



**School Committee  
Meeting Book**

**October 11, 2017  
7:00 pm**

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



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

**AGENDA**

**October 11, 2017 7:00pm  
Town Hall—Selectmen's Meeting Room  
100 Maple Avenue**

**Items**

**Suggested time allotments**

I. Public Participation	<div>7:00-7:10</div>
II. Chairperson's Report & Members' Reports	
III. Superintendent's Report	
IV. Time Scheduled Appointments:	
A. Beal Early Childhood Center Building Project:	
i. Report on Future Grade Configuration Survey Data	7:10 – 7:35
ii. Public Hearing on Future Grade Configuration	7:35 – 7:50
iii. School Committee Discussion of Future Grade Configuration	7:50 – 8:05
B. School Transportation Annual Report	8:05 – 8:25
V. Curriculum	
VI. Policy	
VII. Finance & Operations	
A. Fiscal Year 2019 Budget Calendar: Vote	8:25 – 8:30
B. Fiscal Year 2019 Fiscal Priorities & Guidelines: Discussion	8:30 – 8:45
VIII. Old Business	
IX. New Business	
X. Approval of Minutes	8:45 – 8:50
XI. Executive Session	
XII. Adjournment	

**Next regular meeting: October 25, 2017**



## **SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING**

### **ITEM NO: I      Public Participation**

MEETING DATE: 10/11/17

#### **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:** MEETING DATE: **10/11/17**  
**A. Beal Early Childhood Center Building Project**  
**i. Report on Future Grade Configuration Survey Data**  
**ii. Public Hearing on Future Grade Configuration**  
**iii. School Committee Discussion of Future Grade Configuration**

### **BACKGROUND INFORMATION:**

1. The Massachusetts School Building Authority has provided two possible options for the future grade configuration options for the Beal Early Childhood Center possible renovation/expansion or new building project: a) a Kindergarten – Grade 1 school with a design enrollment of 750 students, or b) a Kindergarten – Grade 4 school with a design enrollment of 790 students.
2. Two surveys were sent out for comment on the future grade configuration options. The survey sent to parents and community members included 922 responses, and the survey sent to district staff included 245 responses. Both sets of survey data, including comments, are being provided under separate cover.
3. Dr. Sawyer will be making a recommendation for an option in advance of the School Committee's October 25th meeting, when it is expected that the School Committee will vote for its preferred future grade configuration.

### **ACTION RECOMMENDED:**

That the School Committee receive the report, hear public comment, and discuss their perspectives regarding the future grade configuration options.

### **STAFF AVAILABLE FOR PRESENTATION:**

Dr. Joseph M. Sawyer, Superintendent of Schools



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

**ITEM NO: IV. Time Scheduled Appointments:**  
**B. School Transportation Annual Report**

**MEETING DATE: 10/11/17**

**BACKGROUND INFORMATION:**

1. The transportation program of the Shrewsbury Public Schools is one of many services that the district provides to support the education of its students. The three tiered system (high school, middle school, elementary) transports approximately 4,700 students to school each day. The program involves 47 buses at a cost of over \$4 million each year.
2. A slide presentation with information and data regarding the current program is enclosed.

**ACTION RECOMMENDED:**

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

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Patrick Collins, Assistant Superintendent for Finance and Operations

Mr. Stephen Rocco, Transportation, Safety & Security Coordinator

# Shrewsbury Public Schools

## Transportation Update

### October 11, 2017

*Patrick Collins,  
Assistant Superintendent for Finance & Operations*

*Stephen Rocco,  
Transportation, Safety & Security Coordinator*

# Topics

- Services & Contracted Providers
- Vehicles and Routes
- Contract and Rates
- System Changes: 2017-2018
- Ridership
- State Reimbursements
- FY18 Budget
- Future Considerations

# Services & Contracted Providers

Service	Vendor	Notes
Regular day  [aka Home to School]	AA Transportation	<ul style="list-style-type: none"> <li>▶ Shrewsbury Public Schools</li> <li>▶ Assabet Valley Reg. Technical H.S.</li> <li>▶ St. Mary, St. John's, Al-Hamra, Montessori</li> </ul>
Out of District-Special Education	Assabet Valley Collaborative	▶ Private school placements throughout the state.
Athletic Competitions	AA Transportation	▶ High school and limited middle school events
Homeless Students	Varied	▶ Includes busing students sheltering in other towns back to SPS and students sheltering in Shrewsbury to other public school systems
Summer School	AA Transportation	For special education students with transportation in their IEP
Field Trips ["yellow bus"]	AA Transportation	Coach buses contracted separately for long trips or special events



# Vehicles and Routes [“Regular Day Busing”]

- Vehicles
  - 41 , 77 seat buses
    - 38 for public & private schools
    - 3 for Assabet Valley Reg. Tech. H.S.
  - 6, 34 seat half-buses 3 with wheel chair lift
  - All equipped with two video cameras
  - All equipped with GPS devices with live monitoring of location, speed, stops
  - All equipped with two-way radios
  - All drivers also have cell-phone capacity in event of emergency
  - All model year 2011 or newer
- 254
- Total Routes
  - Morning = 119
  - Mid-day = 15
  - Afternoon = 120

# Bus Utilization Chart

MORNING SCHEDULE					
					Spring Paton Coolidge
		Private	Private Schools:		Montessori Coolidge
	Assabet 7:40/7:50am	St. Mary's 7:45/8:00am	St. John's 7:50/8:05	AI Hamra 8:15	8:45/9:00am
	High Sch. 7:15/7:35am	Oak Middle 7:45/8:00am	Sherwood 7:50/8:00am	Parker Road (8:30) Lit. Colonials (8:15)	Beal/Beal West 9:00/9:15am
BUS #					
1	SHS	Oak/Sherwood			FLORAL
2	SHS	Oak/Sherwood			FLORAL
3	SHS	Oak/Sherwood			SPRING
4	SHS	Oak/Sherwood			SPRING
5	SHS	Oak/Sherwood			SPRING
6	SHS	Oak/Sherwood			FLORAL
7	SHS	Oak/Sherwood			PATON
8	SHS	Oak/Sherwood			PATON
9	SHS	Oak/Sherwood			BEAL
10		Oak/Sherwood			BEAL
11	SHS	Oak/Sherwood			FLORAL
12	SHS	Oak/Sherwood			SPRING
13		Oak/Sherwood			COOLIDGE
14	SHS	Oak/Sherwood			SPRING
15		Oak/Sherwood			COOLIDGE
16		Oak/Sherwood			BEAL
17		Oak/Sherwood			COOLIDGE
18	SHS	Oak/Sherwood			COOLIDGE
19	SHS	Oak/Sherwood			COOLIDGE
20	SHS	Oak/Sherwood			BEAL
21	SHS	Oak/Sherwood			SPRING
22	SHS	Oak/Sherwood			FLORAL
23	SHS	Oak/Sherwood			FLORAL
24	SHS	Oak/Sherwood			PATON
25		Oak/Sherwood			BEAL
26		ST MARY'S / ST JOHN			BEAL
27	SHS	Oak/Sherwood			PATON
28	SHS	Oak/Sherwood			BEAL
29		ST MARY'S / ST JOHN			COOLIDGE
30		OAK MIDDLE / SHERWOOD MIDDLE SPED			BEAL SPED
31	SHS SPED	OAK MIDDLE / SHERWOOD MIDDLE SPED			COOLIDGE SPED
32	SHS SPED	PARKER ROAD PRESCHOOL			COOLIDGE SPED
33	AL-HAMRA	PARKER ROAD PRESCHOOL			PATON SPED
34		Oak/Sherwood			BEAL
35	SHS	Oak/Sherwood			BEAL
36		ST MARY'S / ST JOHN			BEAL
37		Oak/Sherwood			FLORAL
38	SHS	Oak/Sherwood			FLORAL
39	SHS	Oak/Sherwood			FLORAL
40	SHS	Oak/Sherwood			FLORAL
41		Oak/Sherwood			FLORAL
42		Oak/Sherwood			PATON
43		AL-HAMRA			MONTESSORI
44		ST MARY'S / ST JOHN			Parker Road
45		ST MARY'S / ST JOHN			MONTESSORI
46		EVOLUTION PROGRAM			PATON SPED
AV-1	ASSABET VALLEY				
AV-2	ASSABET VALLEY				
AV-3	ASSABET VALLEY				

Total	24 HS	33 OAK/SHERWOOD	5 ST MARY'S / JOHN	2 MONTESSORI	6 SPRING + 1 SPED
	2 HS SPED	2 MS SPED	3 PARKER ROAD PRESCHOOL		1 FLORAL
		2 AL-HAMRA		5 COOLIDGE + 2 COOLIDGE SPED	
		3 ASSABET		5 PATON + 2 PATON SPED	
		1 EVOLUTION		9 BEAL + 1 SPED	
TOTAL AM ROUTES = 116					

MID-DAY SCHEDULE					
					Arrival BEAL 12:45
	Dismissal Lil C 10:45am Parker AM 11:00am	Dismissal BEAL 11:50		Arrival Parker pm 12:00	
BUS #					
1		KP-IN			
2					
3					
4					
5					
6					
7					
8		KA-OUT			
9		KA-OUT			
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25		KA-OUT			
26		KP-IN			
27					
28					
29					
30					
31					
32					
33					
34					
35				PARKER ROAD IN	
36	PARKER ROAD OUT				
37	PARKER ROAD OUT			PARKER ROAD IN	
38	BEAL SPED-OUT	PARKER ROAD OUT			
39				KP-IN	
40					
41					
42					
43					
44					
45				KP-OUT	
46				KP-OUT	
47					
48					
49					
50					
51	PARKER ROAD IN				
52					
53					
AV-1					
AV-2					
AV-3					

Total	2 PARKER RD OUT		1 PARKER RD IN		
	1 PARKER EAST OUT	3 BEAL KA OUT		1 PARKER EAST IN	2 BEAL KP IN
TOTAL MID DAY ROUTES = 16					

AFTERNOON SCHEDULE					
			Parker Road Parker Road East		Spring, Paton Coolidge, Floral 3:15pm
			2:30		Private Schools:
	High Sch. Lil Col. 2:00/2:10pm	St. John's / St. Mary's both 2:20pm	Assabet 2:42pm		Montessori 3:30p AI Hamra 3:30pm
		Oak Middle 2:35pm	Sherwood 2:35pm		Beal/Beal West 3:30pm
BUS #					
1	SHS	Oak/Sherwood			FLORAL
2	SHS	Oak/Sherwood			FLORAL
3	SHS	Oak/Sherwood			SPRING
4	SHS	Oak/Sherwood			SPRING
5	SHS	Oak/Sherwood			SPRING
6	SHS	Oak/Sherwood			FLORAL
7	SHS	Oak/Sherwood			PATON
8	SHS	Oak/Sherwood			PATON
9	SHS	Oak/Sherwood			BEAL
10		Oak/Sherwood			BEAL
11	SHS	Oak/Sherwood			FLORAL
12	SHS	Oak/Sherwood			SPRING
13		Oak/Sherwood			COOLIDGE
14	SHS	Oak/Sherwood			SPRING
15		Oak/Sherwood			COOLIDGE
16		Oak/Sherwood			BEAL
17		Oak/Sherwood			COOLIDGE
18	SHS	Oak/Sherwood			COOLIDGE
19	SHS	Oak/Sherwood			COOLIDGE
20	SHS	Oak/Sherwood			BEAL
21	SHS	Oak/Sherwood			SPRING
22	SHS	Oak/Sherwood			FLORAL
23	SHS	Oak/Sherwood			FLORAL
24	SHS	Oak/Sherwood			PATON
25		Oak/Sherwood			BEAL
26		ST MARY'S / ST JOHN			BEAL
27	SHS	Oak/Sherwood			PATON
28	SHS	Oak/Sherwood			BEAL
29		ST MARY'S / ST JOHN			COOLIDGE
30		OAK MIDDLE / SHERWOOD MIDDLE SPED			BEAL SPED
31	SHS SPED	OAK MIDDLE / SHERWOOD MIDDLE SPED			COOLIDGE SPED
32	SHS SPED	PARKER ROAD			COOLIDGE SPED
33		PARKER ROAD			BEAL SPED
34		Oak/Sherwood			BEAL
35	SHS	Oak/Sherwood			AL-HAMRA
36		ST MARY'S / ST JOHN			MONTESSORI
37		Oak/Sherwood			FLORAL
38	SHS	Oak/Sherwood			FLORAL
39	SHS	Oak/Sherwood			FLORAL
40	SHS	Oak/Sherwood			FLORAL
41		Oak/Sherwood			FLORAL
42		Oak/Sherwood			PATON
43		ST MARY'S / ST JOHN			AL-HAMRA ACADEMY
44		PARKER ROAD OUT			SPRING SPED
45		ST MARY'S / ST JOHN			MONTESSORI
46		EVOLUTION			BEAL / PATON SPED
AV-1	ASSABET				
AV-2	ASSABET				
AV-3	ASSABET				

Total	24 HIGH	33 OAK/SHER	5 ST MARYS / JOHNS	6 SPRING + 1 SPED
	2 HS SPED	2 MS SPED	2 PARKER ROAD	11 FLORAL
	1 EVOLUTION PROGRAM			5 COOLIDGE + 2 COOLIDGE SPED
	1 PARKER EAST ROAD			5 PATON + 2 PATON SPED
	3 PARKER ROAD			7 BEAL + 3 SPED
				2 MONTESSORI
	3 ASSABET			2 AL-HAMRA
TOTAL PM ROUTES = 60				

GRAND TOTAL OF ROUTES = 254

# Contract and Rates

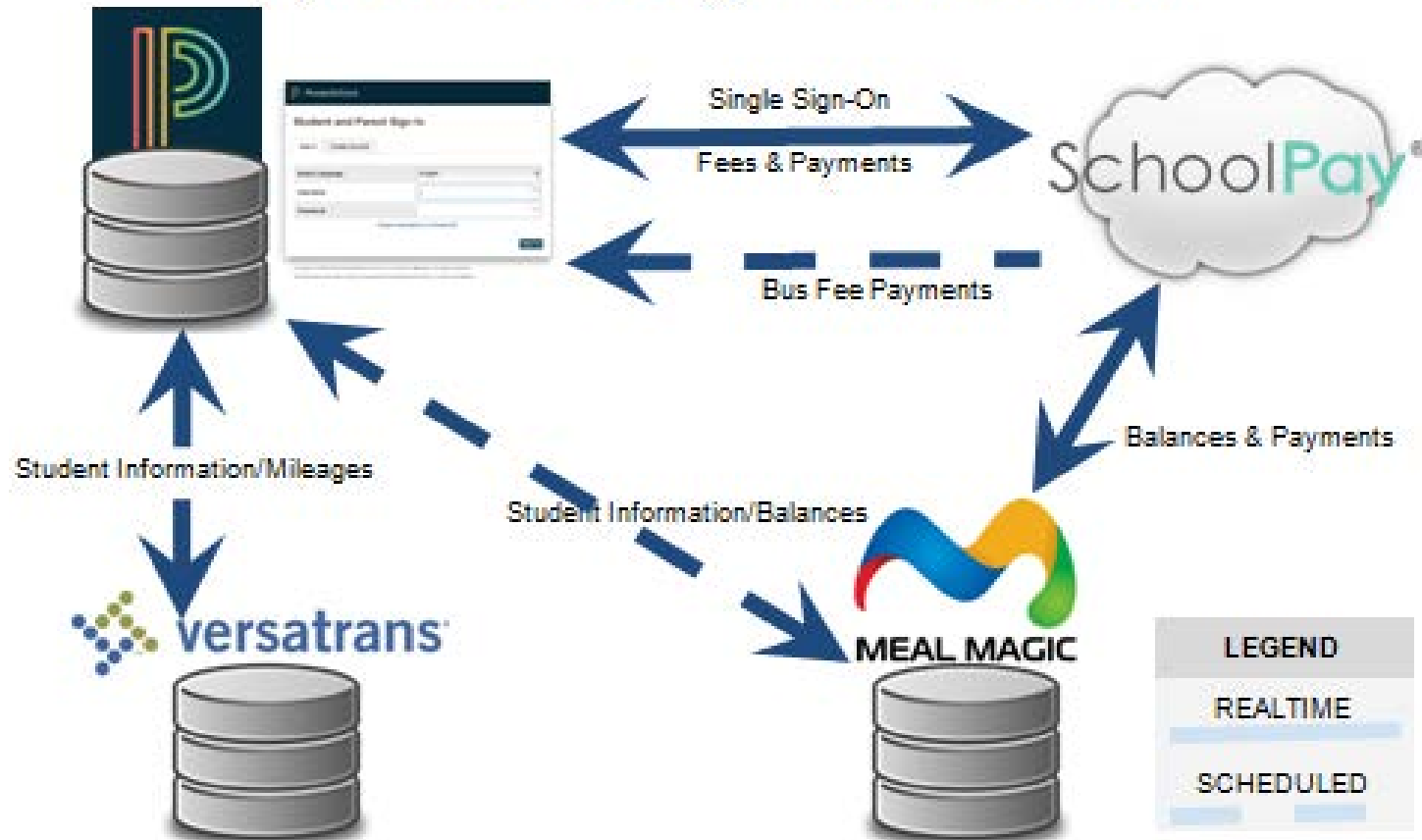
- Service is bid per MGL Chapter 30B
- Current five-year contract with AA Transportation effective FY14-FY18
- FY18 rate is \$335.09 per bus per day which equates to \$60,316 per bus per school year. Contract allows for annual increase tied to the Consumer Price Index
- Most buses operate on 3-tier system with a high school, middle school, and elementary school route each morning and afternoon. Some buses also have a mid-day commitment for half-day kindergarten or preschool.

# System Changes: 2017-2018

- Bus Registration via *PowerSchool* was closed from July 1<sup>st</sup> to August 7<sup>th</sup>. We continued with the longer registration period from April 1<sup>st</sup> to June 30<sup>th</sup> with intent of mitigating Late Fees.
- Automated approval and processing of the Late Registration Fee connected with late registrations.
- Technical fine-tuning of registration process [more internal checks and balances] reduced the volume of refunds and administrative time managing these situations.

# Online Payment System

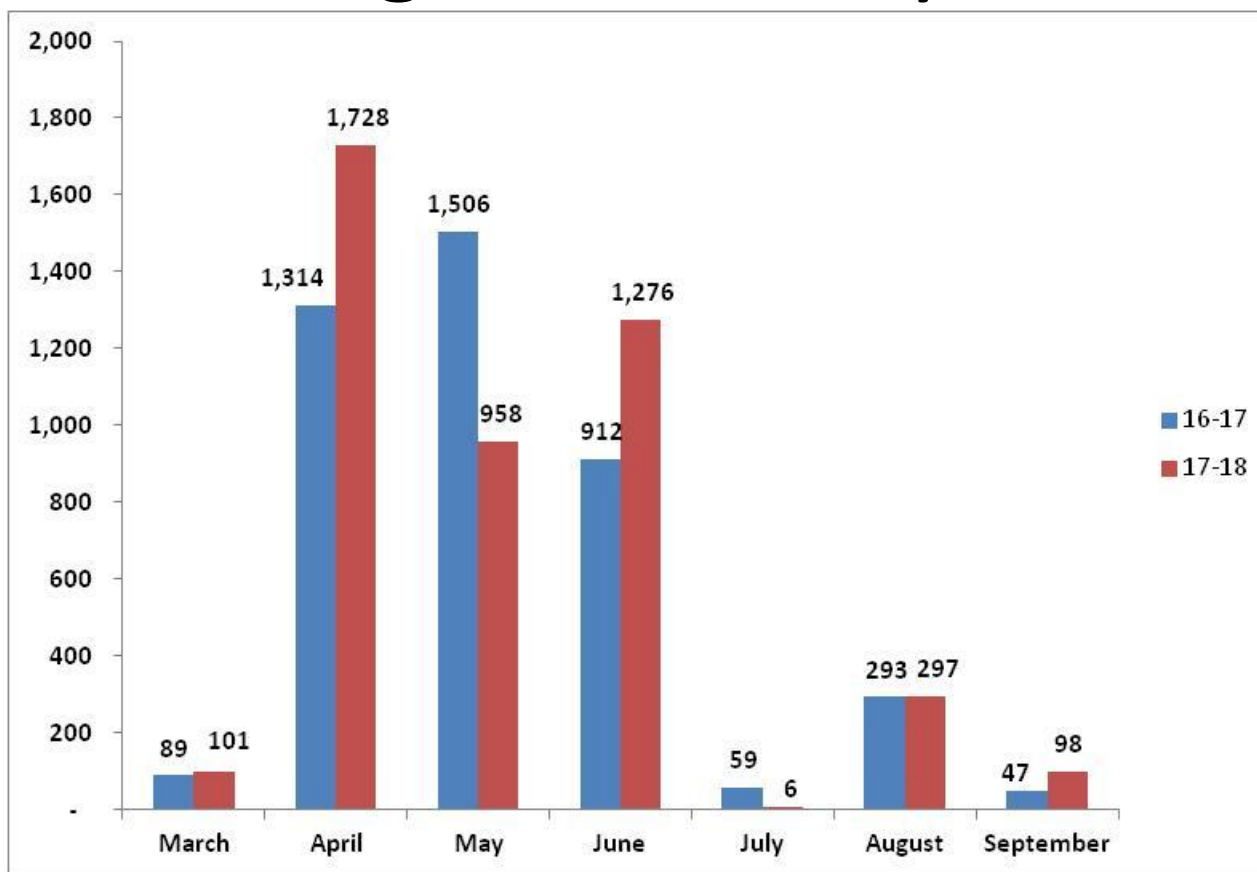
## Systems Design Flow Chart



# Ridership

School District	Riders
Shrewsbury Public Schools	4,465
Assabet Valley Regional Tech. H.S.	95
St. John's High School	55
St. Mary School	37
Al Hamra Academy	41
Montessori School	22
Out of District Students	65
<b>Total Daily Riders</b>	<b>4,780</b>

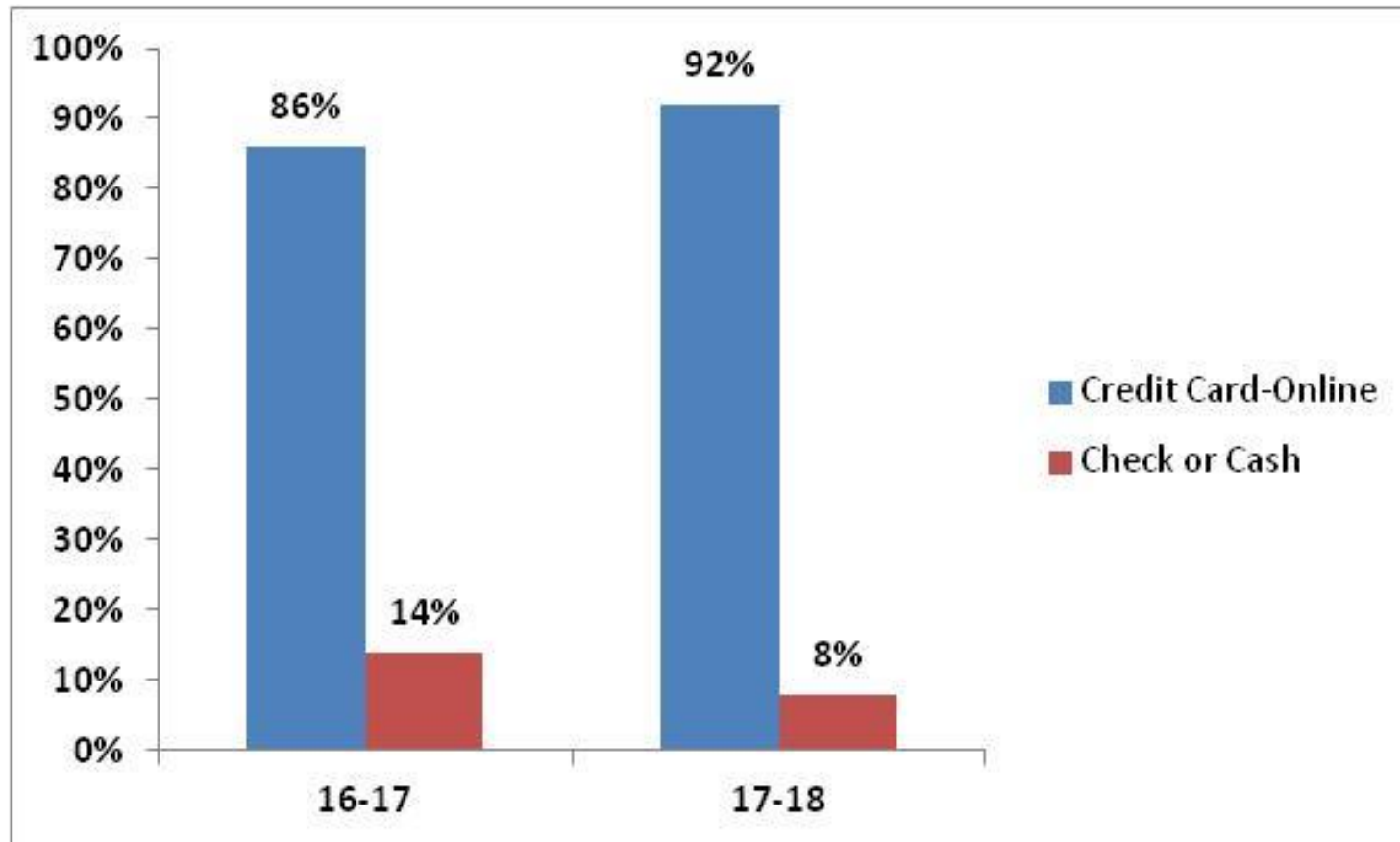
# S.P.S. Registrations by Month



We launched soft opening in March to test systems. Public rollout of registration and payment began in April.

So far, 142 families paid a late registration fee v. 157 last year. The remainder of July through September registrations are new students to the district.

# Payment Method



Strong and growing preference of parents to pay online by credit card.



# Average Cost v. Fee

- 4,715 students currently registered in district, private schools, and Assabet
- Total budget of \$3,118,893
- Average cost=\$661/student
- Fee=\$275/student

# FY18 Budget

Transportation Service	FY18 All Budgets	Notes
Regular Day	\$ 2,292,030	\$1.6M Oper. Budget and \$635K funded via fee revenue
Special Education: Out of District & In-District	\$ 1,613,414	\$1.44M funded via special education grant
Bus Monitors	\$ 281,000	Operating Budget
Vocational	\$ 183,966	Operating Budget
Athletics	\$ 111,650	Operating Budget
Special Education: Summer	\$ 75,000	Operating Budget
Homeless	\$ 45,000	Operating Budget
High School Clubs/Events [Speech & Debate]	\$ 10,000	Operating Budget
Music Performances/Events	\$ 4,570	Operating Budget
<b>Transportation Services- All Funds</b>	<b>\$ 4,616,630</b>	

# State Reimbursements

Type	FY14	FY15	FY16	FY17
Out of District-Vocational	■ \$89,646 ■ 86.93%	■ \$0 ■ 0%	■ \$95,274 ■ 54.6%	■ \$11,460 ■ 6.39%
Homeless	■ \$28,341 ■ 50.83%	■ \$7,456 ■ 34.4%	■ \$16,113 ■ 36.1%	■ \$6,195 ■ 37.8%

## Notes:

1. These are general fund receipts and not at the disposal of or available for direct use by School Dept.
2. Variability from year to year makes it difficult to budget for this revenue.
3. Timing of state budget approval in July does not allow for precise budgeting at municipal level in May.

# Fee Based Program

- Operating an efficient operation with fixed routes and stops
- Increased expectations for service when some parents pay
- These two things sometimes conflict

# Future Considerations for Operational Improvement

- Assessment of “start-of-school” issues that recur each year and may be preventable
- Review processes for special education transportation route planning and communication of bus info to parents.
- Look for ways to mitigate Bus Stop Change Requests
  - The request reasons range from new daycare drop-offs to safety concerns to parental/student convenience.



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

ITEM NO: **V. Curriculum**

MEETING DATE: **10/11/17**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

ITEM NO: **VI. Policy**

MEETING DATE: **10/11/17**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

ITEM NO: **VII. Finance & Operations**  
**A. Fiscal Year 2019 Budget Calendar: Vote**

MEETING DATE: **10/11/17**

**BACKGROUND INFORMATION:**

Mr. Collins presented an initial Fiscal Year 2019 Budget Calendar at the School Committee meeting on September 27, 2017. The calendar is enclosed.

**ACTION RECOMMENDED:**

That the Committee vote to approve the Fiscal Year 2019 Budget Calendar.

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Patrick Collins, Assistant Superintendent for Finance & Operations





## Shrewsbury Public Schools

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

18 September 2017

To: School Committee

Subj: FY19 INITIAL BUDGET CALENDAR

Date	Event/Action
9/27/2017	Discuss Initial FY19 Budget Calendar.
September	Administration begins development of Level-Services Budget with known/estimated cost forecasting.
October 2017	Review Budget Development Timeline with SLT, DLT, School Councils
10/11/2017	Discussion: School Committee FY19 Budget Priorities and Guidelines Vote: FY19 Budget Calendar
10/25/2017	Vote School Committee Guidelines and Fiscal Policies
12/13/2017	Budget Workshop#1
1/17/2018	Budget Workshop#2
1/24/2018	► Governor Baker Releases his State Budget Plan. State aid figures for Shrewsbury included. ► Presentation of Superintendent's Budget Recommendation
*February 2018	Town Manager Releases Initial Town-wide Budget Recommendation
2/14/2018	Special Education Budget Presentation
2/28/2018	FY19 Budget Topics include: -Curriculum & Instruction Budget Presentation -Technology Budget Presentation -Public Hearing
*March 2018	Finance Committee Hearing [Saturday morning]
3/14/2018	Vote on full-day kindergarten, preschool tuitions and school fee adjustments
April 2018	Budget Workshop#3, if needed

FY19 Initial Budget Calendar- continued

<b>Date</b>	<b>Event/Action</b>
4/13/2018	House Ways & Means Committee budget released. Updated state aid figures to Shrewsbury.
*4/19/2018	Finance Committee Public Hearing on ATM Warrant Articles and Operating Budget
*4/24/2018	Board of Selectmen Vote on FY19 Budget
*4/25/2018	School Committee Vote FY19 Budget Recommendation for Town Meeting
*4/26/2018	Finance Committee Votes on ATM Warrant Articles and Operating Budget
5/17/2018	Pre-Town Meeting
May 21,23,24	Annual Town Meeting
July	State Legislature Finalizes State Budget-Final State Aid Figures Determined. Adjust budget plans as necessary.

\*These dates may be adjusted when the Town Manager publishes his FY19 Budget Calendar. This calendar may also be adjusted as information evolves and events dictate.



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **10/11/17**

**B. Fiscal Year 2019 Fiscal Priorities & Guidelines: Discussion**

**BACKGROUND INFORMATION:**

1. Mr. Collins will present a draft of Fiscal Priorities & Guidelines for the Fiscal Year 2019. The draft is enclosed.
2. The Fiscal Projection Subcommittee, consisting of Dr. Magee and Mr. Palitsch, met with Dr. Sawyer and Mr. Collins on September 25, 2017, and provided input used in formulating this draft.

**ACTION RECOMMENDED:**

That the School Committee accept the review 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 & Operations  
Dr. Joseph M. Sawyer, Superintendent of Schools



## **Shrewsbury School Committee Priorities & Guidelines for Fiscal Year 2019 Budget Development**

### **Overview**

This document provides the community with information about the School Committee's priorities for the Fiscal Year 2019 School Department Budget. It also is designed to provide guidance to the Superintendent of Schools and the School Department administration regarding the development of its initial Fiscal Year 2019 School Department Budget proposal.

### **Assumptions**

It is assumed that the initial FY19 School Department Budget proposal will:

1. Provide sufficient resources to maintain the excellence of our public education system and make targeted improvements where needed.
2. Provide adequate resources to meet all legal mandates required of the school district.
3. Reflect the terms of collective bargaining agreements and other contractual obligations.
4. Provide sufficient resources to maintain a) the existing educational program and b) staffing levels necessary to meet mandates and priorities.
5. Utilize the best available information to project changes in costs (such as tuitions) and revenues (such as state funding through the Chapter 70 and Circuit Breaker programs, grants, etc.).
6. Estimate the level funding of all federal grants and factor known increases or reductions from FY18.
7. Review fee levels for all programs and adjust, as necessary, to reflect market price conditions and specific cost structure of each program, including potential adjustments related to how Full Day Kindergarten may evolve due to the Beal Building Project.
8. Examine ways to reduce or shift costs in order to achieve district priorities without requiring additional funding allocations wherever possible.
9. Given space constraints the administration should assume it is most likely that no new School Choice seats will be voted by the School Committee for approval for the 2018-2019 school year.
10. Consistent with prior practice, the initial budget proposal will take into consideration the town's tax levy constraints.
11. Budget document preparation will be constructed to align with the best practices inherent in the Association of School Business Officials International (ASBO) Meritorious Budget Awards Program.

## **Priorities and Guidance**

The initial FY19 School Department Budget proposal shall include resources to address each of the following priorities for Fiscal Year 2019:

1. To address growing enrollment by keeping as many sections as possible within School Committee guidelines for class size. These guidelines are: Preschool: 15; Kindergarten: 17-19; Grades 1 & 2: 20-22; Grades 3-8: 22-24; Grades 9-12: 18-20.
2. To continue investing in instructional materials, curriculum personnel, and staff professional development in order to ensure that the district's educational program meets local expectations for academic rigor, as well as state mandates.
3. To make sufficient investments in technology in order to realize the educational and operational benefits available through digital resources and to provide sufficient capacity for the state's new testing system, while creating opportunities to benefit from short and long term cost efficiencies.
4. To make investments in district-based programming and resources in order to provide high quality, cost effective opportunities to educate students with all forms of specialized needs within their own community's schools rather than specialized placements outside of the district.
5. To provide sufficient resources towards the initial phasing-in of the district's new Strategic Priorities which will be voted by the School Committee in December 2017.
6. To provide sufficient staff resources to meet both growing enrollment and educational programming mandates [including special education] where necessary. Particular attention will be given to Shrewsbury High School where we are now at all-time high enrollment of 1,835 and we endeavor to keep intact a robust and varied Program of Studies.
7. To provide sufficient resources [staffing, technology] to meet the growing demand of state reporting for students, staff, compliance requirements, and the ability to meet peak demand of new student enrollments during the summer while maintaining the integrity of the student registration process to include verification of residency in Shrewsbury.



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

ITEM NO: **VIII. Old Business**

MEETING DATE: **10/11/17**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**

MEETING DATE: **10/11/17**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **10/11/17**

**BACKGROUND INFORMATION:**

The minutes are enclosed.

**ACTION RECOMMENDED:**

That the School Committee approve the minutes of the School Committee meeting on September 27, 2017, and the Workshop meetings on September 25, 2017 and September 27, 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, September 27, 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. Amy B. Clouter, 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 7:00 pm.

**I. Public Participation**

Shrewsbury resident Benjamin Tartaglia addressed the Committee and advised that in regards to the Beal Building Project, he hoped that if a new school were placed at a different location, that the existing site would be utilized for senior citizen housing.

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

None.

**III. Superintendent's Report**

Dr. Sawyer congratulated everyone involved with the recent Spirit of Shrewsbury Fall Festival. He noted Shrewsbury Public Schools (SPS) participated in many ways, with the Speech & Debate and Robotics teams hosting bingo and a family carnival during the Oak Expo, along with fall athletics teams and the Shrewsbury High School (SHS) Marching Band participating in the parade on Sunday.

Dr. Sawyer noted Shrewsbury High School was recognized as a Unified Sports Champion School by Special Olympics Massachusetts, adding that we are very proud to have a variety of unified sports offerings at SHS, where students of all abilities play alongside one another and reap the benefits of being part of an athletic team. The recognition stated "Thank you for your school's commitment to fostering a socially inclusive school climate that emphasizes acceptance, respect, and human dignity for all students."

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

##### **A. Beal Early Childhood Center Building Project: Presentation by Architect & Project Manager**

Katie Crockett and Sean Brennan, representatives of the Architect (Lamoureux Pagano Associates) and Paul Queeney, representative of the Owner's Project Manager (PMA Consultants) provided an update on the Beal Early Childhood Center Building Project. Mr. Queeney described the Massachusetts School Building Association (MSBA) Program Process and Feasibility Study process, which he noted is in Module 3 for the Beal Project. Noting MSBA requires regular reports, he also provided detailed MSBA checklists for Modules 3 and 4.

Ms. Crockett provided a copy of an MSBA Space Summary Template, which is used to derive guidelines for space based on enrollment projections and grade level, and noted that both options under consideration (K-1, K-4) suggest a need for a 115,000 sq. ft. space. The Current Beal Early Childhood Center is approximately 30,000 sq.ft. Regarding sites, Mr. Brennan noted that they currently estimate a need for a site with 10-12 buildable acres, and that 31 locations are presently being reviewed for viability. They added that a number of factors, including site access and before/after school programs, must also be taken into consideration when deriving building placement.

In response to questions from the Committee, the group provided information on choosing sites, siting a new building relative to existing structures, deriving costs, and design methodologies.

##### **B. Beal Early Childhood Center Building Project: Public Hearing & Discussion on Future Grade Configuration**

This public hearing was one of two that give community members an opportunity to ask questions and provide feedback in advance of the School Committee vote on October 25, 2017, to decide which of two grade configuration (K-1, K-4) to adopt.

One community member asked about the relationship between the Beal Building Committee and the municipal Zoning Board, and about redistricting, and noted her preference for the K-4 configuration option.

Dr. Sawyer and Mr. Collins provided information on enrollment growth in the district in the past two decades, advised that growth in town is not the purview of the Beal Building or School Committees, and noted that redistricting was a complex process that would be studied and implemented through a thoughtful, multi-year process.

##### **C. Special Education Summer Programs: Report**

Ms. Meg Belsito, Director of Special Education and Pupil Personnel Services, gave a report on 2017 Extended School Year (ESY) services for special education students. Ms. Belsito provided criteria for eligibility; described process, procedures, and program organization; noted that by centralizing the process for eligibility there was an overall budget reduction of \$67,002 from FY17 to FY18; provided a breakdown of students attending by school level; noted 29% of special education students receive ESY services; and provided a summary of services. Ms. Belsito went on to note changes to the program that included thoughtful reallocation of staff, and

for future, recommended a review of transportation services and communication with parents regarding the importance of student attendance.

In response to clarifying questions from the Committee, Ms. Belsito discussed how building transitions are addressed; communication with parents; potential barriers to attendance; the use of grant money; and assessing regression in students to determine eligibility for the program.

## **V. Curriculum**

None.

## **VI. Policy**

None.

## **VII. Finance & Operations**

### **A. Fiscal Year 2019 Budget Calendar: Review**

Mr. Collins provided an overview of the FY19 Initial Budget Calendar. He highlighted important dates, noted that some dates might be adjusted when the Town Manager publishes his FY19 Budget Calendar, and advised that a vote on the FY19 Budget Calendar was scheduled for the October 11, 2017 School Committee meeting.

### **B. Fiscal Year 2018 Grants: Report & Vote**

Mr. Collins advised that most FY18 grants were in place, that SPS now receives only federal education grant funding, and that presently the district is poised to receive \$201,206 more than FY17. He noted that an increase in Title I funding resulted from the district surpassing the 5% Poverty Percent threshold, which was not the case in FY17, and advised in response to questioning that state level data is used to determine Title I funding,

Dr. Magee noted that the amount of grant monies allocated to Shrewsbury is small relative to the overall budget, and that the correspondent rate of growth to grants is smaller than the rate of growth to the budget. Dr. Sawyer added that while we continue to apply for grants, our eligibility is declining because of the relative socioeconomic affluence of the student population.

On a motion by Mr. Palitsch, seconded by Mr. Wensky, the Committee voted unanimously to accept all FY18 grant funds noted in the enclosed chart and use such funds for their intended purpose.

## **VIII. Old Business**

None.

## **IX. New Business**

#### **A. Donations for Coordinators of Development & Volunteer Activities: Vote**

Dr. Sawyer noted that for several years, Shrewsbury Federal Credit Union and Audubon Shrewsbury have generously provided funding for the Coordinators of Development & Volunteer Activities positions. He added that the current Coordinators - Ms. Michelle Biscotti and Ms. Kathleen Keohane - work on development and sponsorship efforts and coordinate volunteer efforts across the district.

On a motion by Mr. Palitsch, seconded by Mr. Wensky, the Committee voted unanimously to accept a donation of \$7,500 from Shrewsbury Federal Credit Union to be used as funding for the Coordinators of Development & Volunteer Activities.

On a motion by Mr. Palitsch, seconded by Mr. Wensky, the Committee voted unanimously to accept a donation of \$7,500 from Audubon Shrewsbury to be used as funding for the Coordinators of Development & Volunteer Activities.

#### **X. Approval of Minutes**

Without objections from the Committee, the minutes from the School Committee Meeting held on September 13, 2017 were accepted as distributed.

#### **XI. Executive Session**

##### **A. Review and act on student residency request**

##### **B. Review and act on executive session minutes**

Dr. Magee requested a motion for the School Committee to enter into executive session in order to discuss approval and release of Executive Session Minutes and for a discussion and vote on a student residency request, 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 Mr. Wensky, 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 8:20 pm.

#### **XII. Adjournment**

On a motion by Mr. Palitsch, seconded by Mr. Wensky, the committee unanimously agreed to adjourn the meeting at 8:27 pm. Roll call votes were as follows: Mr. Palitsch, yes; Ms. Canzano, yes; Mr. Wensky, yes; Ms. Fryc, yes; Dr. Magee, yes.

Respectfully submitted,

Elizabeth McCollum, Clerk

Documents referenced:

1. Beal Slide Presentation
2. FY19 Budget Calendar
3. Special Education Summer 2017 Report
4. Special Education Summer 2017 Slide Presentation
5. FY18 Grants Report
6. Title I Fund Allocation Document
7. Set(s) of Minutes as Referenced Above

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

**MINUTES OF SCHOOL COMMITTEE WORKSHOP**

**Shrewsbury High School – 64 Holden Street  
Class of 2002 Conference Room & Media Center  
Monday, September 25, 2017**

**Present:** Dr. Dale Magee, Chairperson; Mr. Jon Wensky, Vice Chairperson; Ms. Sandra Fryc, Secretary; Ms. Erin Canzano; Mr. Jason Palitsch; Dr. Joseph Sawyer, Superintendent of Schools; Amy Clouter, Assistance Superintendent of Schools; Ms. Barb Malone, Director of Human Resources; Mr. Patrick Collins, Assistant Superintendent of Finances and Operations; and Ms. Meg Belsito, Director of Special Education and Pupil Personnel Services; Chris Girardi, Principal, Beal Early Childhood Center; Tiffany Ostrander, Interim Principal, Coolidge School; Lisa McCubrey, Principal, Floral Street School; Gina Kelly, Interim Assistant Principal, Floral Street School; Wendy Bell, Principal, Paton School; Bryan Mabie, Principal, Spring Street School; Dr. Jane Lizotte, Principal, Sherwood Middle School; Heather Gablaski, Assistant Principal, Sherwood Middle School; Karen Gutekanst, Assistant Principal, Sherwood Middle School; Dr. Ann Jones, Principal, Oak Middle School; Anne Koertge, Assistant Principal, Oak Middle School; Scott Yonkers, Assistant Principal, Oak Middle School; Todd Bazydlo, Principal, Shrewsbury High School; Jeffrey Lizotte, Assistant Principal, Shrewsbury High School; Maureen Monopoli, Assistant Principal, Shrewsbury High School; Gregory Nevader, Assistant Principal, Shrewsbury High School; and PJ O’Connell, Assistant Principal, Shrewsbury High School

Workshop opened at 6:15 pm.

**Topic I: Welcome, Introduction and meeting overview**

**Topic II: Strategic Planning Workshop**

Ms. Clouter and Dr. Lizotte outlined for the group the agenda for tonight’s workshop:

- 1) Revisit *Profile of a Graduate* draft
- 2) Introduce Social Emotional Learning (SEL) considerations

Attendees were broken into smaller groups and participated in a *Quote Activator Exercise*. Each attendee reviewed several quotes and then discussed with their group which one(s) resonated with them, how it informed their professional practice, and past or present experience. Each group then shared with the larger audience their selection, thoughts and common themes.

Dr. Lizotte provided an overview of SEL and had attendees read introduction from *The*

*Uncommon Core* by Timothy P. Shriver and Jennifer Buffett. Each attendee completed an *Article Reflection Guide* and shared responses within their group.

Dr. Lizotte also shared with the group a useful visual tool, *Social and Emotional Learning Competencies* and a video regarding SEL produced by CASEL (Collaboration for Academic Social Emotional Learning).

Attendees were asked to add comments to various “chalk board” questions placed throughout the Media Center regarding SEL and its implementation in the district.

## **IX: Adjournment**

The workshop adjourned at 7:59 pm

Respectfully submitted,

Sandra Fryc - Secretary

Documents referenced:

1. Profile of a Graduate Draft
2. Quote Activator
3. Introduction to The Uncommon Core
4. Article Reflection Guide
5. Social and Emotional Learning (SEL) Competencies
6. Workshop Slide Presentation

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

**MINUTES OF SCHOOL COMMITTEE WORKSHOP**

**Conference Room A  
Shrewsbury Town Hall  
Wednesday, September 27, 2017**

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

Workshop opened at 6:00 PM

**Topic I**

Meet and greet with Town Manager, Kevin Mizikar.

Committee members spoke to Mr. Mizikar about his philosophy regarding the budget process for the upcoming budget cycle. The group expressed its willingness to work with him as we move toward the next budget request at the annual town meeting in May of 2018.

Committee discussed various methods of communication in order to reach the broader town community.

Upon motion to adjourn by Jason Palitsch and seconded by Jon Wensky the Committee adjourned the meeting at 6:30 PM.

Respectfully submitted,

Sandra Fryc - Secretary

Documents referenced:





**SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING**

ITEM NO: **XI. Executive Session**

MEETING DATE: **10/11/17**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:

ITEM NO: **XII. Adjournment**