



**School Committee
Meeting Book**

**March 14, 2018
7:00 pm**

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

AGENDA

**March 14, 2018 7:00pm
Town Hall—Selectmen's Meeting Room
100 Maple Avenue**

<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: SHS Boys Track State & New England Champion Relay Team	7:10 – 7:15
B. SHS Student Advisory Committee: Report	7:15 – 7:35
V. Curriculum	
VI. Policy	
A. Staff Travel Policy: Vote	7:35 – 7:40
B. Harassment Policy Update: First Reading	7:40 – 7:50
VII. Finance & Operations	
A. Extended School Care Program: Report & Tuition Recommendation	7:50 – 8:05
B. Fee & Tuition Rates for Fiscal Year 2019: Vote	8:05 – 8:15
C. Fiscal Year 2018 Update: Report	8:15 – 8:25
VIII. Old Business	
IX. New Business	
A. Beal Reuse Committee Request for Feedback: Vote	8:25 – 8:35
B. Development of a Dashboard for School Department Information: Discussion	8:35 – 8:45
X. Approval of Minutes	8:45 – 8:50
XI. Executive Session	
A. For the purpose of negotiations with the Shrewsbury Paraprofessionals Association	8:50 – 9:05
B. For the purpose of negotiations with the Superintendent of Schools	9:05 – 9:10
C. For the purpose of reviewing and approving executive session minutes	9:10 – 9:15
XII. Adjournment	9:15

Next regular meeting: March 28, 2018



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: I Public Participation

MEETING DATE: **3/14/18**

SPECIFIC STATEMENT OR QUESTION:

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

BACKGROUND INFORMATION:

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

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

SPECIFIC STATEMENT OR QUESTION:

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

BACKGROUND INFORMATION:

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

STAFF AVAILABLE FOR PRESENTATION:

School Committee Members
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:** MEETING DATE: **3/14/18**
**A. Student Recognition: SHS Boys Track State & New England Champion
Relay Team**

BACKGROUND INFORMATION:

Shrewsbury High School (SHS) student athletes Joseph O'Brien (Junior), Joseph Young (Senior), Dasani Prideaux (Senior), and Douglas Dias (Senior) were Division 1 State Champions in a school record time of 1:30.59, an improvement on the previous school record by nearly 3 seconds. The group went on to place second at the All-State Meet missing first place by eight hundredths of a second. From there they advanced to the New England Championships and captured the 4x200m title. They were the only boys team from Massachusetts to win a relay event and it is the first New England Relay Championship on the boys side for SHS.

Returning from injury, Christopher Matthews (JR) planned to run with the squad as they headed to the National Championships being held at the Armory Track and Field Center in New York City the weekend of March 9th.

ACTION RECOMMENDED:

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

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:

Joseph O'Brien, SHS Class of 2019

Joseph Young, SHS Class of 2018

Dasani Prideaux, SHS Class of 2018

Douglas Dias, SHS Class of 2018

Christopher Matthews, SHS Class of 2019

Jason Costa, Director, Athletics, Shrewsbury High School

Kurt Gustafson, Physical Education Teacher and Boys Indoor Track Coach, Shrewsbury High School



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: IV. Time Scheduled Appointments:

MEETING DATE: 3/14/18

B. SHS Student Advisory Committee: Report

BACKGROUND INFORMATION:

Under the Massachusetts Education Reform Act, school districts are required to have a Student Advisory Committee (SAC), consisting of five high school students who are elected by the student body. The SAC is required to meet with the School Committee during the year to review various issues of concern to the student body. Mr. Andrew Smith, SHS social sciences teacher, serves as the faculty advisor to the SAC. The agenda for the SAC report is enclosed. Mr. Wensky is the School Committee liaison to the SAC.

ACTION RECOMMENDED:

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

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:

Mr. Andrew Smith, SHS Teacher and Faculty Advisor to the SAC
Mr. Todd Bazydlo, SHS Principal
Benjamin George, SHS Class of 2018, SAC Chair
Maya McCollum, SHS Class of 2018
Erica Hanlon, SHS Class of 2019
Paulina Hruskoci, SHS Class of 2019
Prisha Singh, SHS Class of 2019

Student Advisory Committee
Agenda for the School Committee Meeting on March 14, 2018

I. Student Accomplishments

Shrewsbury High School students are continually achieving success through their athletics, acting, and other extracurricular activities.

- a) Athletics
- b) Performing Arts
- c) Clubs

II. Student Events

Whether it be traveling together to different nations or coming together at home to support important causes, students have fostered a strong sense of unity at SHS.

- a) Student Travel
- b) Black History Month Assembly
- c) Student Walkout

III. Planning for the Future

Whether in our cafeteria or our classrooms, SHS is working to provide new options for students.

- a) Vegetarian Survey
- b) Course Selection

Thank you for your continuous support of the SAC.

Respectfully submitted,

Benjamin George
Chairperson

Maya McCollum, Prisha Singh, Paulina Hruskoci, Erica Hanlon
SAC Members



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **V. Curriculum**

MEETING DATE: **3/14/18**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: VI. Policy
A. Staff Travel Policy: Vote

MEETING DATE: 3/14/18

BACKGROUND INFORMATION:

The first reading of a draft of new Policy 935: Staff and School Committee Travel and Reimbursement was held at the School Committee meeting on February 28, 2018. The draft of the policy (enclosed) was posted for public viewing and comment. The intent of the policy is to provide clarity regarding the expectations for arranging and participating in travel related to School Department business, in terms of ensuring cost effective travel choices and reasonable reimbursement of employee expenses. Ms. Erin Canzano and Mr. Jason Palitsch are members of the Policy Subcommittee.

ACTION RECOMMENDED:

That the School Committee vote to approve new Policy 935: Staff and School Committee Travel and Reimbursement.

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:

Ms. Erin Canzano, School Committee, Member of Policy Subcommittee
Mr. Jason Palitsch, School Committee, Member of Policy Subcommittee
Dr. Joseph M. Sawyer, Superintendent of Schools
Mr. Patrick Collins, Assistant Superintendent for Finance and Operations

POLICY FAMILY	Business Affairs	900
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Policy 935: Staff and School Committee Travel and Reimbursement

Adopted date here

Statement of Philosophy on Staff and School Committee Travel

The Shrewsbury School Committee supports the concept of cost-effective employee travel when it relates to fulfilling one's job responsibilities, professional development, or furthering the district's strategic priorities or goals. Likewise the School Committee encourages the use of video-conferencing and contracting for on-site staff training when doing so is more cost-effective than traveling and/or more convenient for staff.

All work-related travel must have the pre-approval of staff supervisors prior to making arrangements or financial commitments. Unapproved travel may not be reimbursed by the District. In order to receive reimbursement, all staff or School Committee members must complete required forms and submit receipts or proof of payment that satisfies any pertinent state law, School Department administrative regulations, and Town Accountant's Office regulations.

It is the intent of this policy to ensure that staff expenses related to travel do not incur a financial hardship to employees and to also recognize that some benefits of staff-related travel [i.e. furthering one's training or accruing PDP's] accrue to employees. As such, it is not intended that the District will reimburse 100% of staff-related costs in all situations for business travel. Employees are referred to the section below titled *Unreimbursed Expenses Advisory* for more information.

Costs Prohibited from Reimbursement

Certain items or services that may be a routine part of one's lifestyle and incurred while on work-related travel will not be reimbursed by the District. These are listed below. It is noted that the District and Town Accountant reserve their rights to limit or exclude other expenses, not listed below, but deemed inappropriate or excessive.

- Any item or service considered illegal by federal, state, or local laws
- Alcohol of any type
- Tobacco or vaping products of any type
- In-room or in-flight movies or entertainment services
- Costs incurred by employees in violation of local venue laws or ordinances such as parking tickets, traffic violations, fines, or citations

Spouse/Partner/Family Member Accompanying Employee

Employees may bring a spouse, partner, or family member on District-related travel so long as no additional or increased costs are incurred by the District and the employee's participation or experience in the conference, workshop, or other type of work-related event is not diminished.

The District takes no financial, legal, or other type of responsibility for the staff member's traveling companion.

Reimbursement Categories: Allowances and Limitations

- a) **Mileage Reimbursement:** Employees who do not receive a travel allowance will be reimbursed for mileage for travel to pre-approved conferences or work-related events outside their normal workplace. If an employee receives a travel allowance with stipulations, such as applying to routine business travel within a certain mileage radius, the employee will be reimbursed for mileage for travel to pre-approved conferences or work-related events that do not qualify under the terms of the allowance. The reimbursement rate will be the current Internal Revenue Service [IRS] annual rate as published for January 1st of each calendar year.
- b) **Lodging:** When overnight travel is required and approved, employees are encouraged to make arrangements in places that balance overall cost-effectiveness and employee safety. Employees should survey recommended lodging by conference sponsors along with other nearby accommodations, while taking into account all related lodging, transportation, parking or complimentary meals to derive the most cost-effective and safe lodging. In addition to the factors listed above, time and convenience factors should also be considered in order to leverage the benefits of the conference as part of overall cost-effectiveness.
- c) **Air or Train Travel:** Staff shall always travel in the most cost-effective “coach” or “economy” airline or train seats and survey available flights that match the travel requirements.
- d) **Regional Transportation:** It is strongly encouraged that staff use free hotel shuttles when available. Otherwise staff should survey the most cost-effective and safe means of ground transportation when traveling. Buses, subways, and ride-shares (e.g., Uber, Lyft) are more preferable than rental cars. If rental cars are necessary, only “economy”, “compact” or “mid-size” should be rented. Rental car vehicles in the “Premium”, “Luxury”, “Sports Utility Vehicles [SUVs]”, or “Convertible” classes are prohibited. Situations involving persons with disabilities, staff traveling as a group, or physical size of staff will be considered on a case-by-case basis.
- e) **Meals and Incidentals:** When no overnight travel is required, staff may be reimbursed for meals purchased by providing original receipts. However, the maximum reimbursement limits, including gratuity, per meal are: \$8 for breakfast, \$12 for lunch, and \$20 for dinner regardless of actual employee cost incurred.

Staff who are approved for overnight travel will receive a daily per diem of \$40 for each full day of travel for meals and incidentals. Actual days of travel to and from conferences will be pro-rated at 75% or \$30 per diem since fewer meals will need to be purchased. Per diem pay should be claimed on the employee expense form and no meal receipts are to be submitted.

If the conference cost includes meals then the per diem allowance will be reduced accordingly by the meal limits specified above. For example, if the conference cost includes lunch, then the per diem would be reduced by \$12.
- f) **Parking and Tolls:** Staff will be reimbursed for parking and tolls and expected to seek out the most cost-effective and safe routes of travel and parking areas.
- g) **Gratuities:** Reasonable and customary gratuities may be claimed on the employee expense reimbursement form. It is understood that in some cases no receipt can be provided for certain gratuities as they typically made by cash with no receipt expected by the payer.

Reimbursement and Expense Documentation Procedures

In order to receive work-related expense reimbursement all staff and School Committee members are required to submit the current staff expense reimbursement form. All claims for reimbursement, with the exception of per diem pay for meals and incidentals, must be substantiated with original receipts or documentation determined sufficiently authentic

and specific so as to be reimbursed. The School Department and Town Accountant reserve their rights to decline reimbursement when either party deems expense documentation to be deficient in substantiating an expense. Claims for staff reimbursement will be processed in a timely manner upon completion of all requirements and paid out via the Town's regular warrant process.

Unreimbursed Expenses Advisory

Staff are directed to Internal Revenue Service *Publication 463: Travel, Entertainment, Gift, and Car Expenses* and other IRS information that may be published on this topic. The District cannot offer employees tax-related advice on this topic. Employees should seek tax advice from tax professionals if they have questions that are not answered in the aforementioned references.

Ethical Considerations

Section 3 of Massachusetts General Law Chapter 268A prohibits state, county, or municipal employees from soliciting or accepting anything of substantial value for or because of any official act they have performed or will perform. Employees are advised that any offer of corporate-sponsored travel, conferences, or alike may fall into this category, and may require prior approval and disclosure per Massachusetts laws and regulations. If in doubt, employees should consult with their supervisor and/or the State Ethics Commission if they have questions.

This policy will be reviewed within five years of adoption.

References:

MGL c. 44, Section 58

MGL c. 268A

Massachusetts Office of the Inspector General: *Guide to Writing Effective Travel Policies*



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: **VI. Policy**

MEETING DATE: **3/14/18**

B. Harassment Policy Update: First Reading

BACKGROUND INFORMATION:

This is the first reading of an update to Policy 316: Harassment (currently titled “Sexual Harassment”). Per the recommendation of Ms. Malone, a wholesale update is being recommended to this policy in order to align it with the current legal framework and best practices, as well as to make it inclusive of all types of harassment in addition to sexual harassment. The former policy is also included for comparison purposes.

Ms. Erin Canzano and Mr. Jason Palitsch are members of the Policy Subcommittee.

ACTION RECOMMENDED:

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

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:

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

POLICY FAMILY	Personnel - Responsibilities & Procedures	300
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Policy 316: Harassment

Adopted 6/16/93

Amended 5/4/94

Revised 4/2/97

Proposed to be Revised 3/?/18

Statement

Shrewsbury Public Schools strives to meet the intellectual, emotional, cultural, physical and social needs of the entire school community. Students are encouraged to develop to their maximum potential and to demonstrate critical thinking and content mastery, leadership, global citizenship and engagement, innovation, resilience and focus, collaboration and communication. Faculty and staff work together in a professional environment to help students fulfill these goals. We strive to create and maintain a work environment in which people are treated according to our core values of respect and responsibility, collaboration and communication, commitment to high standards and expectations, and equity.

It is the goal of Shrewsbury Public Schools to promote a workplace that is free of sexual and other forms of harassment. Harassment of employees occurring in the workplace or other settings in which employees may find themselves in connection with their employment (including interaction with contractors and third party vendors) is unlawful and will not be tolerated by this organization. Harassment which occurs on social media, in emails, or in texts, which may be seen by colleagues or other members of our school community, is included in this policy. (Please refer to School Committee policy #312 for more information.)

Further, any retaliation against an individual who has complained about harassment, asserted or advocated for protected rights, or any retaliation against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual and other forms of harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because Shrewsbury Public Schools takes allegations of sexual or other forms of harassment seriously, administration will respond promptly to complaints of harassment and where it is

determined that such inappropriate conduct has occurred, administration will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Based upon the seriousness of the offense, corrective and disciplinary action could include training or retraining, verbal counseling, written warning, paid or unpaid suspension, and/or termination of employment.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual and other forms of harassment, this policy is not designed or intended to limit the school district's authority to investigate, discipline, or take remedial action for workplace conduct which is deemed unacceptable, regardless of whether that conduct satisfies the legal definitions of harassment.

Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct (including harassment based upon gender stereotypes, perceived gender roles, or one's gender identity), whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment. Harassers and the targets of harassment need not be of opposite genders. It is possible that the harasser and the harassment target belong to the same protected group or are of the same gender.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, images, cartoons, videos, or other media
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences, and
- Discussion of one's sexual activities

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, asserted or advocated for protected rights, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

Other Forms of Harassment

Employees are also protected from harassment on the basis of their race, color, religion, national origin, ancestry, sex, gender identity, disability, participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status.

While it is not possible to list all those additional circumstances that may constitute other forms of harassment or discrimination, the following are some examples of conduct which may constitute harassment or discrimination. It is also possible that the harasser and the harassment target belong to the same protected group or are of the same gender. Examples include:

- Epithets, jokes, and/or demeaning references, whether written or oral, to one's race, color, religion, national origin, ancestry, sex, gender identity, perceived gender roles or stereotypes, disability, participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status
- Displaying offensive objects, images, cartoons, videos, or other media
- Asking if or implying that someone would belong to a particular organization or take specific actions based on their perceived ancestry, religion, or national origin
- Making jokes about the pronunciation of someone's name
- Comments on an individual's body of a derogatory nature

All employees should take special note that, as stated above, retaliation against an individual who has complained about harassment, asserted or advocated for protected rights, and retaliation against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated by Shrewsbury Public Schools.

Complaints of Sexual and other Forms of Harassment

If any employee believes that he or she has been subjected to harassment, the employee has the right to file a complaint with Shrewsbury Public Schools. This may be done in writing or verbally. It is the goal of Shrewsbury Public Schools to promote a workplace that is free of sexual and other forms of harassment, and even if an employee believes that they *may* have a concern, he or she is encouraged to report it.

If you would like to file a complaint you may do so by contacting the Director of Human Resources:

(Current HR Director's info shall be listed here.)

Complaints may also be filed with any School Principal, any Assistant Principal, or any Assistant Superintendent for Shrewsbury Schools, or with the Superintendent of Schools.

These individuals are also available to discuss any concerns you may have and to provide information to you about this policy and our complaint process.

Harassment Investigation

When a complaint of harassment (sexual or other forms) is received, an administrator will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include an interview with the person filing the complaint and with witnesses. The person alleged to have committed harassment will also be interviewed. The investigation will include review of the alleged harasser's employment file and applicable policies. When the investigation is complete, the investigator will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the school district will act promptly to eliminate the offending conduct, and where it is appropriate the school district will also impose disciplinary action, as described above.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to any form of harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit or prevent you from filing a complaint with these agencies at any time. Each of the agencies has a short time period for filing a claim (EEOC-300 days; MCAD-300 days).

The United States Equal Employment Opportunity Commission ("EEOC")

<https://www.eeoc.gov/field/boston/index.cfm>

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203

Phone Number: 1-800-669-4000

The Massachusetts Commission Against Discrimination ("MCAD")
<https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

1 Ashburton Place
Suite 601
Boston, MA 02108

Phone Number: 1-617-994-6000

This policy will be reviewed within five years of adoption.

SINGLE POLICY	SEXUAL HARASSMENT	316
Statement	<p>Shrewsbury Public Schools strive to meet the intellectual, emotional, cultural, physical and social needs of the entire school community. Students are encouraged to develop to their maximum potential and to acquire the skills necessary to become mature, responsible and productive citizens. Faculty and staff members work in a professional environment to help students fulfill these goals. Sexual harassment is an unlawful and destructive behavior that interferes with education and teaching, and therefore, will not be tolerated.</p> <p>Because Shrewsbury Public Schools takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective act as is necessary, including disciplinary action where appropriate.</p> <p>Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of sexual harassment complaint is similarly unlawful and will not be tolerated.</p> <p>Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, this policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct, which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.</p> <p>The purpose of this policy is to define sexual harassment, establish appropriate standards of conduct and set guidelines for recognizing and dealing with sexual harassment.</p>	
<p>Definition G.L. Chapter 151C. Fair Educational Practices</p> <p>Definition School Committee Policy</p>	<p>The term "sexual harassment" means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:--(i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of benefits, privileges or placement services as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct create an intimidating, hostile, humiliating or sexually offensive educational environment.</p> <p>Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.</p> <p>Sexual harassment includes verbal and physical conduct related to gender or sexual preference that creates an intimidating, controlling, or hostile environment.</p> <p>Sexual harassment may include but is not limited to:</p> <ol style="list-style-type: none"> 1. unwelcome sexual advances, whether they involve physical touching or not, or request for sexual favors; 2. inappropriate touching, intentionally impeding movement, verbal comments, gestures or written communication of a suggestive or sexually derogatory nature, or intimidation based on gender or sexual preference; 3. continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment); 4. subtle pressure or requests for sexual activity; <p style="text-align: right;">Continued on next page.</p>	

<p>Complaints of Sexual Harassment</p>	<ol style="list-style-type: none"> 5. unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments and voyeurism; 6. displaying sexually suggestive pictures or objects anywhere in the workplace; 7. sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; and 8. inquiries into one's sexual experiences and/or discussion of one's sexual activities <p>Sexual harassment may include conduct by men towards women, men towards men, women towards men, women towards women, employees towards supervisors, supervisors towards employees, employees towards citizens or vendors, and citizens or vendors towards employees. It may also include consensual sexual conduct by co-workers that is offensive or disadvantageous to a third party employee.</p> <p>In addition, an employee's mistreatment of another employee away from work may be, or may become, prohibited conduct if it is in any way associated with workplace conduct. Such mistreatment could include any conduct towards an employee outside of the workplace that would be prohibited in the workplace. Conduct including but not limited to following that employee home without her or his consent, making repeated unwelcome sexual overtures by telephone or sending unwelcome sexual materials through the mail, may be prohibited conduct.</p> <p>The above examples are not all inclusive. Conduct not described in these examples might constitute sexual harassment. A common sense question to ask yourself about any conduct is, "Would I want my spouse, child, sister, brother or parent to have to experience, see or listen to something like this?". If the answer is "No", then the conduct should be stopped.</p> <p>No form of sexual harassment will be tolerated by the Shrewsbury Public Schools. Anyone found to have committed any form of sexual harassment will be disciplined, up to and including termination. All supervisors are expected to be alert to any possible sexual harassment and to take appropriate steps to eliminate and report the same. Supervisors found to have tolerated or condoned sexual harassment, or found to have failed to take appropriate actions to prevent sexual harassment will also be disciplined. Employees found to have knowingly made false accusations of sexual harassment will be disciplined up to and including termination.</p> <p>If any member of the school community believes that he or she has been subjected to sexual harassment, the individual has the right to file a complaint with our organization. This may be done in writing or orally. A formal complaint may be filed at any time by a student, employee, administrator, and/or applicant who believes that his/her rights as outlined in the sexual harassment policy have been violated.</p> <p>All individuals should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated in this organization.</p> <p>The school committee will annually appoint a grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedures set out below. The grievance officer may designate principals or designees to conduct the investigation. Should the grievance officer be the alleged harasser, the complaint should be filed with the superintendent or assistant superintendent.</p> <p>If you would like to file a complaint, you may do so by contacting the grievance officer. This person is also available to discuss any concerns you may have and to provide information to you about the district's policy on sexual harassment and the district's complaint process.</p> <p style="text-align: right;">Continued on next page.</p>
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Procedure for
Investigating
Sexual Harassment
Complaints

Every report of sexual harassment will be taken seriously and investigated in a timely fashion. Any investigation into allegations of sexual harassment must be conducted in the most confidential manner. Only those individuals with a need to know should be informed of the complaint. Witnesses identified by the complainant or the alleged harasser should be interviewed individually in circumstances that will encourage candid comments and protect confidentiality.

Any member of the school community who believes that s(he) has been subjected to sexual harassment should report the incident (s) to grievance officer.

The grievance officer, or his or her designee, shall obtain a written statement of the allegation from the complainant, if the employee does not put the complaint in writing, the grievance officer shall do so. The statement shall be as detailed as possible as to the time, date, location and description of alleged harassment. In the event that the complainant does not feel comfortable reporting the sexual harassment to the grievance officer, or if the grievance officer is the alleged harasser, the complainant may report the alleged harassment directly to the superintendent or the assistant superintendent.

Once the grievance officer receives the complaint, s(he) or his/her designee shall attempt to resolve the problem in an informal manner. Such an investigation may consist of, but is not limited to, the following actions:

1. Interview(s) with the individuals;
2. Interview(s) with the person(s) alleged to be the harasser(s);
3. Interview(s) with other employees or witnesses;
4. Interview(s) with other individuals at the discretion of the grievance officer or his/her designees; and
5. Review of pertinent records.

On the basis of the grievance officer's perception of the situation s(he) may:

1. Attempt to resolve the matter informally through reconciliations; or
2. Report the incident and transfer the record to the superintendent, or his/her designee, and so notify the parties by certified mail.

After reviewing the record made by the grievance officer, the superintendent or his/her designee may attempt to gather any more evidence necessary to decide the case. When the investigation is completed, the superintendent or his/her designee will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. The superintendent shall inform the alleged harasser and the complainant of his/her decision within ten (10) school working days of receipt of the written allegations.

If the superintendent determines that the allegations are not credible, the matter shall be closed. The superintendent shall keep the documents, notes, and other material from the investigation as a record.

If the superintendent determines that the allegations, or any part of the allegations, are credible, s(he) shall take appropriate disciplinary actions. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as the district deems appropriate under the circumstances.

The initiation of a complaint in good faith will have no detrimental effect on the complainant's standing or evaluation in the school in any way.

Continued on next page.

State and Federal
Remedies

If a complainant cannot utilize any aspect of the procedure detailed above because the alleged harasser is involved in the procedure, the complainant should contact the superintendent of schools.

In addition to the above, if you believe you have been subjected to sexual harassment you may file a formal complaint with either or both of the government agencies set forth below. Using the district's complaint process does not prohibit you from filing a complaint with these agencies.

Equal Employment Opportunity Commission (EEOC)
475 Government Center
Boston, MA 02203
607-565-3200 or 1-800-669-4000

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, Room 601
Room 601
Boston, MA 02108
607-994-6000

Adopted 6/16/93
Amended 5/4/94
Revised 4/2/97



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: VII. Finance & Operations

MEETING DATE: 3/14/18

A. Extended School Care Program: Report & Tuition Recommendation

BACKGROUND INFORMATION:

The office of Extended Learning oversees the Extended School Care Program, the Elementary Summer Enrichment Program, the Middle School Summer Extensions Program, and a variety of other programs designed to enrich students' hours beyond the traditional school day.

Ms. Karen Isaacson, Director of Extended Learning, will present a report on the fiscal status of the program and a recommendation regarding tuition rates.

The report and a slide presentation are enclosed.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

Ms. Karen Isaacson, Director of Extended Learning



3/14/18

To: Shrewsbury School Committee

From: Karen Isaacson, Director of Extended Learning

RE: Extended School Care – Report and Tuition Recommendation

EXTENDED SCHOOL CARE

The demand for the ESC program continues to grow. We have accommodated an additional 40 FTE across the district in FY 18, yet we still have 180 students on the waiting list. With enrollment increases come additional expenses, so despite our growth, our revenue no longer covers our expenses.

For many consecutive years, ESC revenue exceeded expenses and a generous reserve was built. We chose to hold our fees steady for five years in light of this situation. In FY 17, recognizing a reduction in our reserve, we increased parent fees by 3%. This increase was not enough to cover our increasing costs, but we felt it was important to minimize the impact on families, and we discussed potentially rolling out a series of small increases over several years rather than a one-time large increase. For FY18, we face a potential loss of \$75,000 and without a tuition increase, the loss could grow to \$125,000 in FY19. It is no longer an option to operate at a loss, and so we must explore a rate increase and other changes to our fee structure.

Contributing Factors

There are several significant factors that contribute to our current financial picture.

- Extended Day tuition rates are well below market rates in our community
- Infrequent rate increases over 10-year period
- The expansion of the Extended Learning department requires a full-time, year-round administrator and a full-time, year-round administrative assistant.
- We've seen an increase in the number of families who qualify for financial aid, and an increase in the number of students who require staff support due to their needs.
- In 2012-2013, the district added early release days to the calendar. This created significant additional expense for staffing several additional hours, as well as providing lunch, on each of those days. Additionally, in order to create necessary space and an environment conducive to professional development, ESC frequently plans field trips for those days, creating additional expense for staff, transportation, food and admission fees.

Rate History

Rates reflect 5 day/week enrollment. Options are also available for 2, 3 or 4-day enrollment.

Fiscal Year	After School Rate	Before School Rate
2008	\$226/month	\$102/month
2013 – 15% increase	\$260/month	\$118/month
2018 – 3% increase	\$268/month	\$122/month
2019 – 3% proposed	\$276/month	\$126/month

Local Rate Comparison

Shrewsbury ESC charges among the lowest tuition for similar services in the region. A survey of 30 local programs shows an average monthly tuition of \$372. Even with the proposed increase, our tuition would remain well below average. For details, please see accompanying slide presentation.

Financial Forecast

- With no change to tuition, ESC would face a loss of nearly \$125K for FY19.
- ESC employees are paid according to a 5-step scale (based on years of experience.)
- If all employees return in their current roles, step increases will add \$27K.
- We also anticipate an increase to health insurance costs by approximately 10% which will potentially increase expenses by \$25K

Proposed Changes

- 3% tuition increase
- Removal of sibling discount
- Additional fee of \$25 per child per early release day (\$125/year)
- 1% cost of living increase for employees

Expenses

- 87% of the total ESC budget is for personnel (wages and benefits)
- ESC pays \$50,000 annually to offset the cost of electricity (3% of budget)
- The remainder of the budget is discretionary spending, and approximately 40% of that is allocated for field trips and other events related to early release days.
- Charging students \$25 per early release day will significantly mitigate the cost of these days.

Sibling Discount

- 27% of our currently enrolled families receive a sibling discount
- ESC absorbs this cost without any reduction to expense
- Eliminating the sibling discount would be consistent with other district fee policies



Karen Isaacson
Director of Extended Learning

ESC Financial Perspective

- 100% funding from parent tuition
- Recently, revenue has not covered expense and we have eroded the fund balance
- Federal guidelines recommend holding 3 months of revenue in reserve
 - 3 months ESC = \$400,000
 - Fund balance at start of FY18 = \$186,906
 - Projected fund balance at end of FY18 = \$110,000



FY 2019 Projection

No tuition change

<u>FY 2019 projection, no change</u>	
Tuition	\$1,500,000.00
Sibling Discount	(\$33,800.00)
Reduced Fee	(\$60,000.00)
Registration fees	\$15,000.00
Misc fees	\$11,500.00
Summer	\$48,000.00
extra charges	\$ -
Total Revenue	\$1,480,700.00
Wages	\$1,202,000.00
Benefits- 10% insurance increase	\$184,000.00
Trips/Events	\$69,500.00
Snack	\$56,750.00
Utility	\$50,000.00
Supplies	\$31,500.00
Admin expenses	\$5,500.00
Professional Dev	\$5,000.00
Total Expense	\$1,604,250.00
Profit (Loss)	(\$123,550.00)



Contributing Factors

- Cost of food, supplies steadily rising
- Greater number of families qualify for financial assistance
- Rising number of students needing support
- Low staff turnover means higher wages
- Early release days (added to school calendar in FY13.) ESC often leaves school to allow for faculty professional development
- Other field trips when family/community events are scheduled for shared spaces



FY 2019 Projection with proposed changes

Cost reductions will also
need to be implemented to
ensure balanced budget

FY 2019 Proposal	
3% tuition increase	\$1,545,000.00
no sibling discount	\$ -
reduced fee	(\$60,000.00)
registration fee	\$15,000.00
misc fees	\$11,500.00
summer	\$48,000.00
early release day - \$25/child/5 days	\$57,750.00
	\$1,617,250.00
Wages, 1% increase	\$1,214,000.00
Benefits- 10% health insurance increase	\$184,000.00
Trips/Events	\$69,500.00
Snack	\$56,750.00
Utility	\$50,000.00
Supplies	\$31,500.00
Admin expenses	\$5,500.00
Professional Dev	\$5,000.00
Total Expense	\$1,616,250.00
Profit (Loss)	\$1,000.00



Financial Aid

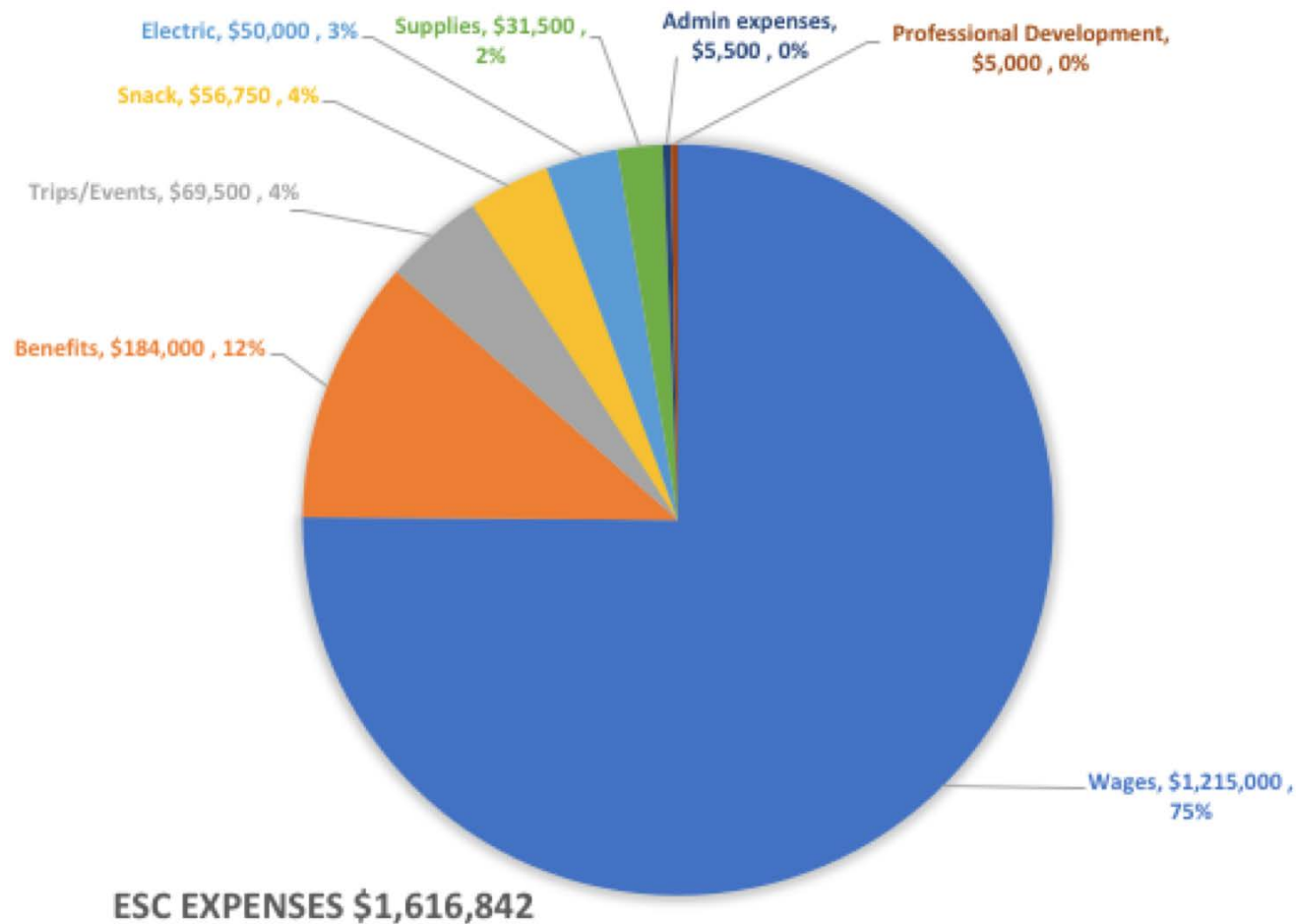
Sliding Scale

GROSS MONTHLY INCOME (Before taxes)					
Family of 2	Family of 3	Family of 4	Family of 5	Family of 6	Amount of scholarship
\$2370-\$2962	\$2927-\$3659	\$3485-\$4356	\$4042-\$5053	\$4600-\$5750	50%
\$1778-\$2369	\$2195-\$2926	\$2613-\$3484	\$3032-\$4041	\$3450-\$4599	60%
\$1184-\$1777	\$1463-\$2194	\$1742-\$2612	\$2021-\$3031	\$2300-\$3449	70%
\$592-\$1183	\$732-\$1462	\$871-\$1741	\$1011-\$2020	\$1151-\$2299	80%
\$0-\$591	\$0-\$731	\$0-\$870	\$0-\$1010	\$0-\$1150	90%

27 families (5%) receive financial aid



ESC Expenses



Per pupil
spending per
day:

Snack - \$.69

Supplies - \$.39



Impact of Early Release Days

Impact of Early Release days for School Year 2016-2017

Date	Wages	Transportation	Admission	Lunch	# students		Total cost	cost per child
12/6/16	\$4,417.84	\$2,667.69	\$6,032.00	\$769.20	473		\$13,886.73	\$29.36
3/7/17	\$5,194.29	\$2,255.04	\$6,401.56	\$706.50	466		\$14,557.39	\$31.24
4/4/17	\$5,142.21	\$2,667.69	\$5,371.42	\$950.95	462		\$14,132.27	\$30.59
5/2/17	\$4,975.41	\$3,055.07	\$6,770.00	\$870.50	455		\$15,670.98	\$34.44
5/23/17	\$4,836.69	\$2,065.02	\$5,235.00	\$811.00	452		\$12,947.71	\$28.65
6/20/17	\$4,092.16	\$2,901.10	\$4,783.50	\$367.74	418		\$12,144.50	\$29.05
FY17 TOTAL	\$28,658.60	\$15,611.61	\$34,593.48	\$4,475.89	454		\$83,339.58	\$30.55

- Wages reflect only the number of hours worked in excess of a normal Tuesday shift.
- Proposal to charge a fee for the 5 professional-development early release days, not for the last day of school or other days ESC leaves school.
- The total cost of all trips in FY17 was \$92,300. The proposed fee would have offset that by \$57,700



Rate History & Recommendation

2007

\$226/month (after school)

\$102/month (before school)

2012 – 15% increase

\$260/month (after school)

\$118/month (before school)

2017 – 3% increase

\$268/month (after school)

\$122/month (before school)

2018 – 3% increase

\$276/month (after school)

\$122/month (before school)

Prices reflect 5-day rates. 2, 3 & 4-day rates are also available



Local Rate Comparison

Town/Program	Program type	2017-2018 Monthly Rate (based on 5-day enrollment)
Holliston	public	\$581
YMCA - Westborough	private	\$560
Acton-Boxborough	public	\$525
Dover-Sherborne	public	\$468
Marlborough	private	\$435
Natick	public	\$425
Westborough	public	\$425
Little Beginnings Shrewsbury	private	\$420
Southborough	private	\$413
Sudbury	public	\$411
Hingham	public	\$410
Uxbridge	public	\$396
Northborough	private	\$390
Boxborough	public	\$382
Franklin	public	\$378
State reimbursement rate	private	\$365
Berlin Boylston	public	\$360
Nashoba Regional	public	\$360
Ashland	public	\$342
Watertown	public	\$340
Norfolk	public	\$333
Framingham	public	\$300
North Andover	public	\$297
Wilmington	public	\$294
Westwood	public	\$280
Millis	public	\$270
St. Mary's - Shrewsbury	private	\$270
Shrewsbury ESC	public	\$268
Hudson	private	\$260
West Boylston	public	\$240
Leominster	public	\$234



Sibling Discount

5% of total tuition for families with 2 children at ESC

10% off total tuition for families with 3 or more children at ESC

- 2017-2018 Enrollment – 696 students
- 546 total families
 - 143 families with 2 children
 - 4 families with 3 children
- 27% of families receive a sibling discount



Potential impact to families

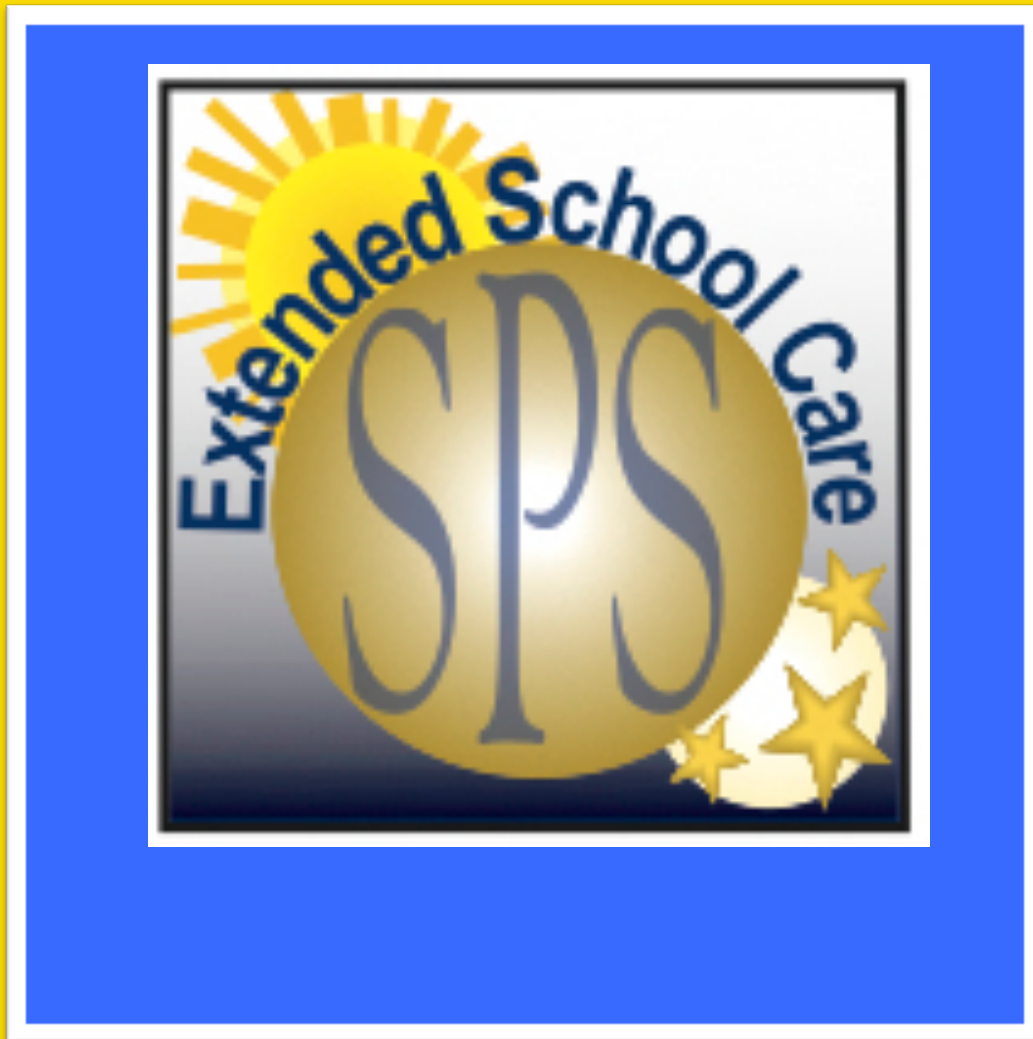
Families with 1 student				
enrolled 5 days, before and after school				
	Before School	After School	Early Release	Total
FY 18	\$1,220	\$2,680	\$0	\$3,900
FY 19	\$1,260	\$2,760	\$125	\$4,145
		Annual increase	6.50%	\$245
Families with 2 students				
enrolled 5 days, before and after school				
	Before School	After School	Early Release	Total
FY 18	\$2,320	\$5,100	\$0	\$7,420
FY 19	\$2,520	\$5,520	\$250	\$8,290
		Annual increase	11.50%	\$870



Current enrollment/Staffing

	#Staff per day	Student FTE
Beal AM	3	25
Beal PM	7	51
Coolidge AM	6	55
Coolidge PM	7	69
Floral AM	6	61
Floral PM	13	117
Paton AM	5	52
Paton PM	6	67
Spring AM	4	40
Spring PM	6	63
Sherwood	11	98
Aides	10	
Admin	2	
TOTAL:	86	698





Questions?



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **3/14/18**

B. Fee & Tuition Rates for Fiscal Year 2019: Vote

BACKGROUND INFORMATION:

At the School Committee meeting on February 28, 2018, Mr. Collins discussed potential adjustments for the 2018-2019 school year for fees related to busing, athletics, and student activities, along with recommended tuition rates for preschool and full-day kindergarten (please see your February 28 meeting packet to refer to that information). A memo from Dr. Sawyer with his recommendations for fee and tuition adjustments for Fiscal Year 2019 is enclosed.

ACTION RECOMMENDED:

That the School Committee vote to approve the adjustments to fee and tuition rates for Fiscal Year 2019 as illustrated in the Superintendent's recommendation memo.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools

Mr. Patrick Collins, Assistant Superintendent for Finance and Operations



Shrewsbury Public Schools

Joseph M. Sawyer, Ed.D.
Superintendent

March 9, 2018

To: School Committee
Re: Recommendations for Fiscal Year 2019 Fees & Tuitions

At your last meeting on February 28, Mr. Collins presented a variety of options for potential changes to fees and tuitions that families pay for various services, programs, or activities that are optional in some manner. At that time, I indicated that I would be making my recommendations for adjustments in advance of your March 14 meeting, and this memorandum contains these recommendations. Please refer to the materials from your February 28 meeting, as well as the report and slides regarding the Extended School Care program included in your meeting packet for March 14, for detailed information regarding these tuitions and fees.

Bus Fee

Due to significantly rising costs connected to a newly bid contract (17% increase), I recommend that the bus fee rate increase from \$275 per student to \$300 per student. This is estimated to generate approximately \$62,000 in additional revenue and represents a 9% increase in the fee.

Athletic Fee

I recommend that the athletic fee rate be increased from \$300 to \$310 per sport per season. This is expected to generate approximately \$11,000 in additional revenue.

Activity Fee

I recommend that there be no change to the Sherwood Middle School activity fee (remaining at \$50) and the Shrewsbury High School activity fee (remaining at \$100). I do recommend that the activity fee for Oak Middle School be increased from \$50 to \$75. This increase will subsidize a more robust set of activities for 7th and 8th graders, including the addition of more athletic opportunities, which has been a longstanding goal of the school and the Athletics Department. The activity fee will continue to allow access to as many co-curricular opportunities as desired for one fee (with the exception of the separate athletic fee at the high school). This is estimated to generate an additional \$11,000 from the Oak activity fees.

Preschool Tuition

In order to keep up with rising costs, I recommend a 3% increase in the tuition rate for all preschool programs, which is expected to generate approximately \$16,000 in additional revenue.

Full Day Kindergarten Tuition

The School Committee has established a goal of providing universal access to full day, tuition free kindergarten if and when space becomes available as a result of the Beal building project. In order for the district to responsibly wean itself from the tuition funding coming out of families' pockets, Mr. Collins advises, and I concur, that we should step down the tuition rate over time so that the district does not have to absorb a shift in cost to the appropriated budget all at once when the shift is eventually made to providing full day kindergarten. I recommend a 10% reduction in full day kindergarten tuition, from \$4,000 to \$3,600, as the beginning of this step down plan. This is expected to result in \$63,000 decrease in tuition collections; however, due to the fact that our current full day kindergarten tuition fund will end the year with a projected surplus of at least that much, which means that no additional funds will need to be added to the FY19 appropriated budget to offset this expected tuition loss. Please note that the new \$3,600 rate is still above the average tuition charged by Massachusetts districts who still require tuition for full day kindergarten (\$3,461 in the current year).

Extended School Care

In order to address rising costs of staffing, food, and materials in the Extended School Care program, as well as address the additional staffing time, lunch, and field trip costs associated with providing care on early release days, I concur with Ms. Isaacson's recommendation for a 3% increase in tuition rates, the elimination of the sibling discount (which also adds consistency with our other fee and tuition programs), and the addition of a \$25 per student fee charged for each early release day. Please see the report and slides from Ms. Isaacson that are included in your meeting packet. Additionally, Ms. Isaacson will also present this information and answer questions at the March 14 meeting.

While I would much prefer not to be requiring any additional fees or tuition from Shrewsbury families, these are critical funding sources for our school district. I believe the recommendations above are reasonable given the costs that the associated programs face, while the additional revenue will contribute to closing the substantial budget gap that exists for the next school year.

I look forward to answering any questions you have at the March 14 meeting.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VII. Finance & Operations**
C. Fiscal Year 2018 Update: Report

MEETING DATE: **3/14/18**

BACKGROUND INFORMATION:

Mr. Collins will present an update on the status of the Fiscal Year 2018 Budget. The enclosed report retains the reporting format started in FY16 which expands the reportable categories from 11 to 19 while remaining to be a high-level one page summary.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

Mr. Patrick Collins, Assistant Superintendent for Finance and Operations



Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

7 March 2018

To: School Committee

Subj: FY2018 BUDGET STATUS UPDATE

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

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

For context it is important to note that reported expenditures and encumbrances are as of 2/25/2018 which is approximately 67% of the way through our fiscal year and 60% into the school year.

At this juncture, I would characterize the FY18 Budget as stable with an estimated surplus. I am projecting that we will exceed our budget in several categories but realize a positive variance from our special education tuition and contractual services accounts.

- Category A2, Unit A Teachers and Nurses is projected with a year-end surplus due to personnel changes and hiring salaries for replacement staff after the budget was finalized.

- Category A3, Aides, ABA, Paraprofessionals is heading towards a relatively small year-end surplus despite the need to hire additional unbudgeted staff hired for meet special education mandates. We have experienced a fair amount of staff turnover leaving many positions unfilled for periods of time that has resulted in this overall positive balance.

- Category A4 Secretaries, Technology & Other Non-Represented Staff is projected with a year-end deficit primarily due to the need to hire an additional human resource support staffer to assist with the growing demand of compliance and staff reporting requirements to state agencies.

- Category A5, Substitutes is projected to end the year at \$775,000 given the existing trend. This is a highly variable category of budget contingent upon staff maternity/paternity leaves and other medical leaves or absences. But it seems that the change in the daily rate for long-term substitutes to \$200 is having a positive budget impact.

- Category C1, the forecast for special education out of district tuitions factors the use of \$2.9M in Circuit Breaker funding in addition to the General Fund appropriation of \$3.1M as shown in the attached budget summary.

This would leave significant funds available for use in FY19, but a carry forward of \$655,000 was already built into the initial FY19 budget plan as reported at your budget workshop. Overall, the reduced cost for out-of-districts placements is positive news for FY18. But we can also consequently expect less Circuit Breaker Reimbursement in FY19 due to the decreased cost in FY18.

-Category C2, Other Tuitions, is running very close to budget with 97 students budgeted and 98 enrolled for Assabet Valley Regional Technical High School. There are no students enrolled at Recovery High School (Worcester) and we had budgeted for two placements.

-Category D2, Educational Contracted Services is running below budget due to less than expected costs for special education contractual services.

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.

In sum, the current projection has us within .59% of our overall budget plan with a modest positive variance.

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

SHREWSBURY PUBLIC SCHOOLS
FY18 BUDGET STATUS and PROJECTION REPORT
as of March 2018

School Committee Recap Sheet	Description	Total Budget	YTD Actual	Encumbrance	Remaining Balance	Year End Projection	Dollar Variance	Percent Variance	Notes
A1	Administrative Central Office, Principals & Unit B	\$ 2,964,117	\$ 1,913,067	\$ 1,017,823	\$ 33,227	\$ 2,960,890	\$ 3,227	0.1%	Tracking close to budget
A2	Unit A (Teachers & Nurses)	\$ 38,427,400	\$ 19,152,528	\$ 19,046,906	\$ 227,966	\$ 38,277,450	\$ 149,950	0.4%	Variance due to personnel transitions
A3	Aides/ABA/Paraprofessionals	\$ 6,395,369	\$ 3,469,194	\$ 2,697,781	\$ 228,394	\$ 6,319,975	\$ 75,394	1.2%	Added paras. but tracking close to budget
A4	Secretaries, Technology & Other Non-Represented	\$ 2,120,538	\$ 1,180,278	\$ 917,542	\$ 22,718	\$ 2,134,109	\$ (13,571)	-0.6%	Added HR support staff
A5	Substitutes - Daily, Long Term & Sub Nurses	\$ 835,600	\$ 339,697	\$ -	\$ 495,903	\$ 775,000	\$ 60,600	7.3%	Exp. Benefit of lower LTS rate
A6	Other Wages (See Note 1)	\$ 721,282	\$ 519,610	\$ -	\$ 201,672	\$ 718,610	\$ 2,672	0.4%	Tracking close to budget
A7	Employee Benefits	\$ 315,070	\$ 112,299	\$ -	\$ 202,771	\$ 367,845	\$ (52,775)	-16.8%	Over in retiree sick leave sell-back
B1	Regular Education & Voke Transportation	\$ 2,012,216	\$ 1,893,434	\$ 149,330	\$ (30,548)	\$ 2,044,216	\$ (32,000)	-1.6%	Increased homeless & foster child busing
B2	Special Education Transportation	\$ 531,000	\$ 252,307	\$ 192,650	\$ 86,043	\$ 478,911	\$ 52,089	9.8%	Under in summer busing
C1	Special Education Tuitions (See Note 2)	\$ 3,107,534	\$ 2,041,968	\$ 854,618	\$ 210,948	\$ 3,107,534	\$ -	0.0%	See report notes
C2	Other Tuitions: Vocational and Alternative High Schools	\$ 1,618,533	\$ 806,736	\$ 806,736	\$ 5,061	\$ 1,613,472	\$ 5,061	0.3%	1 over budget at Assabet. No Recov. HS.
D1	Administrative Contracted Services	\$ 525,911	\$ 370,389	\$ 135,096	\$ 20,426	\$ 524,441	\$ 1,470	0.3%	Tracking close to budget
D2	Educational Contracted Services	\$ 659,020	\$ 220,798	\$ 315,719	\$ 122,503	\$ 563,516	\$ 95,504	14.5%	Under on some SPED contract svcs.
D3	Textbooks/Curriculum Materials	\$ 172,652	\$ 99,977	\$ 3,960	\$ 68,715	\$ 172,500	\$ 152	0.1%	Projected as budgeted at this time
D4	Professional Development	\$ 230,987	\$ 119,741	\$ 28,100	\$ 83,146	\$ 230,000	\$ 987	0.4%	Projected as budgeted at this time
D5	Educational Supplies & Materials	\$ 239,367	\$ 115,635	\$ 46,588	\$ 77,144	\$ 239,000	\$ 367	0.2%	Projected as budgeted at this time
D6	Other Miscellaneous (i.e. Off. Supp., Ref. Mat.)	\$ 754,137	\$ 558,641	\$ 101,252	\$ 94,244	\$ 753,387	\$ 750	0.1%	Projected as budgeted at this time
D7	Equipment	\$ 659,267	\$ 626,108	\$ 1,241	\$ 31,918	\$ 659,000	\$ 267	0.0%	Projected as budgeted at this time
D8	Utilities - Telephone Exp.	\$ 85,000	\$ 51,788	\$ 473	\$ 32,739	\$ 68,261	\$ 16,739	19.7%	Under on telephone expenses

Total FY18 Budget:	\$ 62,375,000	\$ 33,844,195	\$ 26,315,815	\$ 2,214,990	\$ 62,008,117	\$ 366,883
Percent	100%	54.3%	42.2%	3.6%	99.4%	0.59%

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

Note 2 SPED Tuition projection year ending is net \$3.4M Special Education Circuit Breaker Reimbursement funding.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VIII. Old Business**

MEETING DATE: **3/14/18**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: **IX. New Business**

MEETING DATE: **3/14/18**

A. Beal Reuse Committee Request for Feedback: Vote

BACKGROUND INFORMATION:

The School Committee received a letter (enclosed) from the Beal Reuse Committee, which is charged with determining the best use of the parcel on which the current Beal building sits, should a new Beal School be built elsewhere and should the School Committee choose, at that time, to stop utilizing the current Beal for School Department needs. The letter requests that “feedback from the School Committee to see if the School Department has any interest in utilizing the existing Beal building for purposes of the Town before (the Reuse Committee) proceeds” be submitted by March 20, 2018. Also enclosed is Dr. Sawyer’s recommendation for the School Committee’s response to the letter from the Beal Reuse Committee.

ACTION RECOMMENDED:

That the Committee vote to authorize the Chair to send a written response to the Beal Reuse Committee that documents the School Committee’s intention regarding the Beal building and parcel once it is no longer required for its current use.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5338

February 20, 2018

To: School Committee

From: Maurice DePalo, Chairman

Re: Beal Building Reuse

The Board of Selectmen established the Beal Reuse Committee in November 2017. The Committee is charged with finding an acceptable use for the parcel located at 1 Maple Avenue due to the construction of the new Beal Early Childhood center at another location yet to be determined. The Beal Reuse Committee had its first meeting on February 12th at which it discussed possible reuse options for the parcel and would like feedback from the School Committee to see if the School Department has any interest in utilizing the existing Beal Building for purposes of the Town before it proceeds.

Please submit any questions or comments to our committee by mail to the Town Managers Office, or by email to bealreuse@shrewsburyma.gov, by March 20, 2018.

Truly yours,

Maurice DePalo, Chairman
Beal Reuse Committee

/vbc

CC: Joseph Sawyer, School Superintendent



Shrewsbury Public Schools

Joseph M. Sawyer, Ed.D.
Superintendent

March 9, 2018

To: School Committee
Re: Response to Letter from Beal Reuse Committee

The School Committee received a letter, dated February 20, 2018, from Mr. Maurice DePalo, Chair of the Beal Reuse Committee, which is charged with determining the best use of the parcel at 1 Maple Avenue on which the current Beal building sits, should a new Beal School be built elsewhere and should the School Committee choose, at that time, to stop utilizing the current Beal for School Department needs. The letter requests “feedback from the School Committee to see if the School Department has any interest in utilizing the existing Beal building for purposes of the Town before (the Reuse Committee) proceeds.” This feedback is requested to be submitted by March 20, 2018.

In keeping with the “Statement of Interest” submitted to the Massachusetts School Building Authority requesting assistance with a building project to address the district’s space needs, which indicated that the Beal building was coming to the end of its useful life as a functional school, I believe that the School Department should discontinue the use of the current Beal School if and when a new Beal school comes online. Therefore, I advise that the School Committee vote that the School Committee Chair, Dr. Magee, send a response to the Beal Reuse Committee that indicates the following:

- 1) Because of the age and condition of the current Beal building, the School Committee’s intention is to cease the School Department’s utilization of the building and parcel for its purposes if and when it is no longer needed due to the successful construction of a new Beal School.
- 2) The current School Committee also recognizes that at such time the Beal building at 1 Maple Avenue is no longer needed for its current purpose, a future School Committee would have the authority to formally vote to close the school and vote to relinquish control of the property, and that the current School Committee cannot and should not bind a future School Committee regarding these decisions, which must consider the school district’s situation at that time.

I will be happy to discuss this further and answer any questions the Committee may have at its meeting on March 14.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**

MEETING DATE: **3/14/18**

B. Development of a Dashboard for School Department Information: Discussion

BACKGROUND INFORMATION:

Dr Magee will discuss perspectives and invite feedback regarding communicating the status of school services with the public. We can anticipate that there will be more direct involvement of the public in school funding in coming years. That plus evolution in media present opportunities.

ACTION RECOMMENDED:

That the School Committee discuss the ideas presented and provide direction to the administration regarding any potential next steps.

SCHOOL COMMITTEE MEMBER AVAILABLE FOR PRESENTATION:

Dr. B. Dale Magee, School Committee Chair



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **3/14/18**

BACKGROUND INFORMATION:

The minutes will be provided under separate cover.

ACTION RECOMMENDED:

That the Committee accept the minutes from the School Committee meeting held on February 28, 2018.

STAFF AVAILABLE FOR PRESENTATION:

Dr. B. Dale Magee, Chairperson

Ms. Sandra Fryc, Secretary



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **XI. Executive Session**

MEETING DATE: **3/14/18**

- A. For the purpose of negotiations with the Shrewsbury Paraprofessionals Association**
- B. For the purpose of negotiations with the Superintendent of Schools**
- C. For the purpose of reviewing and approving executive session minutes**

BACKGROUND INFORMATION:

Executive session is warranted for these purposes.

ACTION RECOMMENDED:

That the School Committee enter into executive session for the purposes of negotiations with the Shrewsbury Paraprofessionals Association and negotiations with the Superintendent of Schools, where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body, and for the purpose of reviewing and approving executive session minutes, and reconvene to open session only for the purpose of adjourning for the evening.

STAFF AVAILABLE FOR PRESENTATION:

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

ITEM NO: **XII. Adjournment**