



**School Committee
Meeting Book**

**November 15, 2017
7:00 pm**

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

AGENDA

**November 15, 2017 7:00pm
Town Hall—Selectmen's Meeting Room
100 Maple Avenue**

Items

Suggested time allotments

- | | | |
|-------|--|-------------|
| I. | Public Participation | |
| II. | Chairperson's Report & Members' Reports | |
| III. | Superintendent's Report | |
| IV. | Time Scheduled Appointments: | |
| A. | Superintendent's Awards for Academic Excellence: Presentation | 7:10 – 7:20 |
| B. | Athletics: Annual Report | 7:20 – 7:35 |
| C. | Concussions: Annual Report | 7:35 – 7:45 |
| D. | Nursing: Annual Report; Nurse Substitute Rate: Vote | 7:45 – 8:05 |
| E. | Beal Early Childhood Center Building Project: Report on Site Selection Process & Discussion | 8:05 – 8:35 |
| V. | Curriculum | |
| VI. | Policy | |
| A. | Revised Policy on Rental & Use of School Facilities: Second Reading & Vote; Rental Rates for Future SHS Synthetic Turf Stadium Field: Vote | 8:35 – 8:45 |
| VII. | Finance & Operations | |
| A. | Fiscal Year 2018 Budget Status: Report | 8:45 – 8:55 |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | Approval of Minutes | 8:55 – 9:00 |
| XI. | Executive Session | |
| XII. | Adjournment | 9:00 |

Next regular meeting: November 29, 2017



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: I Public Participation

MEETING DATE: 11/15/17

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: **11/15/17**
A. Superintendent's Awards for Academic Excellence: Presentation

BACKGROUND INFORMATION:

The Massachusetts Association of School Superintendents requests that each superintendent, on its behalf, recognize outstanding members of the senior class in each district's high school. Due to the size of the district, Dr. Sawyer is allowed to present the award to two students.

Dr. Sawyer has selected Ahana Mukhopadhyay and Albert Xu as this year's recipients.

Dr. Sawyer will provide highlights of each student's achievements, recognize each student, and ask each to make a brief statement.

ACTION RECOMMENDED:

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

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools
Ahana Mukhopadhyay, Student
Albert Xu, Student



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **11/15/17**

BACKGROUND INFORMATION:

Each fall the athletic director presents a report to the School Committee that summarizes athletic participation, achievements, and budget during the previous year.

The 2016-2017 year was highly successful. More importantly, the athletics program provided a variety of outstanding experiences that helped student-athletes develop their athletic, teamwork, and leadership skills.

The report is enclosed.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

Mr. Todd Bazydlo, Principal, Shrewsbury High School
Mr. Jason Costa, Director of Athletics

**Shrewsbury High School
Athletic Report
2016-17**



**Presented to the School Committee
November 15, 2017**

**Todd Bazydlo, Principal
Jason Costa, Athletic Director**

Overview of 2016-17

Philosophy

The Shrewsbury High School Athletic program is governed by the Massachusetts Interscholastic Athletic Association (MIAA) and subscribes to the value the association places on the importance of athletics in students' social and emotional development. We adhere to the MIAA Educational Athletics Committee's belief that:

"Interscholastic athletic competition is an extension of the classroom and an educational activity that provides outstanding opportunities to teach life lessons. Through participation in such programs, young people learn values and skills that help prepare them for the future. Leadership, goal setting, teamwork, decision making, perseverance, integrity, sacrifice, healthy competition and overcoming adversity are inherent in the interscholastic athletic framework and also support the academic mission of schools. Student-athletes earn the privilege to participate by succeeding academically, and the resulting positive outcomes continue far beyond graduation. Athletic programming exists to prepare young men and women for the next level of life, not the next level of athletics. Wins are achieved through athletics by developing successful athletes and teams, but more importantly, wins are achieved through the educational experience by developing successful and responsible students, leaders and community members."

Programming

Shrewsbury High School continues to offer a diverse range of sports for the student body averaging 439 athletes per season. The Athletic Department supports 34 different sports, which account for 60 teams and approximately 700 contests played this past year. In 2016-2017, our coaching staff was comprised of 70 positions at the high school level.

SHS has continued to offer and support the Unified Track program for a fourth year and Unified Basketball for the second year. The Unified sports programming allows students with and without disabilities to participate on the same team. During the 16-17 school year the Unified Track team fielded a team of 25 participants, while the Unified Basketball team fielded a team of approximately 15 members. Both teams competed against other Central Massachusetts high schools. The overarching goal of Unified Sports is to allow students access to athletic programming, while developing understanding and camaraderie. Central Massachusetts has been a leader in this space and currently there are 17 schools in the Midland-Wachusett League that offer Unified sports. It is important to note the first two years of SHS Unified Track program were subsidized by the Massachusetts Special Olympics. Since the expiration of the grant, the Athletics Department and the Special Education Department have partnered to share the cost of this programming, and have additionally relied upon strong community donations to support the continued funding of the program.

Our middle school program consists of two sports: boys' and girls' cross-country and boys' and girls' basketball. There are currently 7 coaches between the two sports, 5 coaches for cross country and 2 coaches for basketball. These two sports provide athletic opportunities for approximately 150 students. The boys' and girls' cross country fielded a total of about 125 students and the basketball program had approximately 26 participants.

Highlights

The Athletic Department provided the same scope of programming in our 11th year with athletic fees. This was made possible by combined financial support from the school budget as well as the SHS Boosters Association, Friends of Shrewsbury Crew, various organizations and the sponsorship program. The community support for athletics continues to be strong. Highlights from this past year include:

- 29 out of 31 teams qualified for postseason play
- League Championships
 - Cheerleading
 - Football
 - Gymnastics
 - Girls' Ice Hockey
 - Boys' Ice Hockey
 - Boys' Indoor Track
 - Girls' Tennis
- District Finalist
 - Baseball
 - Girls' Tennis
- Advanced to the Division State Championship
 - Football
- State Champions
 - Boys' Ice Hockey

II. Teams, Seasons, Levels and Contests

During the 2016-2017 school year, Shrewsbury High School offered a total of 34 competitive sports to the student body. There were 60 teams that participated at various levels of play ranging from freshman level to varsity level and athletes competed in over 700 contests throughout the school year. Our coaching staff totaled 70 positions paid through the appropriated budget with an additional 32 volunteer coaches. The Athletic Department contracted with a part-time trainer for each of the three seasons for the 16-17 season and SHS has moved the trainer position to a full-time school position for the 2017-18 school year. As you can see(below) SHS currently offers three freshmen athletic teams.

Sports Offered/Levels of competition (Varsity, Junior Varsity, and Freshmen)

Fall Season

Boys' Sports

Football (V, JV, FR)
Soccer (V, JV)
Golf-Coed (V, JV Club)
Cross Country (V)
Crew (V, Novice)

Girls' Sports

Cheering (V, JV)
Soccer (V, JV)
Golf-Coed (V, JV Club)
Cross Country (V)
Crew (V, Novice)
Field Hockey (V, JV)
Volleyball (V, JV)

Winter Season

Boys' Sports

Basketball (V, JV, FR)
Swimming-Coed (V)
Track (V)
Ice Hockey (V, JV)
Skiing-Coed (V)

Girls' Sports

Basketball (V, JV, FR)
Swimming-Coed (V)
Track (V)
Ice Hockey (V)
Skiing-Coed (V)
Gymnastics (V)
Cheering (V, JV)

Spring Season

Boys' Sports

Track (V)
Tennis (V)
Baseball (V, JV)
Crew (V, Novice)
Lacrosse (V, JV)

Girls' Sports

Track (V)
Tennis (V)
Softball (V, JV)
Crew (V, Novice)
Lacrosse (V, JV)

III. Comparative Data Information Sheet

Programming and Participation

The following tables show a five-year overview of programming and participation. (Note: numbers in brackets indicate the number of girls on a co-ed team.)

Number of sports offered:	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>
Boys	15	15	15	15	15
Girls	19	19	19	19	19
Number of teams offered:					
Boys	26	26	26	26	26
Girls	31	31	31	31	31
Number of athletes per season:					
Fall	450 (-8)	461 (+11)	477 (+16)	483 (+6)	504(+21)
Winter	325 (-51)	295 (-30)	348 (+53)	378 (+30)	376(-2)
Spring	<u>384 (-17)</u>	<u>398 (+14)</u>	<u>430 (+32)</u>	<u>421 (-9)</u>	<u>437(+16)</u>
Total	<i>1159 (-76)</i>	<i>1154 (-5)</i>	<i>1255 (+101)</i>	<i>1282 (+27)</i>	<i>1317(+35)</i>

Number of one, two, and three sport athletes:

One-sport athletes	443 students	Girls (211)	Boys (232)
Two-sport athletes	263 students	Girls (116)	Boys (147)
Three-sport athletes	116 students	Girls (65)	Boys (51)
Total number of athletes -	822 students	Girls (392)	Boys (430)

822 student-athletes represents **46%** of the Shrewsbury High School's population.

Participation of athletes by sport:	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>
Football - Boys	95	100	87	100	102
Fall Crew - Boys	38	43	50	46	47
Fall Crew - Girls	48	50	39	42	46
Soccer - Boys	44	44	45	40	45
Soccer - Girls	44	47	50	39	46
X-Country - Boys	29	36	41	46	54
X-Country - Girls	32	24	35	36	34
Golf - Co-Ed	18 [2]	20 [2]	17 [1]	18 [1]	20
Fall Cheering - Girls	27	21	29	34	27
Field Hockey - Girls	31	34	40	38	40
Volleyball - Girls	42	40	43	43	43
Basketball - Boys	45	40	37	37	41
Basketball - Girls	38	38	29	29	38
Indoor Track – Boys	53	47	87	81	79
Indoor Track - Girls	50	37	53	72	66
Swimming - Co-Ed	10 [17]	8 [14]	8 [14]	15 [16]	13[23]
Ice Hockey - Boys	41	44	44	42	44
Ice Hockey – Girls	25	21	17	21	22

Skiing - Co-Ed	6 [7]	6 [9]	5 [9]	6 [10]	4[16]
Gymnastics - Girls	10	10	17	15	15
Winter Cheering	23	21	28	34	15
Spring Track - Boys	79	87	92	86	104
Spring Track - Girls	69	61	71	76	81
Tennis – Boys	11	13	10	10	9
Tennis – Girls	12	11	15	16	14
Baseball – Boys	32	35	36	33	35
Softball – Girls	29	28	30	32	27
Lacrosse - Boys	38	39	41	42	45
Lacrosse – Girls	34	37	40	38	44
Spring Crew – Boys	36	44	53	47	37
Spring Crew – Girls	44	43	42	41	41

Number of Athletes by grade/total athletes by season

	<u>Grade 8</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>TOTAL</u>
B. Crew	0	17	5	14	11	47
G. Crew	0	19	11	9	7	46
Football	0	29	30	22	21	102
B. X-Country	0	12	13	18	11	54
G. X-Country	0	6	9	17	2	34
Field Hockey	0	13	7	10	10	40
Cheerleading	0	4	10	10	3	27
Golf	0	9	4	3	4	20
Volleyball	0	20	13	2	8	43
B. Soccer	0	16	13	5	11	45
G. Soccer	<u>0</u>	<u>13</u>	<u>14</u>	<u>13</u>	<u>6</u>	<u>46</u>
	0	158	129	123	94	504

SHS Percentage of Participants by Grade Level

Fall %	0	31%	26%	24%	19%	100%
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(Athletes grade/total athletes)

	<u>Grade 7+8</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>TOTAL</u>
B. Basketball	0	17	10	5	9	41
G. Basketball	0	22	9	5	2	38
B. Ice Hockey	0	15	13	11	5	44
G. Ice Hockey	1	6	5	8	2	22
B. Ski	0	1	0	1	2	4
G. Ski	0	8	2	4	2	16
B. Swim	0	2	2	3	6	13
G. Swim	0	5	6	10	2	23
Cheerleading	0	0	4	8	3	15
G. Track	0	20	24	13	9	66
B. Track	0	19	27	13	20	79
Gymnastics	<u>0</u>	<u>7</u>	<u>1</u>	<u>2</u>	<u>5</u>	<u>15</u>
	1	122	103	83	67	376

SHS Percentage of Participants by Grade Level

Winter %	1%	32%	27%	22%	18%	100%
(Athletes grade/total athletes)						
	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL
B. Lacrosse	0	18	9	10	8	45
G. Lacrosse	0	18	11	8	7	44
Baseball	0	11	11	7	6	35
Softball	0	9	10	4	4	27
G. Tennis	0	2	5	7	0	14
B. Tennis	0	4	2	1	2	9
B. Track	0	30	35	19	20	104
G. Track	0	12	34	22	13	81
B. Crew	0	15	3	11	8	37
G. Crew	0	18	10	8	5	41
	0	137	130	97	73	437

SHS Percentage of Participants by Grade Level

Spring %	0%	31%	30%	22%	17%	100%
(Athletes grade/total athletes)						
	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL
2016-17	1	417	362	303	234	1317
%	1%	32%	27%	23%	18%	100%

% of Athletes by Season & grade

(# of Athletes by grade/Class enrollment)

		Fall	Winter	Spring
	Total enrollment	Total Student Athlete and %		
Class of 2020	513	158=31%	122=24%	137=27%
Class of 2019	428	129=30%	103=24%	130=30%
Class of 2018	441	123=28%	83=19%	97=22%
Class of 2017	410	94=23%	67=16%	73=18%

Team records by sport

	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>
Golf	14-4	14-4	13-5	11-6	10-10
Football	5-7	9-3	6-5	4-7	9-4
Fall Crew- Boys	Top 25%	Top 50%	Top 50%	Top 25%	Top 25%
Fall Crew - Girls	Top 25%	Top 25%	Top 25%	Top 25%	Top 25%
Soccer - Boys	7-10	8-9-2	15-4-1	4-6-9	11-4-4
Soccer - Girls	10-6-4	8-8-4	6-10-2	2-13-3	8-8-4
X-Country - Boys	5-2	5-1	5-1	4-2	3-3
X-Country - Girls	3-3	2-3	2-3	6-2	2-3
Field Hockey	18-4	16-4-2	10-9-2	4-10-4	10-4-5
Volleyball	12-8	13-8	15-6	15-7	18-5
Basketball - Boys	7-13	5-15	11-10	11-10	9-11
Basketball - Girls	11-10	14-8	8-12	5-15	3-17

Indoor Track - Boys	6-1	5-2	5-1	3-2	4-0
Indoor Track - Girls	5-1	5-1	4-1	4-1	3-1
Swimming	8-3	2-8	5-5	6-5	7-13
Ice Hockey-Boys	14-5-2	21-2-1	17-5	18-2-1	23-0-1
Ice-Hockey-Girls	11-9-1	13-7-3	13-6-3	11-6-4	18-3
Skiing-Boys	N/A	14-26	25-15	28-4	9-41
Skiing-Girls	N/A	32-13	30-9-1	29-7	40-5
Gymnastics	6-6	12-0	15-0	14-1	8-2
Spring Track - Boys	5-2	4-3	6-0	4-2	4-1
Spring Track - Girls	5-1	4-3	4-2	5-2	2-2
Tennis - Boys	13-4	12-6	9-8	12-7	14-5
Tennis - Girls	17-3	17-4	13-3	16-3	18-5
Baseball	14-8	12-9	16-7	15-7	14-8
Softball	13-8	13-9	13-9	15-7	14-8
Spring Crew - Boys	Top 25%	Top 50%	Top 50%	Top 25%	Top 25%
Spring Crew - Girls	Top 25%	Top 25%	Top 25%	Top 25%	Top 25%
Lacrosse - Boys	17-6	20-5	16-6	8-12	14-8
Lacrosse - Girls	17-6	15-7	8-12	8-12	14-8

Numbers of student-athletes selected to All-Stars

	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>
League / Conference [MVP's]	95 [5]	99 [4]	90 [2]	60 [2]	75
T&G/Player of the year	34	58	25	19	33[5]
Central Mass	23	20	22	14	30
All-State	1	5	6	1	4
All-New England	1	3	1	1	0
All-American	1	4	1	0	1

2016-17 Championship Teams

Fall

- Football Midland-Wachusett League "A" Champions
Central Massachusetts Champions
State Finalist
- Cheerleading Midland-Wachusett League "A" Champions

Winter

- Girls' Ice Hockey CMASS League Champions
- Gymnastics Midland-Wachusett League "A" Champions
- Cheerleading Midland-Wachusett League "A" Champions
- Boys' Ice Hockey Massachusetts State Champions
Central Massachusetts Champions
Quinn Conference Champions
Bulldog Challenge Champions
- Boys Indoor Track Midland-Wachusett League "A" Champions

Spring

- Girls' Tennis Midland-Wachusett League "A" Champions
- Baseball John Ahearn Memorial Tournament Champion

Class of 2017 Collegiate Participants

- 5 members (5 male) of Class of 2017 signed National Letters of Intent (NLI) to participate in NCAA athletics. The student-athletes signed NLIs in the following sports: football, baseball, and lacrosse.
- Additionally, 8 student-athletes from the Class of 2017 reported that they would participate in NCAA athletics for the 2016-2017 school year.

IV. Athletic Administration and Support Groups

Athletic Administration

- **Middle School Program** Last year Oak Middle School provided cross-country in the fall for both boys and girls. Both teams had a successful season and had approximately 125 runners participating in the program and competed in a 6-meet schedule. During the winter season, basketball was offered for boys and girls with each team averaging 26 athletes. Both basketball teams continue to be very competitive and each competed in a 16-game schedule. The excitement and energy generated on the cross-country course and on the basketball court was outstanding.
- **Coaches' Education** The landscape of coaching high school athletics is becoming more complex as there are numerous mandates to complete prior to coaches working with student-athletes. New coaches are required by the MIAA to complete the state coaches' education course. The course reviews and outlines expectations and responsibilities of being a coach. Coaches also have to complete a concussion course to help assist them in identifying students who may have suffered a concussion. Lastly, all coaches are required to be certified in CPR, First Aid and AED. The addition of these mandates has added to the complexity of managing the Athletic Department. The training is important in helping coaches support our student-athletes, however the trainings create additional logistics of managing requirements, coordinating and offering programming, and has increased the financial burden of coaches and the athletic department paying for the trainings.
- **Athletic Internship** SHS offers student internships in the athletic program throughout the school year. Students can be assigned to assist the athletic director, work with an individual team as manager/statistician, or work with the athletic trainer to develop a baseline understanding of sports medicine. Three students received 2.5 credits per semester for their work while three other students volunteered time during their schedule. Internships have provided outstanding opportunities for students to investigate and experience working in an Athletic Department. During the 2016-17 school year, there were a total 6 students participating in the Athletic Internship program.
- **Student Leadership** Each year the athletic department works to promote and develop student leaders in our community. The athletic director works in close partnership with the MIAA, school administration, school counseling department, and the coaching staff to provide opportunities for student-athletes to develop their leadership capacity. Below is a list of events that students attend with the Athletic Director.
 - **SHS Captains Workshop:** Each summer the captains of each sport are required to attend a 4-hour leadership workshop at SHS. The workshop reviews expectations for captains, conducts team-building activities, helps develop student-leader communication with coaches and teammates, and captains participate in scenarios and simulations that require thinking quickly and critically when faced with a dilemma.
 - **SHS Leadership Training:** Shrewsbury High School teamed up with Algonquin Regional High School for two-day leadership training. Twenty SHS sophomores and juniors participated in various leadership simulations and scenarios.

- **MIAA programming:** The athletic director provides opportunities for students to attend the following programming sponsored by the MIAA and typically accompanies student-athletes to these events.
 - Student Ambassador, Midland-Wachusett League
 - Sportsmanship Summit, Gillette Stadium
 - New England Student Leaders Conference, Worcester State University
 - National Women in Sports Day, Faneuil Hall
 - Midland-Wachusett League Community Service Event *Community Harvest*, Grafton
- **Evaluation of Coaches** All head coaches are evaluated annually by the athletic director. Coaches are required to fill out a reflection sheet and then meet with the athletic director at the conclusion of the season. The athletic director then completes and shares the written evaluation with the head coach. Head coaches evaluate the performance of assistant coaches and share their findings with the Athletic Director.
- **Coordinate and Manage Visits of College Recruitment** Numerous college recruiters contact the athletic department to schedule meetings with student-athletes. The athletic director manages all recruiting visits with student-athletes. Coaches and/or the athletic director attend meetings with students and college/university representatives.
- **Pre-season meetings** Prior to the start of each season, student-athletes and their families are required to attend a pre-season meeting with the athletic director (3 per year). The meetings last approximately 45 minutes and review the expectations for student-athletes and their parents. Additionally, the athletic trainer conducts concussion education and the procedures utilized in the event of an injury. Coaches meet with individual programs to go over program expectations with parents and athletes.
- **Awards Night** The athletic department conducts an annual awards night each June. The ceremony recognizes the achievement of each team and outstanding individual accomplishments. The entire coaching staff attends the event to celebrate the conclusion of the school year and meet one last time with members of their team.

Support Groups

- **Shrewsbury High School Athletic Boosters Association** This past year has been very active for our parent-run SHS Athletic Boosters Association. Their primary functions are to raise funds to support athletic programming, foster overall spirit for SHS sports teams, organize parent volunteers to provide support for contests, provide post contest-refreshments for athletes, and help coordinate end of the season banquets for individual teams to bring formal closure to their season. The Athletic Boosters Association has provided funding for replacement uniforms and equipment. The athletic program is very appreciative for the parental support it receives. The athletic department will continue to partner and work with the dedicated parent volunteers to help support and maintain a quality athletic program.

The SHS Athletic Boosters Association held monthly meetings during the year. The 2016-17 school year marked the ninth year in which all athletic teams at SHS became members of the Boosters Association. One of their primary functions is to raise money to help provide student-athletes equipment and materials not covered through the appropriated budget. They continue to provide funding for uniforms, equipment, senior scholarships, athletic fee scholarships, athletic awards, and other athletic needs by holding three major fundraisers each year. In the fall, the annual “Gold Card” fundraiser brings in approximately \$35,000. Between the Boosters’ seasonal fundraisers, the annual golf

tournament, and hosting USA Gymnastics events, the group was able to assist with provisions needed to maintain an athletic program.

- **Corporate Donations/Sponsorships** Last year the athletic department received a \$20,000 donation from Central One Federal Credit Union. The donation was used to supplement funds that were cut during previous budget cycles. As a result, Shrewsbury High School was able to maintain its complete program of offerings for student athletes. Central One has also generously donated \$750,000 towards the Turf Field project at SHS.
- **Friends of Shrewsbury Crew (FOSC)** Financial need and increased participation led to a need for an additional source of funding for the crew program. FOSC purchases specific pieces of equipment, including costly shells. The athletic program is very appreciative of all that the Friends of Shrewsbury Crew does to benefit athletes in the crew program.

V. Athletic Financials 2016-17

Fees 2016-17

The fall of 2016 marked the eleventh year of athletic fees. The fee structure and registration process was explained at Parent/Athlete Nights, which are held at the beginning of each season. Athletes and parents were informed that all fees, medical and permission forms are due to the athletic department on a specified date. There were seven athletes who were unable to pay the athletic fee due to hardships. The Boosters Association and private donations sponsored these students. Checks were returned to students who decided not to participate or were cut from a sport. During the winter and spring seasons, the athletic department used an on-line payment in the form of *SchoolPay* located in the Parent Portal of *PowerSchool*. Individual sport statistics for the 2016-17 school year could not be recorded due to the mid-year change in processing fees. However, the 2017-18 Annual Athletics report should allow for the reporting of sport-specific fee collections and for more data to be collected. Total Athletic Fees collected for the 2016-17 school year was \$341,114.

Athletic Fee Totals

Year	Grand Total
2012-13	\$275,898
2013-14	\$278,425
2014-15	\$315,202
2015-16	\$324,441
2016-17	\$341,114

GENERAL FUND APPROPRIATION			
Description	2017 Original Budget	2017 Actual	Difference
Athletic Transportation HS	\$ 110,000	\$ 117,345	\$ (7,345)
Administration	\$ 104,707	\$ 104,707	\$ 0
Athletic Train ContServ	\$ 42,000	\$ 51,347	\$ (9,347)
Facility Rental HS	\$ 42,000	\$ 41,211	\$ 789
R&M Equipment Athletics	\$ 15,300	\$ 16,906	\$ (1,606)
Athletic Uforms & Equip HS	\$ 13,362	\$ 22,056	\$ (8,694)
Dues & Memberships	\$ 12,750	\$ 12,074	\$ 676
Athletic Supp & Awards HS	\$ 8,322	\$ 3,512	\$ 4,810
Police Details HS	\$ 4,500	\$ 2,752	\$ 1,748
Athletic Insurance HS	\$ 3,607	\$ 3,536	\$ 71
Conferences HS	\$ 1,372	\$ 1,371	\$ 1
Doctor Fees HS	\$ 1,000	\$ 600	\$ 400
Dues & Memberships HS	\$ -	\$ 675	\$ (675)
Official Fees HS	\$ -	\$ 27,048	\$ (27,048)
Oil & Fuel	\$ -	\$ 232	\$ (232)
	\$ 358,920	\$ 405,371	\$ (46,451)
<i>Additional Appropriation Transfer</i>	\$ 46,451	\$ -	\$ -
Total General Fund Expenses	\$ 405,371	\$ 405,371	\$ -

ATHLETIC FEE REVOLVING FUND			
Begin Balance	\$ 61,118		
Net Revenue	\$ 341,114		
Total Available	\$ 402,232		
Expenses:			
Coaching Salaries	\$ 319,837		
Purchase of Services	\$ 25,461		
Athletic Supplies	\$ 5,098		
Other Expenses	\$ 8,594		
Total Expenses	\$ 358,990		
Ending Balance	\$ 43,242		

GATES RECEIPTS REVOLVING FUND			
Begin Balance	\$ 379		
Net Revenue	\$ 26,854		
Total Available	\$ 27,233		
Expenses:			
Officials and Announcers	\$ 24,032		
Gate Attendants	\$ 2,617		
Total Expenses	\$ 26,649		
Ending Balance	\$ 584		
TOTAL ATHLETIC PROGRAM INVESTMENT	\$ 791,010	All Expenses	

VI. Future Considerations

The Shrewsbury High School Athletic program provides significant opportunities for student-athletes and decidedly contributes to our positive school culture. As we reflect upon the program, we have identified areas that need to be considered as we move forward. Below are four areas in need of consideration:

1. New Uniforms - work on developing a regular refurbish or replacement schedule for school uniforms
2. Increase Freshman Athletic Offerings
3. Increase Middle School Athletic Offerings
4. Continue Improvement to Athletic Facilities - partner with booster and community groups, local businesses, and alumni in order to raise \$1 million towards the renovation and improvement of the athletics infrastructure at Shrewsbury High School.

VII. Conclusion

The Shrewsbury Athletic Program cultivates social and emotional well-being for our students. By participating in sports, students-athletes learn essential skills that they will use throughout the rest of their lives. Some of the skills include teamwork, responsibility, leadership, and perseverance. We hope to continue to build upon our program and offer the best opportunities to showcase the talent of our student-athletes.



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: **IV. Time Scheduled Appointments:**
C. Concussions: Annual Report

MEETING DATE: **11/15/17**

BACKGROUND INFORMATION:

Per the School Committee policy #649, procedures have been established for dealing with training of individuals in prevention and management of head injuries and concussions, reporting of head injuries and concussions, procedures if injuries occur, and procedures for students returning to school after suffering from one of these injuries.

As stated in the policy, an annual report will be presented to show data of instances that occur in and outside of school, processes for treatment and prevention education.

Ms. Noelle Freeman, Director of Nursing and Walter Hildebrand, SHS Athletic Trainer have provided a report outlining the details.

ACTION RECOMMENDED:

That the School Committee accept the report and take whatever action it deems necessary in the best interest of the Shrewsbury Public Schools.

STAFF AVAILABLE FOR PRESENTATION:

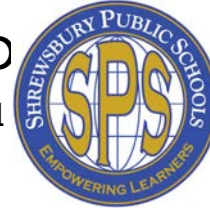
Ms. Noelle Freeman, Director of Nursing, Shrewsbury Public Schools
Mr. Walter Hildebrand, Athletic Trainer, Shrewsbury Public Schools



SHREWSBURY PUBLIC SCHOOLS

Office of Special Education / Pupil Personnel
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Margaret Belsito, Director

Concussion Report to the School Committee Data from 2016-17 School Year

**Presented by Noelle Freeman, BSN, RN, NCSN; Director of Nursing Services,
and Walter Hildebrand, MS, LATC, CSCS; Athletic Trainer, SHS
November 15, 2017**

Introduction

According to the CDC's "Heads Up Concussion" website, "A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells."

Signs and symptoms typically appear immediately following the injury. However the severity may not be clearly understood for hours or days later. Monitoring of concussion symptoms should take place immediately following the injury and for several days after. (See Appendix 1 for a list of typical signs and symptoms of a concussion.)

A total of 81 concussions were reported to Shrewsbury Public Schools (SPS) school nurses and/or the SHS athletic trainer throughout the 2016-17 school year. This total includes concussions that occurred during athletics and other school activities, as well as those that occurred outside of school activities.

Depending on the severity of the injury, a concussion may have short- or long-term impact on a student's learning. Some students return to full academics and other activities within 7 - 10 days, while other students can continue to have symptoms that affect their ability to attend classes and complete assignments for months after the initial injury. These students require careful monitoring and academic accommodations in order to ensure an eventual full recovery.

Statistics

School nurses throughout the district collected the following data over the 2016-17 school year:

	SHS athletes	OMS athletes	District wide - concussions occurring in school (not related to athletics)	District wide - concussions occurring outside of school
Total	11	0	10	60

Below is breakdown of concussions sustained in SHS athletic activities by sport per data collected by Walter Hildebrand, ATC:

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016 - 17
Baseball	2	0	0	0	0	0
Basketball, Boys	1	2	3	0	2	0
Basketball, Girls	2	2	5	1	0	3
Cheer	5	1	3	2	1	2
Crew, Boys	0	2	0	1	0	0
Crew, Girls	0	1	3	0	1	0
Cross Country, Boys	0	0	0	0	2	0
Cross Country, Girls	0	0	0	0	0	0
Dance	1	0	0	0	0	0
Field Hockey	0	3	2	4	3	0
Football	19	13	16	26	12	1
Gymnastics	0	1	0	1	0	0
Hockey, Boys	1	4	0	2	2	1
Hockey, Girls	1	1	1	1	0	0
Lacrosse, Boys	4	1	1	2	0	0
Lacrosse, Girls	3	3	0	0	1	1
Ski	1	0	0	0	0	0
Soccer, Boys	1	2	2	5	0	3
Soccer, Girls	4	3	3	4	2	0
Softball	1	0	2	1	0	0
Swim, Girls	0	1	0	0	0	0
Track, Girls	4	1	3	0	0	0
Volleyball	2	1	3	0	2	0
TOTAL	52	42	47	50	28	11

Care of Students Diagnosed with Concussion

Nursing Care of All Students

Nurses are involved in the care and daily monitoring of all students who are diagnosed with a concussion, whether the concussion is sustained during a school event such as an athletic competition, or sustained outside of school. At times, the school nurse is the first to notice symptoms of a concussion. She then contacts the parents to recommend follow up care with an outside provider.

After a diagnosis of concussion has been made, the school nurse meets with the student and parent to evaluate the student's symptoms, and determine if the student should be in school, should attend partial or half days, or if the student needs additional time at home for cognitive rest. Rest at home for one to several days may be required. When a student is able to attend school, a plan is put into place for the student to attend class as tolerated, with a reminder that any increased symptoms should be reported to the nurse. Partial days or alternating class and rest is often necessary.

The nurse communicates recommended accommodations to teachers as they are received from the student's physician, and sends updates as needed. (See Appendix 2 for a list of typical accommodations.)

Throughout the return to class process, students are evaluated daily by the nurse to assess any increase in symptoms with academic work. If an increase in symptoms is noted, teachers will be contacted to further decrease academic expectations. For increased symptoms, half or partial school days are encouraged. If symptoms persist, student will be referred back to his/her physician for evaluation. The school nurse maintains frequent communication with parents and outside providers throughout this process.

When symptoms have subsided, and the student is able to attend a full day of school, the student's academic workload will gradually increase. Only when the student is able to tolerate a full day of school and a full academic workload can he/she begin the return to play (RTP) protocol for athletics, and/or consider returning to other extracurricular activities such as band, chorus, orchestra, play rehearsal, etc.

Care of Student Athletes

If an athlete is suspected of sustaining a head injury at a practice or game, the Coach notifies the Certified Athletic Trainer (ATC) of the injury. The injured athlete is then assessed by the ATC to determine the severity of the injury based on the Sport Concussion Assessment Tool 2 (SCAT 2), sideline testing and on field neurocognitive screening. If immediate medical attention is warranted, EMS is summoned and the SHS emergency action plan is put into place, while the ATC continues to treat the injured athlete.

Parents are notified by the ATC or Athletic Director of any student injury upon completion of the assessment. Depending on the severity of injury, a follow up appointment is advised with the student athlete's health care provider, ER, or team physician. In less severe cases, parents are instructed in home monitoring of student, and when to seek further care if symptoms worsen. The parents of the student athlete are given a brief informational packet that informs them of the signs and symptoms that were observed at the time of initial evaluation. This packet should be used as a resource when following up with their health care provider, as initial findings are often an important part of the final diagnosis. A copy of the SHS return to play protocol and copy of the Massachusetts Department of Public Health "*Head Injury During Sports Season*" Reporting form is also provided to the student athlete's parents.

The parents of any athlete who sustains a blow to the head or body jarring injury will receive notification from the ATC or Athletic Director informing them of the incident and advise home monitoring of the student athlete for signs and symptoms of concussion, even if concussion is not suspected upon completion of the initial evaluation.

After any suspected concussion, the ATC notifies the school nurses and Athletic Director by, phone, email, or direct communication advising a follow up with the student athlete on the next school day. The school nurses will then conduct their own assessment of the student athlete and communicate any newly developed symptoms with the ATC.

If the student returns to school with the diagnosis of concussion, the school nurses work with the student, parents and school staff around recovery and return to full academics as noted above. When the student is attending school fully, the SHS Return to Play (RTP) protocol is completed. (See Appendix 3 for details regarding the RTP protocol.)

After completion of RTP, the student athlete is responsible to report back to the ATC, School Nurses, or coaches if experiencing any symptoms at any time throughout the day.

The average time from diagnosis to return to academics/play varies depending on severity of injury and sport in which the student is participating. Students must be able to fully participate in their academic schedule before return to play is started. For a simple concussion, return may be as soon as 1-2 weeks, while more complex injuries can take several months. Some students have long-term impact (months to years) on both academics and athletics.

During the 2016-17 school year, two students experienced concussions that had significant long-term effects. These students' concussions occurred during outside of school activities.

Prevention/Education

Education of students, parents, teachers and coaches is our best strategy for concussion prevention. Each of these stakeholders is provided with opportunities to learn about the causes, signs and symptoms of concussion, as well as what to expect for treatment and follow up if a concussion does occur.

Student athletes and their parents attend a mandatory Sports Night which takes place at the beginning of each season (fall, winter and spring). At this meeting, basic information regarding concussion and return to play are presented by the Athletic Director and ATC. As of the 2016-2017 academic school year, concussion statistics for all sports are also presented to parents and athletes' allowing them to better understand the associated risk concussion plays in their sport. As part of the sports registration process, both students and parents are also expected to read the SPS Concussion Manual (available on the Athletics and Nursing Department web pages) and sign off that they have read and understand the information that is provided therein. Concussion information is available as a resource for families on the Department of Nursing and Department of Athletics web pages.

Coaches receive annual concussion training through the National Federation of State High School Associations (NFHS). Each coach completes an online training and the certificates of completion are kept on file by the athletic trainer. Our ATC is available to provide recommendations on how to reduce the risk of concussion and as a general resource for coaching staff throughout school year should they have questions or concerns.

During the 2015-2016 school year the Head Football Coach and ATC met on several occasions to discuss changes that could be made to the football teams' strength and conditioning program to help reduce the risk of sustaining a concussion during football. Core stabilization and neck strengthening exercises were implemented in the team's off-season, pre-season, and in-season team lifts. An emphasis was also placed on educating these student athletes on proper "heads up" hitting technique to help reduce the incidence of head to head contact during play. After implementing these strategies, we saw a significant decrease in the number of concussions diagnosed in the 2015-2016 football season when compared to the prior season. Training continued in 2016-17, and the concussion rate was decreased to 1 football related concussion.

Pre-participation baseline screening (ImPACT - Immediate Post-Concussion Assessment Cognitive Testing) is another layer of education and awareness that is provided for student athletes. ImPact is a computerized concussion evaluation system, which provides trained clinicians with neurocognitive assessment tools that aid in determining safe return to play for athletes. At SHS, this testing is mandatory for all collision-based sports (football, hockey, lacrosse), and is offered as an option to all SHS athletes. ImPACT testing is a fee-based service, which is paid for by the athletic department for students who choose to participate. Initial screening provides a baseline to which subsequent data can be compared if an athlete sustains a concussion. For the 2016-17 school year, 278 athletes participated in ImPACT testing. From those 278 baseline tests, a total of 13 post injury tests were performed for 9 athletes.

All student athletes must submit medical clearance in the form of a recent physical exam by their primary healthcare provider. MIAA rules require that every athlete has a physical exam within 13 months of any participation. School nurses track this information and provide clearance lists to coaches. Any student who has sustained a concussion is required to have documentation of full clearance from that concussion by their doctor before being cleared to participate.

Teachers throughout the district receive a staff handbook annually that includes basic concussion information and typical academic accommodations. As noted above, individual emails are sent to teachers when a student in their class is diagnosed with concussion, and specific accommodations are recommended. School nurses are available as a resource to teachers as needed throughout the school year.

Appendix 1

Signs/symptoms of concussion that may be observed by parents or coaches include:

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to* or *after* a hit or fall

Symptoms that may be reported by children and teens include:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not “feeling right,” or “feeling down”
- Difficulty sleeping

Appendix 2

Upon return to class, an email with accommodation information similar to the following is sent to the student's teachers:

Please implement the usual post concussive accommodations for (student's name):

- Extra time for all course work
- No tests this week
- Decrease the amount of homework nightly, as reading and concentration are headache triggers
- Hold student responsible for **essential** assignments only
- Easy access to the Nurse's Office for periods of rest during the school day
- No PE or Sports until cleared by health care provider

Appendix 3

Return to Play Protocol:

- Day 1-2: The student athlete must be asymptomatic for a minimum of 2 days, attending school full time before beginning any physical activity
- Day 3: Light Aerobic Exercise: Walking, cycling, or light jogging. No resistance training. Limit 30 Minutes.
- Day 4: Sports Specific training: Agility drills, change of direction, sprinting. No extended exertion. No contact, No helmet or equipment.
- Day 5: Light Contact Training: Resume body contact drills, limit direct head contact drills (tackling in football, heading in soccer, checking in hockey), light resistance training is allowed.
- Day 6: Full Contact Practice: Participation in all areas of practice, contact is allowed (tackling drills, heading, checking). Full resistance training.
- Day 7: Game Play: Return to full Participation

If at any point throughout the RTP the student athlete's symptoms return, the student athlete will stop the protocol immediately and the ATC will reevaluate her/him for lingering or newly developed symptoms. Once asymptomatic the RTP protocol will restart at day one. If the student athlete is incapable of finishing the RTP for a second time due to the recurrence of symptoms, s/he must return to her/his health care provider for follow up prior to proceeding with the RTP protocol.

If a student athlete has taken an ImPACT Baseline test they must return to their baseline score prior to beginning the RTP protocol. ImPACT Baseline testing is offered to all Shrewsbury High School student athletes at no additional fee.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IV. Time Scheduled Appointments:** MEETING DATE: **11/15/17**
D. Nursing: Annual Report; Nurse Substitute Rate: Vote

BACKGROUND INFORMATION:

Each year, the School Committee is updated on the breadth and scope of nursing services provided within the schools. The enclosed information provides details regarding the nurses' work during the past year. Ms. Freeman will make a brief report and answer any questions the Committee has about this topic.

Ms. Freeman has also made a recommendation to increase the rate of pay for substitute nurses from \$20/hour to \$30/hour for daily substitute nurses and from \$30/hour to a maximum of \$40/hour (based on experience) for long-term substitute nurses. The enclosed memorandum indicates that these rates have not increased for a decade, and that it has become difficult to attract qualified nursing substitutes at the current rates.

ACTION RECOMMENDED:

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

That the School committee vote to increase the rate of pay for substitute nurses to \$30/hour for daily substitute nurses and to a maximum of \$40/hour, depending on experience, for long-term substitute nurses.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Noelle Freeman, Director of Nursing, Shrewsbury Public Schools



SHREWSBURY PUBLIC SCHOOLS
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Margaret Belsito, Director

**Department of Nursing Report to the School Committee
Data from 2016-17 School Year
Presented by Noelle Freeman, Director of Nursing Services
November 15, 2017**

Introduction

The National Association of School Nurses defines school nursing as: a specialized practice of professional nursing that advances the well-being, academic success, and lifelong achievement of students. The Shrewsbury Public Schools Department of Nursing plays a critical role in the life of the school and as part of the overall team to support student learning. Shrewsbury Public Schools' nurses promote students' overall health and empower learners each day through collaboration with school staff, families, outside providers, and the students themselves.

The nurses are integral in supporting the district's strategic priorities, one of which is the promotion of health and wellness. The school nurses support this goal daily as they work to keep students safe, healthy and ready to learn.

The school nurses in Shrewsbury come from a variety of backgrounds and bring with them a wealth of experience and nursing knowledge. The academic achievement of our students is bolstered by the skillful care that they receive when visiting the health office. The consistent return to class rate from our health offices (93.7%) reflects the nurses' focus on education and learning. Their work ensures that the students of Shrewsbury Public Schools are receiving the care and services that they need to optimize their learning potential.

School Nursing Staff

During the 2016–17 school year, Shrewsbury Public Schools Nursing Services employed:
1 Director (51% direct student services and 49% Director responsibilities), 10 full-time nurses, two 0.4 FTE nurses, 1 part-time 2 hour nurse (Floral Street School), and 1 LTS 0.7 FTE (SHS), providing health care services to 5,960 students and 814 staff in the Shrewsbury Public Schools.

We have approximately 10 substitute nurses who fill in for the regular staff nurses or accompany field trips when necessary. The majority of these substitutes are employed elsewhere and are available to us on a limited basis.

The Massachusetts Department of Public Health recommends a school nurse to student ratio of 1.0 fulltime equivalent (FTE) certified nurse in each building with 250 to 500 students. In buildings with more than 500 students, the recommendation is that there be 0.1 FTE for each additional 50 students. We exceed this ratio at our high school, both middle schools, and Floral St Elementary School.

Data Management

The school nurses are responsible for maintaining the integrity and confidentiality of the student Health Record. Each student has an electronic Health Record as well as a paper file. The nurse ensures that all required immunizations are up to date, that state physical exam requirements are met, and that mandated screenings are completed, recorded and reported.

For the 2016-17 school year there were a total of **63,677** student health encounters and **1,186** staff health encounters documented in SNAP (the electronic health record used by SPS nurses). An “encounter” is defined as any contact with an individual during which the school nurse provided counseling, treatment, or aid of any kind. Mandatory screenings (vision, hearing and postural) are not counted as encounters. Screenings are tracked and reported separately.

SNAP Health Center separates visits into the following categories:

Injury – Includes encounters in which an injury is reported/evaluated for the first time (injuries may have occurred in school, or outside of school)

Illness – Includes encounters for chronic and acute illnesses, re-evaluation of injury, and common complaints such as headaches, stomachaches, nosebleeds, fatigue, etc.

Management - Includes encounters that do not include physical care, and instead involve information exchanges with students, staff, family members, etc.

Other - Includes mental/behavioral health concerns such as anxiety and stress (see below*), as well as bathroom use, contact lens care, orthodontic care, assistance with medical devices, etc.

*For purposes of this report, we have further analyzed these categories to create a **Mental and Behavioral Health** category. This includes visits for anxiety, stress, emotional issues, etc.

The charts below represent the breakdown of visits by students and staff for each visit category.

Student Visits:

Primary Concern	Number of Visits
Illness	31,397
Injury	11,329
Other	10,167
Management	8,588
Mental/Behavioral Health	2,296
Total Student Encounters	63,677

Staff Visits:

Primary Concern	Number of Visits
Illness	682
Injury	303
Other	176
Mental/Behavioral Health	25
TOTAL STAFF ENCOUNTERS	1,186

Following a visit to the nurse, 94% of students return to class and learning.

Primary Responsibilities

The school nurses manage a comprehensive, coordinated health service program that includes:

- Providing skilled nursing care to students and staff who present with a broad range of physical and mental health issues
- Implementing mandated health screening programs (vision, hearing, postural, and BMI)
- Managing the school's medication program
- Managing immunization compliance for incoming and existing students
- Coordinating health care needs for students attending field study trips, field day, etc
- Implementing disease management education for children and families with chronic illnesses such as diabetics and asthma
- Providing a safe haven for students needing additional emotional support

MA Department of Public Health Mandated Screenings

The following school screenings are mandated by Massachusetts state law (M.G.L. c.71, s.57 and 105 CMR 200.000) and are conducted according to the following schedule:

- Vision screenings screening: each year for students in grades pre K, K, 1, 2, 3, 4, 5, 7, and 10
- Hearing screening: each year for students in grades K, 1, 2, 3, 4, 5, 7, and 10
- Heights and weights are measured and BMI is calculated for students in grades 1, 4, 7, and 10. Aggregate data reported to the state as mandated. Individual student data is not reported but is recorded in the confidential student health record.
- Postural screenings: each year for all students in grades 5, 6, 7, 8, and 9
- Verbal drug use screenings (Screening, Brief Intervention, Referral to Treatment -SBIRT) for all students in grades 7 and 10 to be implemented by the end of the 2017-18 school year

Per MA 105 CMR 200.000, the purpose of mandated screenings is to “identify and take appropriate actions with respect to disabilities and medical conditions of school children in public schools as soon as possible so as to enable all children to obtain the fullest benefit of their educational opportunities ...” Screenings are a tool used for referral for further care and are not considered diagnostic. Letters are mailed home if follow-up for vision, hearing, or postural screening is recommended. BMI data is available by parent request to the nurse.

Hearing and vision screenings are conducted in the health office by school nurses and trained personnel.

Postural screenings, height, weight and BMI screenings are done by the Physical Education (PE) teachers, usually during the first 2 weeks of PE class. If the PE teacher has concerns about a particular student, the student is rescreened by the school nurse.

SBIRT screenings will be conducted by school nurses, school adjustment counselors, school psychologists, and guidance counselors. All screeners must attend a training presented by DPH staff.

In order for a student to be excused from any screening(s), the parent/guardian must make a request in writing to the school nurse annually. For postural screening exclusion requests, documentation of screening within the past year by a medical professional must also be provided.

Medication Management and Administration

Students may require scheduled medications during the school day for various reasons including ADHD, diabetes, behavioral and mental health concerns, etc. Nurses manage the administration of these medications, as well as medications that are prescribed and given on an as needed basis.

We have Standing Orders/Medical Directives for over the counter medications such as Ibuprofen, Acetaminophen, Tums, etc., as well as life-saving medications such as EpiPens, albuterol nebulizer treatments, and Narcan. Standing Orders are reviewed and signed annually by our school physician, Dr. Timothy Gibson. A parental consent form, which is now in the PowerSchool Parent Portal, must be completed before these medications can be administered.

For the 2016-17 school year, there were 86 prescriptions for scheduled daily medications across the district, totaling 12,207 administrations. 10,266 doses of medication were given on an “as needed” basis for students, and 422 doses were recorded for staff.

Tracking Immunization Compliance

School nurses are responsible for checking the immunization status of all students who enter SPS. The district welcomed over 700 new students to Shrewsbury during the 2016-17 school year (this number does not include kindergarten and preschool students who registered for school before June 21, 2017). For each of these students, immunization records are checked against Massachusetts requirements and parents/guardians are informed if any immunizations are missing. Students are not permitted to begin school until they are fully immunized (or on a catch-up schedule). Referrals are made to area clinics, including St Anne’s Free Medical Clinic, as needed. This process is ongoing throughout the year as families move into the district.

Field Study Preparation

Preparation includes accessing a list of students who will attend a trip, determining the medical needs of those students (allergies requiring EpiPens, asthma, daily medications, anxiety issues, diabetes, seizure precautions, etc) and assessing the need to send a substitute nurse to care for those needs. If a substitute nurse is required, the school nurse informs her of the needs for the day. If a substitute is not needed, the school nurse must review the needs with the teacher who will be responsible for the students during the trip. In either scenario, the nurse prepares a bag of first aid supplies to be sent along with the adult in charge; medications are included as needed. SPS nurses prepared medical alert information for approximately 80 K-8 field studies, and multiple SHS field studies (including overnight trips to Disney, etc) throughout the 2016-17 school year.

Procedures/Treatments/Nursing Interventions

School nurses perform various procedures and treatments throughout each day. Some of these include:

- Respiratory Procedures (auscultation of lungs, peak flow monitoring, nebulizer treatment, oxygen saturation check)
- Diabetes Procedures (blood glucose testing, insulin pump care, carbohydrate/insulin calculations, monitoring and treatment of ketones)
- Cardiovascular Procedures (blood pressure measurement, central line care, site care, flushing)
- GI/GU Procedures (Ostomy care, gastrostomy or other feeding tube care or usage)
- Orthopedic Procedures (Wheelchair assistance, crutch-walking instruction)
- Wound Care

Disposition after Illness/Injury Assessment

By addressing the immediate health needs of students and providing onsite care, school nurses support learning through improved attendance levels. After assessment and treatment by a school nurse, the majority (approximately 94%) of students visiting the nurses' office with an illness or injury complaint returned to the classroom to continue their studies.

Students who are treated by the school nurse can return to the classroom with minimal interruption to their learning, working parents do not have to take time off, and the high cost of treatment in a doctor's office or emergency department may be avoided.

Emergency Calls to 911

When a student presents to the school nurse with a serious injury or acute medical condition, a determination is made whether or not the situation requires activation of Emergency Medical Services (EMS). The following chart summarizes the number of times that calls were made to 911 in the 2016-17 school year.

Student 911 Medical Emergencies*	6
Student 911 Behavior Health Emergencies	2
Student Calls to Mobile Crisis	0
*EpiPens administered prior to 911 call	0
Staff 911 calls	2

Case Management

The Shrewsbury Public School nurses spend a significant portion of their day performing case management duties that include communication with families, school staff, and community health care providers regarding student health issues. The table below reflects the number and type of these communications that were documented in SNAP by nurses this year. While this number is significant, it does not capture every communication that nurses are involved in throughout the day.

Type of Communications		Total # of Students
Communications with Parents or Guardians	< 15 mins	9,512
	> 15 mins	112
Communications with School Staff about health issues	< 15 mins	2,778
	> 15 mins	53
Communications with Community Agencies	< 15 mins	218
	> 15 mins	4
Number of Group Meetings with staff/Parents	< 15 mins	54
	> 15 mins	32
Total		12,763

Students with Special Health Care Needs

There are approximately 1,700 students in Shrewsbury Public Schools with diagnosed conditions that fall into the category of Special Health Care Needs. These conditions include asthma, life threatening allergies, Crohn's disease, sickle cell disease, seizure disorders, cardiac conditions, cancer, ADHD, autism spectrum disorders, eating disorders, anxiety, depression, etc. School nurses use their clinical knowledge and past experience to care for students with this wide variety of needs daily. As new or unfamiliar situations arise, nurses seek out colleagues and other resources as needed to increase their skills and knowledge base.

Additional School Nurse Responsibilities

All of the Shrewsbury nurses are involved with the following activities in their respective buildings:

- Individualized Educational Program (IEP) and 504 meetings
- Child Abuse Prevention (CAP) Team
- Building Crisis Team
- Medical Emergency Team (MERT)
- Student Support Team (SST) or Early Intervening Team (EIT)
- Building Leadership Teams
- Clinical rounds with consulting psychiatrist
- Creating and updating evacuation plans for our students with physical impairments
- Maintenance of Automated Electronic Defibrillators (AED's)
- Collection of monthly report data required by Essential School Health Service (ESHS) Program

The following are examples of additional teams/activities that include school nurse involvement in various buildings:

- Classroom presentations on health-related subjects
- School Wellness Advisory Committee (SWAC)
- Shrewsbury Educators Association (SEA) Health and Safety Committee

- Shrewsbury Board of Health Emergency Preparedness Team - provide Emergency Shelter staffing as needed
- Responsible for completion of MA Department of Public Health mandated surveys re: Immunizations, Diabetes, Asthma
- Shrewsbury Coalition for Addiction Prevention and Education (SCAPE)
- Coordinating Flu Shot Clinics available to all school and town employees
- Teaching CPR/AED certification classes for school staff
- Partnering with Assabet Valley Collaborative Evolution Program at SHS to ensure the Health and Safety of their students
- Mentoring SHS students who are considering nursing as a career through the Advanced Career Exploration (ACE) Program
- Serving as preceptor for RN-BSN students in their Community Health practicum
- Coordinating food drives, winter coat and hat/mitten, holiday giving collection and distribution in conjunction with school based groups and community organizations (St. Anne's Human Services, Worcester County Food Bank, etc)
- Acting as SHS Class Advisor
- Teaching first aid to local Brownie Girls Scout troops

Essential School Health Service Program

Shrewsbury Public Schools participates as a mentored school district and receives consultation on school health services from the Northbridge School District (funded ESHS program) based on the requirements of the Essential School Health Grant. The grant provides opportunities for consultation in the areas of policy development, programming and interdisciplinary collaboration.

Some of the responsibilities inherent with the grant are to provide data to MDPH. This data is utilized for published studies, statewide reports and strategic planning. The types of information included are:

- Health Service activities
- Incident reports
- Emergency referrals
- Number of diagnosed or suspected head injuries
- Medication management for students
- Epinephrine and naloxone administrations
- Nursing assessments/interventions/procedures/treatments
- Behavioral Health intervention tracking
- Wellness management
- Program development
- Professional development

In return, we receive a stipend of \$3,000 per year. These monies are used for such things as medical equipment and professional development opportunities for nursing staff.

Emergency Equipment

Epinephrine Auto Injectors

In accordance with district policy that was adopted in the 2015-16 school year, we stock a supply of epinephrine auto injectors in each health office. This supply is sufficient to cover the unlikely event of 2 simultaneous anaphylactic reactions in any given health office, along with an additional supply sufficient to send on field studies as needed. Parents have been notified of this practice and given the option to not send an epinephrine auto injector from home for use during the school day. We have seen an increase in families who are choosing to take advantage of this option this year; more than 80% choosing not to send epinephrine from home (see chart below).

In the Spring of 2017, the Director of Nursing was contacted by approximately 12 school districts in Massachusetts, inquiring about the details of our stock epinephrine implementation. These districts learned of our policy through a letter that was sent to schools by the Massachusetts Medical Society, and were considering implementing similar practices.

Our supply of stock for the 2017-18 school year was again obtained at no cost to the district. Epinephrine auto injectors were obtained from the “EpiPens 4 Schools” (EpiPen) program, and the “Q Your School” (Auvi Q) program.

School	# Students with Known Allergy	# Students with EpiPen from Home
Shrewsbury High School	98	8
Oak Middle School	67	5
Sherwood Middle School	60	12
Coolidge School	17	8
Floral St School	43	10
Paton School	14	0
Spring St School	34	6
Beal School	14	9
Parker Rd Preschool	14	6
Total	361	64

Naloxone (Narcan)

Each health office stocks 2 doses of naloxone for treatment of opioid overdose. A state-wide effort is underway to address the opioid epidemic. Schools are encouraged by the MA Department of Public Health to stock naloxone for treatment of possible opioid overdose by students, staff or visitors. All nursing staff are trained in the administration of nasal naloxone.

The recommended dosage for naloxone has increased from 2mg/dose to 4mg/dose. The supply of naloxone that will be purchased for the 2017-18 school year will reflect that change. The cost to the district for naloxone will be approximately \$750.

AEDs

An automatic external defibrillator is a portable device used to restore normal heart rhythm to a patient in cardiac arrest. We were able to purchase 3 additional AEDs for our buildings last year thanks to Emergency Supplies and Training funds provided by a generous anonymous donor. Shrewsbury Public Schools now has a total of 20 AEDs with 1 AED in each preschool building, 2 AED's at each elementary and middle school (one AED at OMS is maintained by Parks and Recreation) and 4 at Shrewsbury High School, one designated for the athletic trainer.

The SPS nurses are responsible for checking the AED status on a regular basis. Several of our devices are nearing the end of their predicted "lifespan" and will need to be replaced. A plan to systematically replace these devices over the next several years has been initiated; 2 new devices were purchased in August 2017. The cost to the district for replacement AED's is approximately \$1500/unit; the maintenance cost for AED's (replacement of expired batteries and electrodes) is approximately \$1500/year.

Tourniquets

All nursing staff attended a "Stop the Bleed" tourniquet training in October 2017. Tourniquets and trauma packs have been purchased to add to our emergency response capabilities. These supplies will be stocked in our emergency "go-bags" and in all AED cases. This purchase (\$1950) will be funded by the generous Emergency Supplies and Training anonymous donation.

Health and Wellness Initiatives

Tourniquet Training – As noted above, all nurses attended a "Stop the Bleed" tourniquet training in October 2017. This hands-on training allowed for practice in the proper use of tourniquets for life threatening bleeding. Tourniquets will be in place in all buildings by the end of this month.

Shrewsbury Coalition for Addiction Prevention and Education (SCAPE) – SCAPE is a collaboration between various members of the Shrewsbury community, including school personnel. The coalition hosted screenings of the Jim Wahlberg film "If Only" for students at SHS and OMS, as well as for the greater Shrewsbury community in October 2016. The presentation was well received by students and community members alike. SCAPE will host a presentation on brain development and youth risk taking, including substance abuse, on November 16th in the SHS auditorium. This presentation by nationally recognized Dr. Ruth Potee is being sponsored by State Representative Hannah Kane. The evening will also include resource tables with several local treatment and support organizations participating.

CPR/AED Training for Staff – During the 2016-17 school year, 38 staff members across various buildings were trained in CPR and AED skills in order to be more prepared to respond to emergency situations. Three of the nurses are American Heart Association Heartsaver and Basic Life Support Instructors and will continue to offer trainings throughout the coming year. The cost of certification, which was previously assumed by the staff themselves, is now paid for by funds from the generous anonymous Emergency Supplies and Training donation.

Flu Shot Clinics for Staff - Flu shot clinics were once again organized with Osco Pharmacy and held at all school buildings and town hall. Participants were able to use health insurance to pay for flu shots, with no out of pocket expense in the vast majority of cases. Clinics were open to all school and town employees. More than 300 people received flu shots.

Goals for the 2017 -18 School Year

Screening, Brief Intervention and Referral to Treatment (SBIRT) Implementation – One of the requirements of the Opioid law (bill H.4056) that was passed in January 2016 is, “subject to appropriation, each city, town, regional school district, charter school or vocational school district shall utilize a verbal screening tool to screen pupils for substance use disorders. Screenings shall occur on an annual basis and occur at 2 different grade levels as recommended by the department of elementary and secondary education, in consultation with the department of public health.” This screening process must be implemented by the end of the 2017-18 school year. School staff (nurses, guidance counselors, adjustment counselors and school psychologists) who will be conducting the screenings attended a MA DPH training in October 2017 and were instructed in the specific motivational interviewing technique known as SBIRT. We are in the process of creating a plan to implement screenings for all students in grades 7 and 10. Families of students in those grades were notified in August via PowerSchool of our plan to screen students during this school year and will receive notice of particular screening dates as they are scheduled. Pilot screening days for Oak Middle School and Shrewsbury High School have been scheduled for early December.



SHREWSBURY PUBLIC SCHOOLS

Department of Nursing

Noelle Freeman, BSN, RN, NCSN - Director

45 Oak St, Shrewsbury, MA 01545

Tel.: 508-841-1226 Fax: 508-841-1227

nfreeman@shrewsbury.k12.ma.us



Date: 11/3/17

To: Joe Sawyer, Patrick Collins, Meg Belsito, Barb Malone

From: Noelle Freeman

Re: Request for increase in substitute nurse compensation rate

I respectfully request your consideration regarding an increase in the compensation rate for substitute school nurses. I believe that the current rates of \$20/hr for day-to-day substitutes and \$30/hr for long term substitutes are insufficient for recruitment and retention of quality staff.

Some information for your consideration:

- Our sub nurse compensation rate has not increased for at least 10 years
- Nurses have left Shrewsbury to work as per diem employees elsewhere, including:
 - Worcester Public Schools - pay rate \$41/hr
 - Framingham Public Schools - pay rate \$200/day
 - UMass Hospital - per diem rates start at \$40/hr and increase with level of experience
- Substitute nurses are often used to accompany groups on field trips; finding coverage for these trips is increasingly difficult; there is risk that trips may need to be cancelled or rescheduled if medical needs require a nurse to be present and no nurse is available
- As the needs of our student population have increased over the last several years (medical issues as well as mental health/behavioral issues), substitute nurses have commented that the compensation is not adequate for the skills required to cover our health offices
- Our pool of substitute nurses is small (currently 10 nurses), despite efforts to hire qualified candidates
- 70% of substitute nurses that we employ are also employed elsewhere and therefore are available to us on a limited basis
- We currently have 2 long term substitute school nurse positions posted (SHS and OMS); applicant pools are small (2-5 candidates per posting)
- As Director, I have covered health offices for school nurse absences as often as possible in order to decrease our need for substitute nurses, and will continue to do so
- The compensation rate for nurses who cover health offices during summer program is \$45/hr

For these reasons, I request that the compensation rates be increased to \$30/hr for day-to-day substitute school nurses, and up to \$40/hr (dependent on experience) for long term substitute school nurses.

Based on substitute nurse usage during the 2016-17 school year, the financial impact of these changes going forward would be an increase of approximately \$9000 for daily substitutes over a full year (approximately \$6,750 for the remainder of this year), and an increase of approximately \$10,000 for the anticipated hire of a long term substitute for SHS for the remainder of this school year. Long term substitute nursing costs will vary depending on need in future years.

Thank you for your consideration. I would be happy to discuss this with you further and answer any questions that you may have.

Respectfully,

Noelle

Noelle Freeman, BSN, RN, NCSN
Director of Nursing



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: IV. Time Scheduled Appointments:

MEETING DATE: 11/15/17

**E. Beal Early Childhood Center Building Project: Report on Site Selection Process
& Discussion**

BACKGROUND INFORMATION:

At the School Committee meeting on September 27, 2017, 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. 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 suggested a need for a 115,000 sq. ft. space. Regarding sites, Mr. Brennan noted that they estimated a need for a site with 10-12 buildable acres, with 31 locations being reviewed at that time for viability.

Since that time, the Beal Early Childhood Center Building Committee has narrowed the list of desired sites to be studied for a potential new Beal School from 31, to six, to three. The enclosed information provides information regarding the three sites that are candidates for further review; the presentation made at the meeting will discuss the rationale for the Building Committee narrowing the list to the three sites identified for further study at this time. The Building Committee has asked that the School Committee be provided with this information and in turn advise Ms. Fryc, the School Committee representative to the Building Committee, along with Mr. Girardi, Mr. Collins, and Dr. Sawyer, regarding any considerations the School Committee wishes to communicate regarding the potential sites, in advance of any formal action the Building Committee may take in December regarding site selection.

ACTION RECOMMENDED:

That the School Committee hear the report, discuss the information, and advise regarding any questions, concerns, or preferences related to the potential site of a new Beal School.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Sandra Fryc, School Committee Representative to the Beal Building Committee

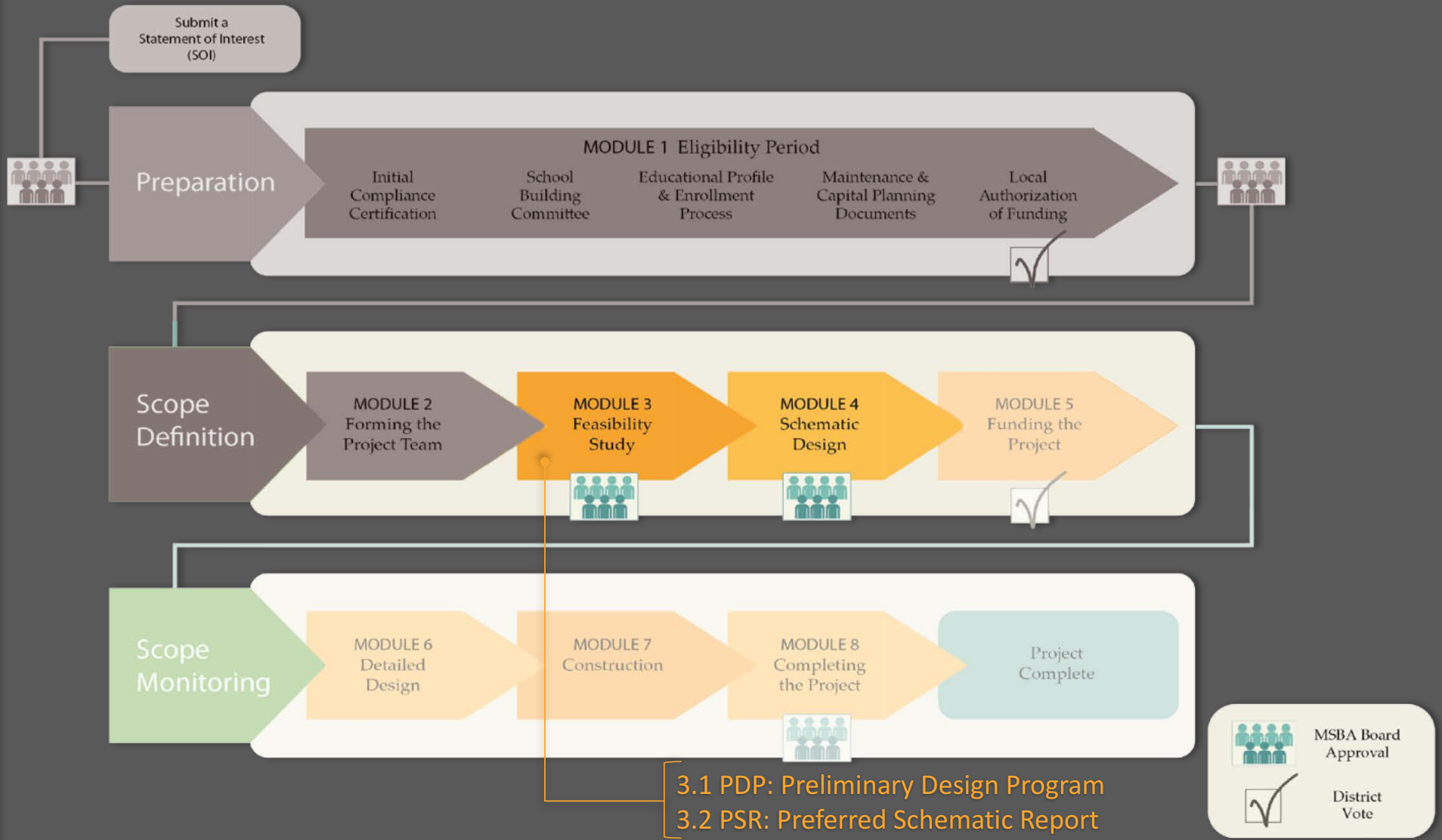
Dr. Joseph M. Sawyer, Superintendent of Schools

Mr. Patrick Collins, Assistant Superintendent for Finance & Operation

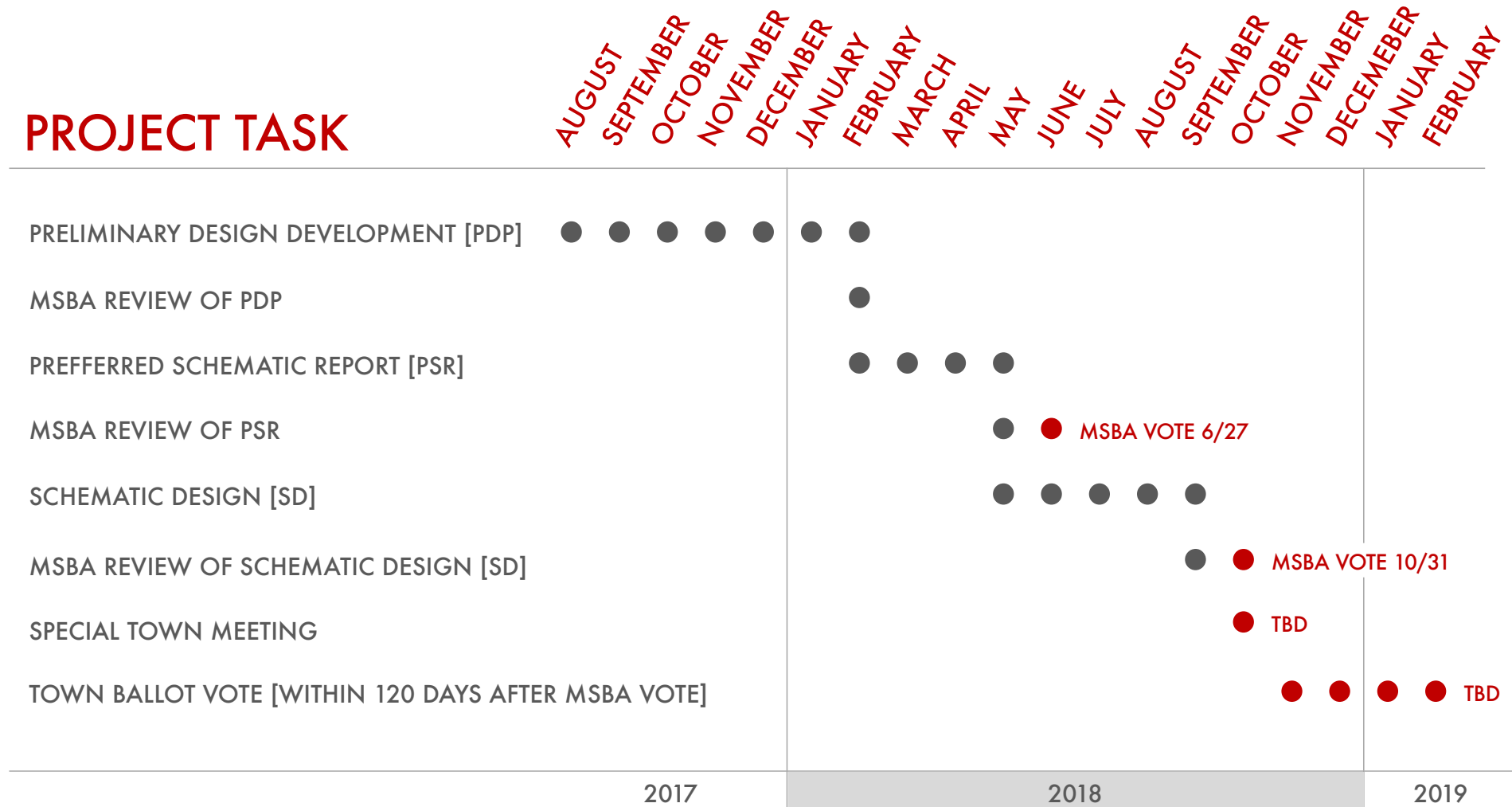
Mr. Christian Girardi, Principal, Beal Early Childhood Center



MSBA CORE PROGRAM PROCESS



PROJECT TASK



BEAL EARLY CHILDHOOD CENTER



Basement



First Floor



Second Floor

LEGEND

- Core Academic
- Special Education
- Art & Music
- Health & Physical Education
- Media Center
- Dining & Food Service
- Administration, Guidance
- Medical
- Custodial & Maintenance
- Other
- Mechanical / Electrical
- Circulation

±34,000 Sqft.

Built 1922



BEAL EARLY CHILDHOOD CENTER



Library



Accessibility



Cafeteria



Exterior



Corridors



Classrooms



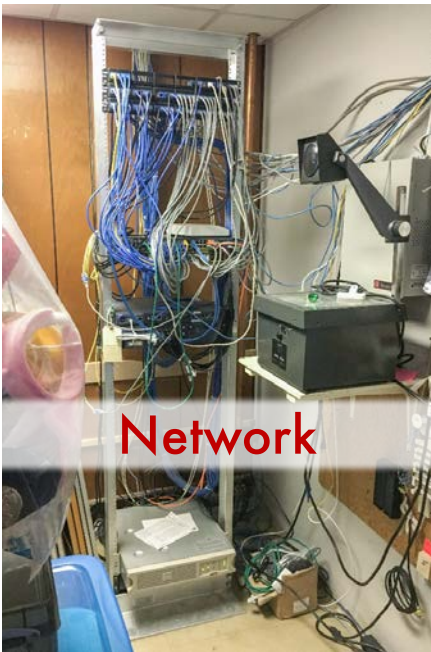
Gymnasium



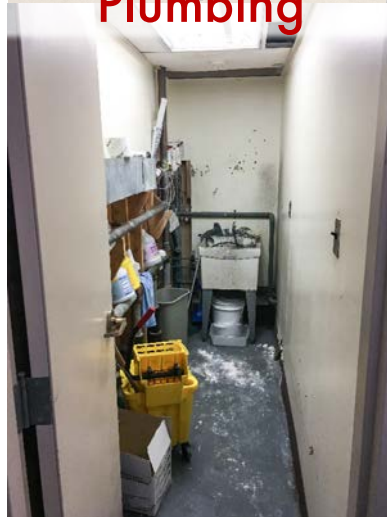
Kitchen



Plumbing



Network



Mechanical & Electrical Systems



Ventilation



Elevator

BEAL EARLY CHILDHOOD CENTER

3.86 ACRES
TOWN
OWNED

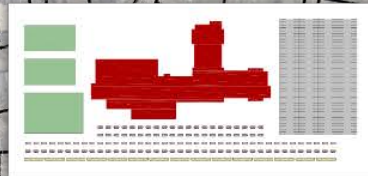
MAPLE STREET

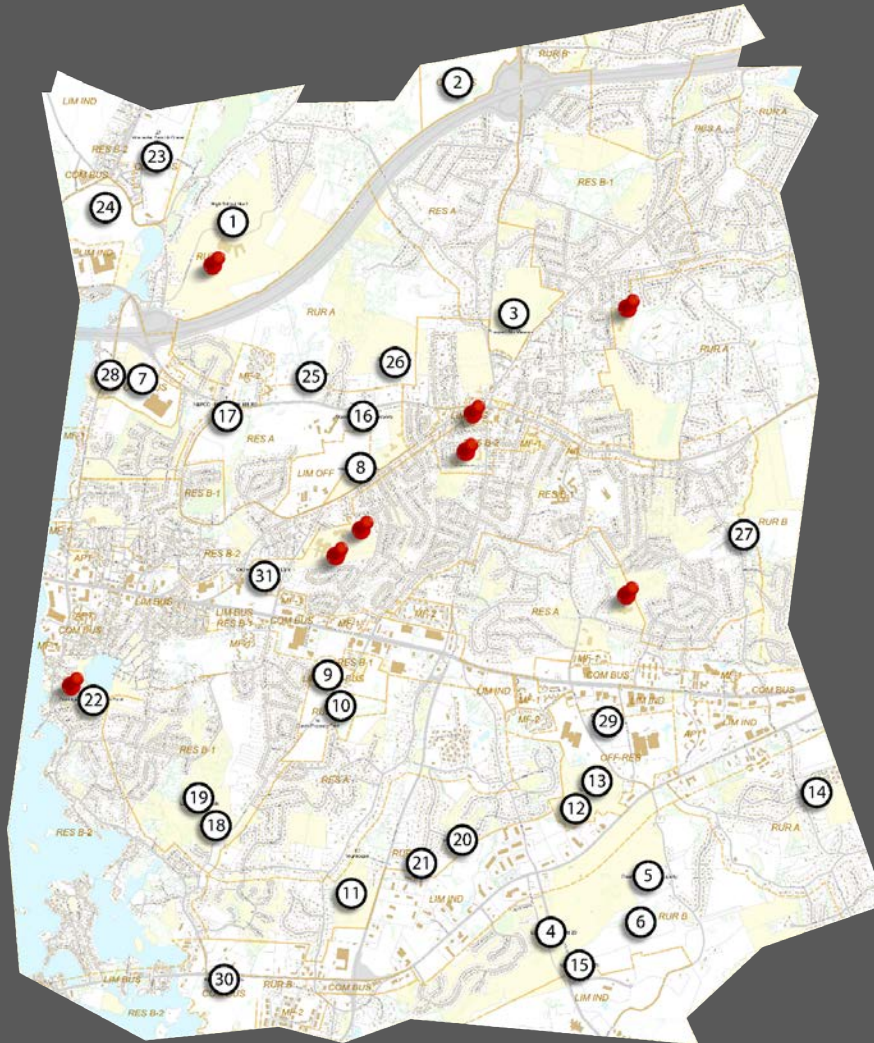
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MAIN STREET

GRAFTON STREET

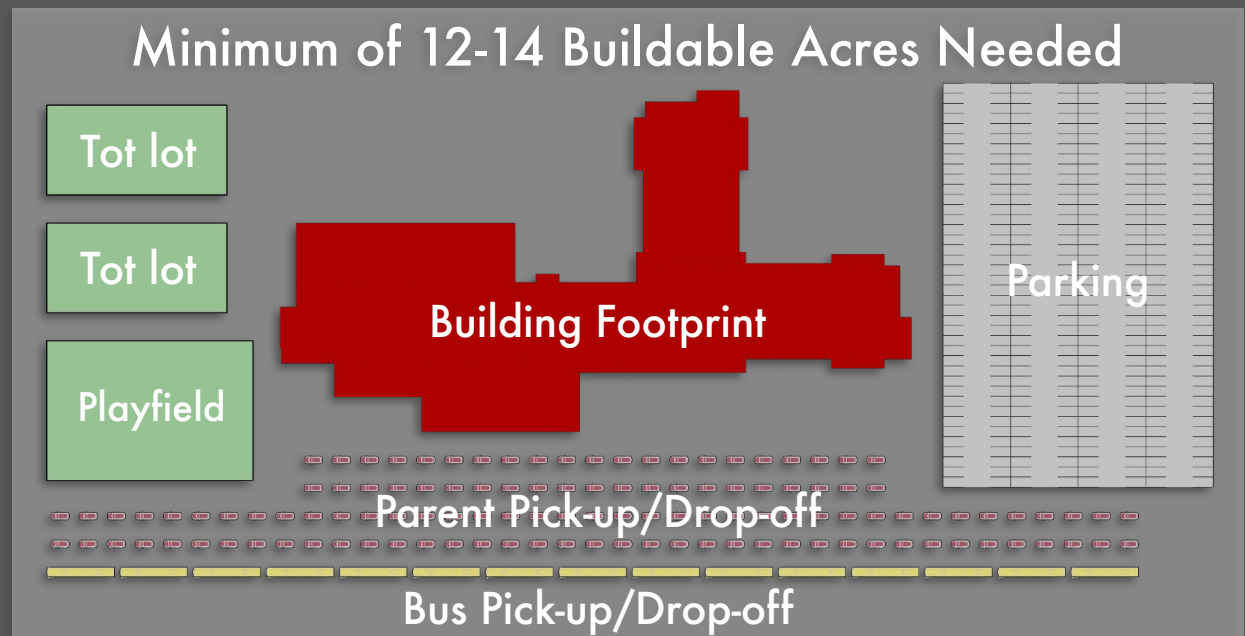
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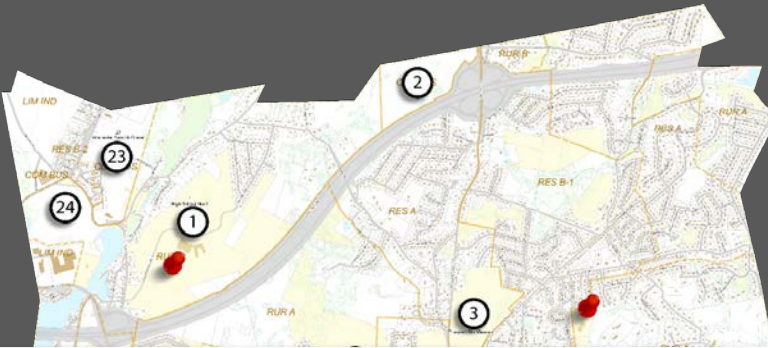




- 01 | Holden Street | Town Owned | 194.17 Acres
- 02 | Boylston Street | 129.77 Acres
- 03 | Prospect Street | Town Owned | 70.71 Acres
- 04 | Centech Boulevard | Town Owned | 70.87 Acres
- 05 | Green Street | 13.76 Acres
- 06 | Green Street | 71.76 Acres
- 07 | Main Street | 51.71 Acres
- 08 | Maple Street | Town Owned | 19.7 Acres
- 09-10 | Lake Street | 98.97 Acres
- 11 | Grafton Street | Town Owned | 29.7 Acres
- 12-13 | South Street | Town Owned | 60.89 Acres
- 14 | Walnut Street | Town Owned | 24.7 Acres
- 15 | Cherry Street | 22.0 Acres
- 16 | Maple Avenue | 42.15 Acres
- 17 | Main Street | 17.11 Acres
- 18 | Lake Street | 9.3 Acres
- 19 | Lake Street | Town Owned | 27.8 Acres
- 20 | Rockwell Drive | 7.97 Acres
- 21 | Farmington Drive | Town Owned | 5.89 Acres
- 22 | Florence Street | Town Owned | 14.27 Acres
- 23 | Holden Street | 113.1 Acres
- 24 | Holden Street | 88.65 Acres
- 25 | Main Street | 74.92 Acres
- 26 | Main Street | 20.55 Acres
- 27 | Walnut Street | 45.15 Acres
- 28 | N. Quinsigamond Avenue | Town Owned | 4.84 Acres
- 29 | South Street | 42.44 Acres
- 30 | Hartford Turnpike | 56.57 Acres
- 31 | Oak Street | 9.7 Acres

- Location
- Size
- Topography
- Access/Frontage
- Wetlands/Water features
- Utilities
- Program





Summary of Candidate Sites

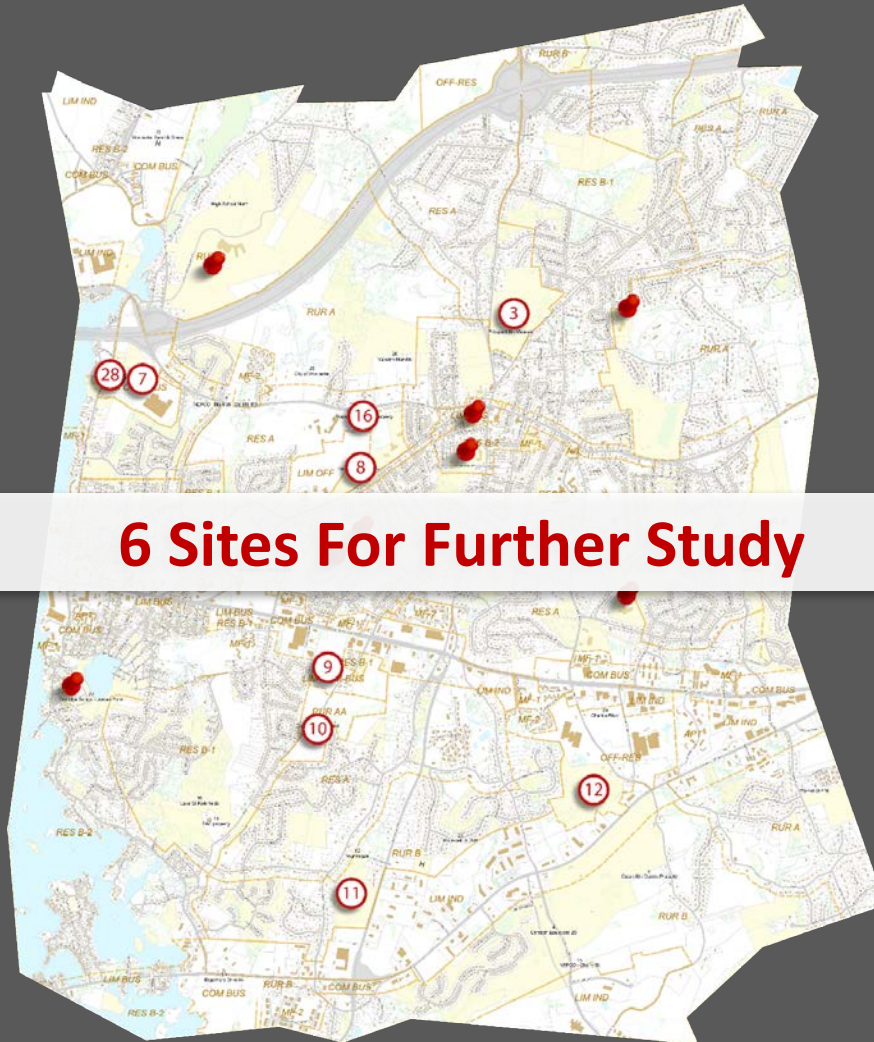
4 Strong Candidates for further study

14 Potential Candidates for further study

11 Poor Candidates for further study



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- 31 | Oak Street | 9.7 Acres



6 Sites For Further Study

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- 30| Hartford Turnpike | 56.57 Acres
- 31| Oak Street | 9.7 Acres

Geographical Location:

Rated on the ability to achieve equitable distribution of Elementary Schools throughout the town

Zoning & Adjacent Land Uses:

Rated according to the current uses of the subject parcel as well Compatible uses for a School include residential, business and publicly owned open space (i.e. parks, recreation fields, etc.).

Property Configuration, Size, & Buildable Area:

Rated on the size/configuration of developable acres, preliminary estimates anticipate 12-14 Buildable Acres

Topography:

Rated on the overall slopes of the Buildable Area. Slopes greater than 15% are considered excessive and will directly impact building design and site development costs.

Environmental Resources and Hydrology:

Rated on the presence of wetland resource areas, intermittent streams, endangered species, etc., and their impact on the development of the site.

Soils and Geologic Factors:

Some soils are more advantageous than other in respect to drainage, depth to bedrock, soil bearing capacity, etc. and were rated accordingly.

Utility Availability:

Rated on the availability of utilities, including public sewer, water, electrical power, fiber, and natural gas, determine this criterion.

Access Potential/Traffic, Pedestrian/Vehicular:

Each site is given rating based on a combination of factors including vehicular & pedestrian access and potential impact on traffic.

Existing Development, Buildings and Site:

Proposed sites are rated according to the level of existing site improvements and whether or not these improvements are betterments to the redevelopment of the site for a school or are a hindrance.

Easements and Other Property Limitations:

Ratings are based on limitations imposed by Easements/restrictions.

Acquisition Cost/Site development Cost:

Cost of land acquisition or purchase of adjacent land are factored in the rating of this category

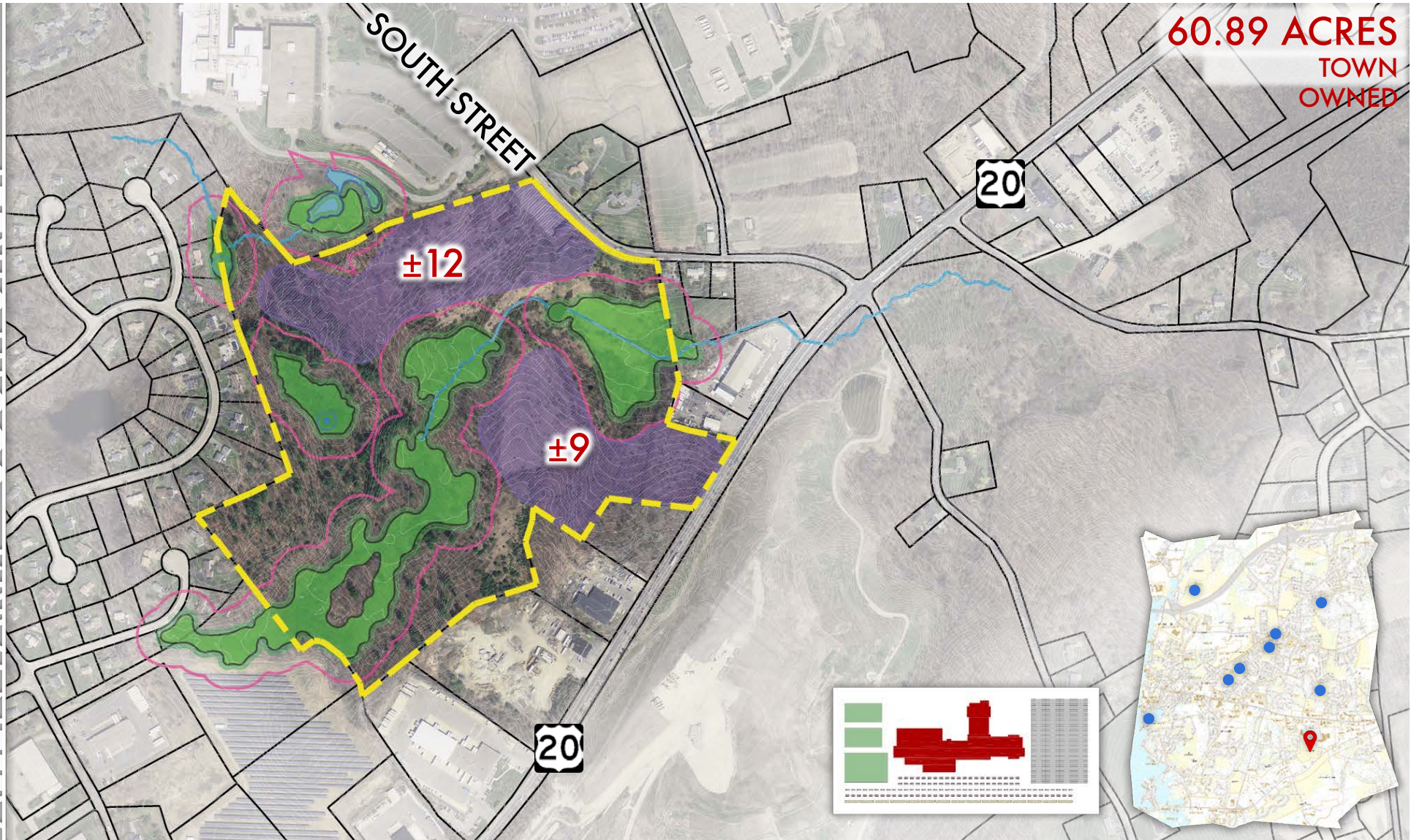
General Comment:

Any items particular to the noted sites that is not covered in the above criteria, or factors worthy of note, and additional points, or negative points.

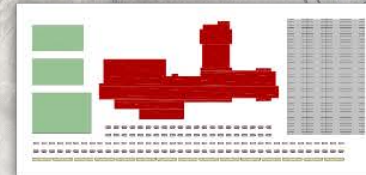
School Building Committee requested on 11-07-17 that the following sites be further studied:

- ALLEN FARM PROPERTY – SOUTH STREET
- CAMP WINNEGAN PROPERTY – ROUTE 140
- GLAVIN CENTER – LAKE STREET

ALLEN FARM – SOUTH STREET



60.89 ACRES
TOWN
OWNED



CAMP WINNEGAN - ROUTE 140

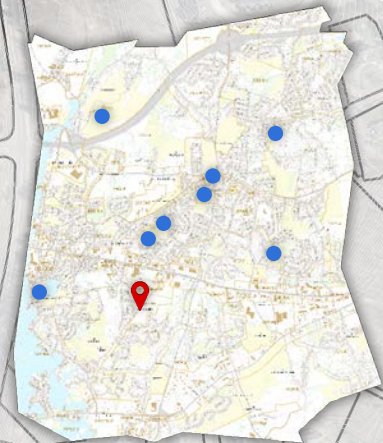
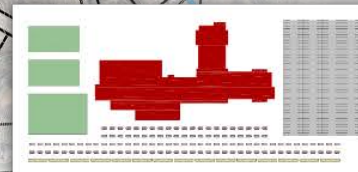


GLAVIN CENTER - LAKE STREET

98.97 ACRES

±16.5

LAKE STREET







**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **V. Curriculum**

MEETING DATE: **11/15/17**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VI. Policy**

MEETING DATE: **11/15/17**

**A. Revised Policy on Rental & Use of School Facilities: Second Reading & Vote;
Rental Rates for Future SHS Synthetic Turf Stadium Field: Vote**

BACKGROUND INFORMATION:

Policy 851 is recommended for updating to reflect the future rentals of the synthetic turf field. By establishing this, the district will be able to move forward more concretely in engaging local youth athletics groups regarding potential future use and investment in the project. A first reading of the changes was held at the School Committee meeting on October 25, 2017.

At tonight's second reading, a schedule of rental fees for the synthetic turf field is also being presented, separately, for approval.

Ms. Canzano and Mr. Palitsch are members of the School Committee Policy Subcommittee.

ACTIONS RECOMMENDED:

That the School Committee vote to approve the Revised Policy 851 on Rental & Use of School Facilities Checks.

That the School Committee vote to approve the rates in the Synthetic Turf Field Rental Rates chart found in the materials provided.

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:

Mr. Jason Palitsch, School Committee, Member of Policy Subcommittee

Ms. Erin Canzano, School Committee, Member of Policy Subcommittee

Dr. Joseph M. Sawyer, Superintendent of Schools

Mr. Patrick Collins, Assistant Superintendent for Finance & Operations

POLICY FAMILY	Equipment, Buildings & Grounds	851
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Policy 851: Rental & Use of School Facilities

Adopted 10/8/69

Amended 10/3/01

Proposed to be Amended (11/15/2017)

Philosophy of After Hours Use

The School Committee encourages the use of school facilities for educational, recreational, cultural, and civic purposes by recognized organizations within the town. Such use, in the judgment of the Committee, must be reasonably accommodated within the capacity of the facilities requested and cannot interfere with school programs. Additionally, the use of facilities must be consistent with the school's energy conservation program.

The fees associated with the use of facilities will vary contingent upon the nature of the sponsoring group and the activity. It is not the intent of the Committee that for-profit groups be subsidized by public funds. Such groups shall incur additional charges for the use of school buildings.

The Committee reserves the right to modify or waive fees when, in its judgment, circumstances so warrant.

Implementation

1. For non-school related activities, all costs shall be borne by the user group. Fees will include the direct costs associated with the activity and overhead expenses.

2. School buildings and equipment will not be rented to citizens for private parties' activities.

3. This policy does not disqualify the use of school facilities by religious organizations. However, religious organizations will not be permitted to establish their primary place of worship at school facilities.

4. The categories of groups and the fee schedule shall be available in the School Department. Fees will be assigned according to the following groups:

Group A: Recognized school or civic groups based in Shrewsbury but not necessarily established as non-profit organizations (e.g., PTO, school councils, Music Association, Shrewsbury Child Development Committee, Shrewsbury Alumni Association, etc.).

Group B: Non-profit groups (e.g., all Shrewsbury youth sports groups, churches and all other groups classified under section 501(c) 3 of the IRS tax code) with a majority of the participants residing in Shrewsbury.

Group C: For-profit groups (e.g., Amway, private dancing schools, theater groups) and non-profit groups that have fewer than half of the participants residing in Shrewsbury (Scottish Festival, colleges, armed forces, etc.).

Group D: For-profit camps (e.g., basketball and soccer camps)

5. The School Department requires that adequate staff be scheduled to ensure the security of the building and to provide for expeditious cleaning. The terms of existing labor contracts will be consulted when hiring staff.

6. All user groups shall save and hold harmless the Shrewsbury Public Schools and its officers and employees and assume responsibility for all liabilities arising from incidents as a result of use of the facilities.

7. The School Department reserves the right to schedule events in the facility that is most appropriate, given the size of the group and nature of the activity.

Regulations

All user groups will adhere to the "Regulations Governing Use of School Facilities." The School Committee reserves the right to limit or exclude the use of school facilities by any group that violates one or more of the regulations.

All user groups of the synthetic turf field will adhere to the "Regulations Governing Use of the Synthetic Turf Field." The School Committee reserves the right to limit or exclude the use of the synthetic turf field by any user group that violates one or more of the regulations. The School Committee also reserves the right to limit the rental of the synthetic turf field in order to protect this asset and extend its useful life.

Use of Funds

Funds received in connection with the rental of school facilities will be deposited into a separate revolving account. Such funds will be used to pay the associated costs of the activity (e.g. custodial fees) and/or make building repairs, replace worn equipment, or offset the costs for energy and custodial supplies.

Funds received in connection with the rental of the synthetic turf field will be deposited into a separate account for exclusive use for operation, maintenance, and future capital investment regarding the synthetic turf field.

Review

The School Committee will review the fee structure for the use of school facilities on an annual basis, and will review this policy within five years.

Shrewsbury Public Schools

Policies, Procedures and Regulations Governing Use of School Facilities

Rates Only Proposed to be Revised November 15, 2017

Joseph M. Sawyer, Ed. D.
Superintendent

Dear Community Member:

This brochure contains all the information that you need to reserve school facilities in the Shrewsbury Public Schools. The Shrewsbury School Committee supports the use of school facilities by community groups (after normal use by students and faculty) and believes that such use enriches the quality of life in Shrewsbury for everyone – students and adults alike.

These policies, procedures, and regulations represent the efforts of the School Committee to encourage the use of school facilities by Shrewsbury groups and bring greater consistency to the regulations and fee structure associated with the program.

Shrewsbury has many school and community groups that have used school facilities for their meetings and events for many years. The School Committee is pleased to invite you to hold your events in the schools as it continues to develop its partnership with the community.

Sincerely,

Joseph M. Sawyer

Joseph M. Sawyer, Ed. D.
Superintendent of Schools

Facility Rental Rates Group Classification

Group A: Recognized school or civic groups based in Shrewsbury but not necessarily established as non-profit organizations

School operating budget pays for all costs associated with these activities to include overtime for custodians, cafeteria, and AV staff.

Group B: Non-profit groups and all other groups classified under section 501 (c) 3 of the IRS tax code, with a majority of the participants residing in Shrewsbury
\$80/hour for secondary school classrooms and all other spaces. (Elementary school classrooms are not typically rented.) Organizations in Group B may use designated classrooms without charge under the following circumstances:

a) Timeframe: 5-6pm daily*

b) School: designated by administration

*provided that regular custodial service is available.

Group C: For-profit groups and non-profit groups that have fewer than half of the participants residing in Shrewsbury.

\$105/hour for classroom or other similar spaces. (elementary classrooms are not typically rented)

\$260/hour for gym, cafeteria & auditorium spaces.

Additional charges will apply for:

Cafeteria Worker: \$30/hour; AV Technician: \$45/hour; Additional Custodian: \$35/hour;

Police: billed by Police Dept.

Group D: For-profit camps

Fee will be 15% of gross revenue collected by camp operator. Other contracting provisions apply. Camp rental contract available at the Central Office located in the Town Hall. A projection of anticipated gross revenue may be requested along with a roster of participants.

Synthetic Turf Field Rental Rates

	Field Rental Per Hour	Lights Fee Per Hour	Facility Monitor Per Hour
Group A	N/A	N/A	N/A
Group B	\$80	\$25	\$30
Group C	\$150	\$25	\$30
Group D	\$150	\$25	\$30

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

In order to provide for the efficient and judicious use of school facilities, the following regulations will apply. All users of school facilities shall agree and ensure that:

1. 25% of required fees shall be paid ten working days in advance of use and that the balance will be paid upon billing.
2. A majority of the participants shall be Shrewsbury residents when fees are assessed from the "Shrewsbury non-profit" schedule (Group B).
3. No unauthorized third party shall be granted permission to use the facility or any portion thereof without prior approval from the Director of Business Services.
4. Participants shall not be restricted from participation for reasons of race, religion, age, sex, sexual orientation, creed, national origin or disability conditions.
5. The representative specified in the contract as responsible for school facilities (i.e., the person who reserves the space) shall be present at all scheduled event.
6. No signs, banners and pennants shall be erected without prior approval.
7. No school supplies (paper, cleaning materials, etc.) shall be used.
8. School Department equipment shall not be used (e.g., computers, copy machines, projection equipment, etc.) Any exceptions or specific requests in this regard shall be made in advance to the Director of Business Services.
9. The number of attendees at any event shall not exceed the authorized capacity of the facility. There shall be one chaperone for every 25 children.
10. Vehicles of participants shall be parked only in school parking lots.
11. Participants shall be restricted to assigned areas.
12. Food and drink shall occur only in authorized areas.
13. No nails, screws, hooks, or any fixture shall be attached to any part of the building.
14. There shall be no defacing or misuse of property and no marking or erasing of black/white boards (unless authorized).
15. Activities shall be orderly and, when necessary in the opinion of the Shrewsbury Public Schools, police will be hired to ensure public/property safety.

16. There shall be no smoking in any school building or on school grounds.
17. No alcoholic beverages shall be served or consumed in buildings or on grounds.
18. No gaming shall be permitted.
19. The use of animals on school property shall be permitted only when, in the opinion of the Shrewsbury Public Schools, such use will not promote undue risk to people or property. Animals shall not be permitted inside buildings (except in the case of guide dogs) without the express permission of the Director of Business Services, and, when animals are used on school grounds, the area shall be cleaned.
20. Contracted time limits shall be observed and the building left in a neat and orderly condition. Reimbursement shall be made for damages during the use.
21. They shall hold harmless and indemnify the Shrewsbury Public Schools with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to school property. User groups are required to produce a certificate of insurance naming the Shrewsbury Public Schools as an additional insured.
22. They shall comply with all federal, state and local laws, regulations and licensing requirements, including but not limited to the Americans with Disabilities Act.

I hereby agree to the terms above as a condition of the use of school facilities in the Shrewsbury Public Schools:

Individual Reserving School Space

Date

Organization

Representative of the Shrewsbury Schools

Date



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: VII. Finance & Operations
A. Fiscal Year 2018 Budget Status: Report

MEETING DATE: 11/15/17

BACKGROUND INFORMATION:

Mr. Collins will present an update on the status of the Fiscal Year 2018 Budget. The enclosed report retains the new 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

15 November 2017

To: School Committee

Subj: FY2018 BUDGET STATUS UPDATE

Attached you will find the first FY18 Budget Status Update. It is a recap of our \$62,375,000 district operating 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 10/16/2017 which is approximately 30% of the way through our fiscal year but only 17% into the school year.

At this juncture, I would characterize the FY18 Budget as stable. I am projecting that we will exceed our budget in several payroll categories but realize a significant positive variance from our special education tuition 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 year-end deficit due to additional unbudgeted staff hired to meet special education mandates. The year-end forecast accounts for additional ABA technicians and special education aides beyond budget for identified students. Several positions were unfilled at the outset of the year and a smaller number are yet to be filled as well so we will not experience the full impact of their wages this fiscal year.

- 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 \$875,000 given the existing trend. This is a highly variable category of budget contingent upon staff maternity/paternity leaves and other medical leaves or absences.

- Category C1, the forecast for special education out of district tuitions factors the use of \$3.4M in Circuit Breaker funding in addition to the General Fund appropriation of \$3.1M as shown in the attached budget summary. It is noted that the FY18 budget plan projected \$3.4M in

Circuit Breaker reimbursement based upon an estimated Net Claim of \$4.9M and a 69% reimbursement rate. However, the initial reimbursement published by MA DESE has our Net Claim at \$4.56M and a reimbursement rate of 66%. As a result, we need to back off our usage of funding from this account from \$3.9M budgeted to the \$3.4M amount in order to maintain adequate reserves for unexpected swings in either placements and/or fluctuations in state reimbursement. We are able to achieve this change as a result of fewer student out-placements and changes in placements from our budget plan.

-Category C2, Other Tuitions, is running very close to budget with 97 students budgeted and billed for Assabet Valley Regional Technical High School for the first half of the year according to October 1st enrollment. There are no students enrolled at Recovery High School (Worcester) at this point.

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 1.04% 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 year and I will make another report to the committee in early February. Of course, that report will reflect more months of experience behind us and be a refined estimate of total year-end projected expenditures.

SHREWSBURY PUBLIC SCHOOLS
FY18 BUDGET STATUS and PROJECTION REPORT
as of October 2017

School Committee Recap Sheet	Description	Total Budget	YTD Actual	Encumbrance	Remaining Balance	Year End Projection	Dollar Variance	Percent Variance	Notes
A1	Administrative Central Office, Principals & Unit B	\$ 2,964,117	\$ 897,822	\$ 2,036,082	\$ 30,213	\$ 2,962,384	\$ 1,733	0.1%	Tracking close to budget
A2	Unit A (Teachers & Nurses)	\$ 38,427,400	\$ 5,904,015	\$ 32,084,676	\$ 438,709	\$ 38,188,690	\$ 238,710	0.6%	Variance due to personnel transitions
A3	Aides/ABA/Paraprofessionals	\$ 6,395,369	\$ 954,502	\$ 575,764	\$ 4,865,103	\$ 6,469,952	\$ (74,583)	-1.2%	Added paras. but tracking close to budget
A4	Secretaries, Technology & Other Non-Represented	\$ 2,120,538	\$ 427,752	\$ 1,549,539	\$ 143,247	\$ 2,158,891	\$ (38,353)	-1.8%	Adding HR support staff
A5	Substitutes - Daily, Long Term & Sub Nurses	\$ 835,600	\$ 101,811	\$ -	\$ 733,789	\$ 875,000	\$ (39,400)	-4.7%	Variance based on current exp. rate
A6	Other Wages (See Note 1)	\$ 721,282	\$ 467,105	\$ 54,194	\$ 199,983	\$ 741,851	\$ (20,569)	-2.9%	Projecting over in stipends and cust. OT
A7	Employee Benefits	\$ 315,070	\$ 71,448	\$ -	\$ 243,622	\$ 311,448	\$ 3,622	1.1%	Tracking close to budget
B1	Regular Education & Voke Transportation	\$ 2,012,216	\$ 256,400	\$ 1,760,347	\$ (4,531)	\$ 2,020,197	\$ (7,981)	-0.4%	Tracking close to budget
B2	Special Education Transportation	\$ 531,000	\$ 15,858	\$ 246,989	\$ 268,153	\$ 527,280	\$ 3,720	0.7%	Tracking close to budget
C1	Special Education Tuitions (See Note 2)	\$ 3,107,534	\$ 1,297,242	\$ 672,722	\$ 1,137,570	\$ 2,568,534	\$ 539,000	17.3%	Fewer OOD placements than budget
C2	Other Tuitions: Vocational and Alternative High Schools	\$ 1,618,533	\$ -	\$ 1,564,080	\$ 54,453	\$ 1,607,783	\$ 10,750	0.7%	97 enrolled & budgeted at Assabet
D1	Administrative Contracted Services	\$ 525,911	\$ 277,140	\$ 176,805	\$ 71,966	\$ 516,161	\$ 9,750	1.9%	Tracking close to budget
D2	Educational Contracted Services	\$ 659,020	\$ 48,866	\$ 322,085	\$ 288,069	\$ 637,601	\$ 21,419	3.3%	Tracking close to budget
D3	Textbooks/Curriculum Materials	\$ 172,652	\$ 88,275	\$ 10,258	\$ 74,119	\$ 172,652	\$ -	0.0%	Projected as budgeted at this time
D4	Professional Development	\$ 230,987	\$ 84,744	\$ 10,471	\$ 135,772	\$ 230,987	\$ -	0.0%	Projected as budgeted at this time
D5	Educational Supplies & Materials	\$ 239,367	\$ 68,133	\$ 53,098	\$ 118,136	\$ 239,367	\$ -	0.0%	Projected as budgeted at this time
D6	Other Miscellaneous (i.e. Off. Supp., Ref. Mat.)	\$ 754,137	\$ 371,278	\$ 209,470	\$ 173,389	\$ 754,137	\$ -	0.0%	Projected as budgeted at this time
D7	Equipment	\$ 659,267	\$ 586,432	\$ -	\$ 72,835	\$ 659,267	\$ -	0.0%	Projected as budgeted at this time
D8	Utilities - Telephone Exp.	\$ 85,000	\$ 15,877	\$ 30,441	\$ 38,682	\$ 85,000	\$ -	0.0%	Projected as budgeted at this time

Total FY18 Budget:	\$ 62,375,000	\$ 11,934,700	\$ 41,357,021	\$ 9,083,279	\$ 61,727,182	\$ 647,818
Percent	100%	19.1%	66.3%	14.6%	99.0%	1.04%

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: **11/15/17**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**

MEETING DATE: **11/15/17**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **11/15/17**

BACKGROUND INFORMATION:

The minutes are enclosed.

ACTION RECOMMENDED:

That the Committee vote to approve the minutes from the School Committee meeting held on October 25, 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, October 25, 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

None.

II. Chairperson's Report & Members' Reports

Mr. Wensky thanked all parties responsible for bringing nationally recognized motivational speaker Chad Hymas to Shrewsbury Public Schools (SPS), and thanked donors to the Colonial Fund, which provided funding for his visit. He also congratulated Shrewsbury High School's (SHS) Speech and Debate Team for placing first at the recent tournament in Revere, MA.

Mr. Palitsch noted that SCAPE (Shrewsbury Coalition for Addiction Prevention and Education) is hosting, and State Representative Hannah Kane is sponsoring, a presentation by Dr. Ruth Potee on Thursday, November 16th at 7pm in the Shrewsbury High School auditorium. Dr. Potee will address adolescent brain development and its impact on teen risk taking, including alcohol and substance abuse.

III. Superintendent's Report

Dr. Sawyer advised that: the Colonial Fund allows funding for opportunities that fall outside of the operating budget, such as Mr. Hymas's presentations, and he acknowledged Ms. Clouter's work in securing Mr. Hymas's visit to SPS; the Unified Basketball Team at SHS has its last game on November 6 at SHS; the School Committee and SPS leadership team would host a

public forum on Wednesday, November 1, at 7 pm at Shrewsbury High School to discuss what priorities our schools should focus on over the next five years; approximately 40 SPS staff attended a local conference on Social and Emotional Learning (SEL); and the Massachusetts Computer Using Educators Technology Conference was taking place this week, with both SPS students and staff making presentations there.

IV. Time Scheduled Appointments:

A. SHS Student Advisory Committee: Report

Benjamin George, Student, Class of 2018, SAC Chair; Maya McCollum, Student, Class of 2018; Erica Hanlon, Student, Class of 2019; Paulina Hruskoci, Student, Class of 2019; and Prisha Singh, Student, Class of 2019 (Mr. Andrew Smith, SHS Teacher and Faculty Advisor to the SAC was in attendance; Mr. Wensky is the School Committee liaison) gave the presentation. They addressed a growing student population and some resultant challenges, new opportunities at SHS (like the Colonial Way Experience held prior to a football game), and recent events held to promote school spirit.

In response to questioning from the Committee, SAC advised that Zaahah software functions similarly to Schoology, but provides a platform for just extracurricular activities. While there have been issues with iPad use, and Zaahah requires students to request/be accepted by a club, overall response has been positive. Regarding crowding, Mr. Todd Bazydlo, SHS Principal, advised that physically, SHS was experiencing its largest historical enrollment, with 1832 students attending a school designed for a student body of 1475. Regarding students' inability to take a second science course, which was due in part to software technical issues, Mr. Bazydlo noted that this was being addressed by manually slotting students who had a study period into a second science class if available in the fall.

B. Beal Early Childhood Center Building Project: Grade Configuration Recommendation & Vote

Dr. Sawyer began with a brief summary to-date of the Beal Building Project, noting it must incorporate one of two different types of grade configurations: a Kindergarten and Grade 1 school designed for 750 students, or a Kindergarten through Grade 4 school designed for 790 students. Advising that the project would have to address long term needs, and that a School Committee vote on a recommended grade configuration was necessary to advance the project, Dr. Sawyer made his recommendation:

That the School Committee vote to establish a Kindergarten through Grade 4 grade configuration for all elementary schools in the Shrewsbury Public Schools, to take effect if and when sufficient space is made available through construction of additional classrooms through the Beal building project.

Dr. Sawyer went on to summarize themes from feedback provided on surveys and at two public forums, and provided a detailed rationale for his grade configuration recommendation. Ms. Clouter addressed educational considerations for the choice, noting research does not show any grade configuration to be superior to others regarding educational outcomes, but that research indicates that transitions between schools can compromise student achievement. Mr. Collins addressed transportation considerations, noting data strongly suggests that the Kindergarten-Grade 4 model would be significantly more cost effective, and would lead to shorter rides times for students and more efficient use of bus assets.

All School Committee members voiced their support for Dr. Sawyer's recommendation, citing the thoroughness of the process, feedback received from the community, supportive educational research, and logistical and transportation considerations.

On a motion by Mr Palitsch, seconded by Mr. Wensky, the Committee voted unanimously to establish a Kindergarten through Grade 4 grade configuration for all elementary schools in the Shrewsbury Public Schools, to take effect if and when sufficient space is made available through construction of additional classrooms through the Beal building project.

C. SHS Class of 2017 Future Plans: Report

Mr. Bazydlo and Ms. Nga Huynh, Director of School Counseling, Shrewsbury High School, gave a report on the future plans of the SHS Class of 2017 that included information on public and private 2- and 4-year matriculations (86% attended 4-year colleges), future plans by gender (210 females; 188 males), a geographic breakdown (84% attended colleges and universities in New England), selectivity (40% attended schools rated "Competitive"), statistics for students receiving special education services(47% attended 4-year and 47% attended 2-year), and highlights from the 2017 Exit Survey with information (students noted the importance of individual meetings with school counselors, and of location in determining where they would go to school).

In response to questions from the Committee, Ms. Huynh addressed capacity and timing considerations for scheduling Application Boot Camp sections at SHS, noted taking a gap year was not a trend at SHS, advised that a list of colleges still accepting students was available in June to the 4% of students who were "Undecided" in the spring, and advised that college preparation starts for students in the spring of Junior year at SHS. Dr. Magee expressed a desire for information tracking outcomes for students after two or more years, and asked about opportunities for vocational students. Mr. Bazydlo advised that SHS offers a speaker series for students that features alumni and community members talking about their work in various areas including food service and construction.

D. Student Enrollment & Class Sizes: Report

Mr. Bazydlo and Mr. Gregory Nevader, Assistant Principal, Shrewsbury High School, presented a report on class size at SHS noting: overall enrollment was at an all time high of 1832 (adding

this is the largest single town enrollment in Worcester County); 88 students registered during the summer; diversity at SHS; illustrating building capacity (average use is 96% of available rooms/total rooms in that hallway); percent of teachers in two or more classrooms (25-83%); student-teacher ratios; pre- and post-override teacher caseloads and class enrollments; percent of academic sections with 27 or more students (6%); and counselor caseloads. Mr. Bazydlo added that overall student-teacher ratios were stable because of 3.0 FTEs added last year (except in math courses); counselor cases were trending upward post-override; and two physical spaces (labs) at SHS had been reallocated to allow for additional classroom teaching.

In response to questions from the Committee, Mr. Bazydlo advised that: online options are limited for allowing students to take a second science course because of difficulty around replicating labs; students who elect to take a course at a non-SPS entity will have that course added to their packet separate from the SHS transcript; there is no additional space to repurpose at SHS even if enrollment continues to increase; and some SHS students are dual enrolled at Quinsigamond Community College, but pay for those classes themselves. Dr. Sawyer added that there are currently no plans to add space or modular units at SHS, and that SHS and the middle schools share some staff.

Next, Dr. Sawyer presented data on Preschool – Grade 12 enrollment and Preschool – Grade 8 class sizes to the Committee. He provided information on: key data points (student enrollment of 6218 is an all time high); enrollment history and grade level population; increase from Kindergarten to Grade 1 (9%); Grade 1 enrollment history by school; percentage of Full Day Kindergarten students (61% vs. 95% for all of MA - Full Day is preferred by parents but availability is down due to space limitations); class size guidelines; enrollment history by school; Special Education out of district placement; and vocational enrollment (down due to lower availability at Assabet Valley Regional Technical High School).

In response to questions from the Committee, Dr. Sawyer advised that: newer/ more sophisticated software is available to look at zoning maps and to manage and target growth and fluctuations in population; and students who move to the district are evaluated in different ways, with an age requirement for Kindergarten and Grade 1 students, and chronological data and previous education information used to assess older students.

V. Curriculum

None.

VI. Policy

A. Revised Policy on Rental & Use of School Facilities: First Reading

Mr. Palitsch and Ms. Canzano are members of the Policy Subcommittee, and Policy 851 addresses Rental & Use of School Facilities. Ms. Canzano noted that the proposed changes to Policy 851 include updating the regulations to reflect use of synthetic turf fields, establishing a

separate account for funds related to the rental of synthetic turf fields, and adding verbiage advising the that the policy will be reviewed within five years.

In response to a question from Dr. Magee regarding facility rental fees, Mr. Collins advised that the account established for the synthetic turf fields would be a separate account used exclusively for turf field rental and expenses, adding that since the Town of Shrewsbury pays for maintenance of existing fields, expenses for the Parks and Recreation Department would decrease as a result of the new fund paying for maintenance of the synthetic turf fields that will replace those existing fields.

VII. Finance & Operations

A. Fiscal Year 2019 Fiscal Priorities & Guidelines: Vote

Mr. Collins presented a draft of Fiscal Priorities & Guidelines for the Fiscal Year 2019 at the School Committee meeting on October 11, 2017, and Dr. Sawyer noted that there had been no follow up comments.

On a motion by Mr. Palitsch, seconded by Mr. Wensky, the Committee voted unanimously to approve the Priorities & Guidelines for Fiscal Year 2019 Budget Development document as presented.

VIII. Old Business

None.

IX. New Business

None.

X. Approval of Minutes

Without objections from the Committee, the minutes of the School Committee meeting on October 11, 2017 were accepted as distributed.

XI. Executive Session

None.

XII. Adjournment

On a motion by Mr. Palitsch, seconded by Mr. Wensky, the committee unanimously voted to adjourn the meeting at 9:10 pm.

Respectfully submitted,

Elizabeth McCollum, Clerk

Documents referenced:

1. Fiscal Priorities & Guidelines for the Fiscal Year 2019
2. Student Advisory Committee (SAC) Agenda
3. Beal Grade Configuration Transportation Report
4. Beal Grade Configuration Educational Report
5. Superintendent's Beal Grade Configuration Recommendation Memo
6. Superintendent's Beal Grade Configuration Recommendation Slides
7. PreK-12 Enrollment/PreK-8 Class Size Report
8. Enrollment Presentation Slides
9. SHS Future Plans Report
10. SHS Future Plans Slide Presentation
11. SHS Class Size Report (May be several pieces)
12. SHS Class Size Slide Presentation
13. SC Policy 851 Revision Draft - Philosophy of After-Hours Use
14. Set(s) of minutes as referenced above



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **XI. Executive Session**

MEETING DATE: **11/15/17**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:

ITEM NO: **XII. Adjournment**