates

Dr. Jane Lizotte, Principal of Sherwood Middle School, was interviewed by the committee for the position of Assistant Superintendent. She asked and answered questions and engaged in discussion with committee members.

When Dr. Lizotte was finished, Ms. Amy Clouter, Principal of Coolidge Elementary School, was interviewed by the committee for the same position. She asked and answered questions and engaged in discussion with committee members.

When Ms. Clouter finished her interview, the committee engaged in a discussion about the merits of each candidate. The Superintendent will take these comments under advisement as he makes his decision regarding which candidate to recommend by May 10, 2017.

Adjournment

On a motion by Jason Palitsch, seconded by Dale Magee, the committee unanimously agreed to adjourn the meeting at 8:59 pm. Roll call votes are as follows: Dale Magee, yes; Jason Palitsch, yes; Erin Canzano, yes; and Sandy Fryc, yes.

Respectfully submitted,

Erin H. Canzano
School Committee Member

Documents referenced:

- 1) Resume and references of Dr. Jane Lizotte, Principal of Sherwood Middle School
- 2) Resume and references of Ms. Amy Clouter, Principal of Coolidge Elementary School
- 3) Suggested Interview Questions for the Assistant Superintendent position from Dr. Sawyer
- 4) Pre-employment Inquiry Info

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

MINUTES OF SCHOOL COMMITTEE WORKSHOP

**Conference Room A
Shrewsbury Town Hall
Tuesday, June 6, 2017**

Present: Dr. Dale Magee, Chairperson; Mr. Jon Wensky, Vice Chairperson; Ms. Sandy Fryc, Secretary; Ms. Erin Canzano; Jason Palitsch.

Workshop opened at 7:03PM.

PLANS & STRATEGIES FOR THE COMING YEAR

POLICY:

- Online manual available, would like it to be searchable as well as being able to review easily “last reviewed” date
- Need to have more frequent meetings
- May use MASC sample policy manual as well as updates as a reference source.
- Participation in MASC online manual project may not be affordable (~\$10,000 entry fee plus ~\$900/yr maintenance)

COMMUNICATIONS WITH SUPERINTENDENT:

- Daily briefings were appreciated by all
- Regular meetings with members monthly and chair semiweekly are welcomed

COMMITTEE COMMUNICATIONS WITH PUBLIC & PARENTS

- Use Shrewsbury community Facebook page more (last year, postings were cleared with the Chair first)
- Request that Shrewsbury Media Connection provide segmented videos that can be linked in posts

FISCAL FORECASTING:

- Follow through with John Lebeaux in early July regarding triboard subcommittee to:
 - Research trends for town revenues and costs
 - Explore approaches to meet needs and maintain quality of services
 - Educate the public regarding town finance
- Follow through with Donna O’Connor regarding composition of subcommittee
- Meet with the new town manager (Kevin Mizikar) along with Dr. Sawyer to discuss

BUDGET:

- Discussion regarding budget volatility & January Budget proposal was carried out.

EMERGING ISSUES:

- Feeling that there were topics emerging that needed more exploration. These include:
 - Mental health: hear from adjustment counselors and Dr Kusiak
 - What is the trend? Do we know what stresses are behind this?
 - Are we building resilience?
 - Vocational Training:
 - What are the near term options?
 - What should we be doing, as a district and a committee, long term?

- Fate of graduates: how often do those who start college drop out?, why?, can this be anticipated and mitigated?

STRATEGIC PRIORITIES:

- Needs to be informed by Portrait of a Graduate as well as reports on previous priorities.
- Portrait of a Graduate report needs vetting in other groups especially different parent groups
- Need to set timeline for this to get it done

Upon motion to adjourn by Jason Palisch and second by Jon Wensky the Committee adjourned the meeting at 8:10PM.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **XI. Executive Session**

MEETING DATE: **6/14/17**

A. Approving and/or Releasing Executive Session Minutes

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee enter into executive session for the purpose of approving and/or releasing Executive Session Minutes?

BACKGROUND INFORMATION:

1. Executive session is warranted for these purposes.
2. Executive session minutes will be provided under separate cover.

ACTION RECOMMENDED:

That the School Committee enter into executive session for the purpose of approving and/or releasing executive session minutes.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools

ITEM NO: **XII. Adjournment**