



**School Committee  
Meeting**

**April 8, 2015  
7:00 pm**

**Town Hall  
Selectmen's Meeting Room**





SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING  
AGENDA  
April 8, 2015 7:00pm  
Town Hall—Selectmen's Meeting Room



<u>Items</u>	<u>Suggested time allotments</u>
I. Public Participation	7:00 – 7:10
II. Chairperson's Report & Members' Reports	
III. Superintendent's Report	
IV. Time Scheduled Appointments	
A. Sen. Michael O. Moore: State Update	7:10 – 7:30
B. Student Advisory Committee: Report	7:30 – 7:50
V. Curriculum	
A. Digital Curriculum Resources: Report	7:50 – 8:20
VI. Policy	
A. District Goals 2015-2017: Vote	8:20 – 8:30
VII. Budget	
A. Fiscal Year 2016 Budget: Discussion	8:30 – 8:45
VIII. Old Business	
IX. New Business	
A. Appointment of Assistant Superintendent for Finance & Operations: Vote	8:45 – 8:55
X. Approval of Minutes	8:55 – 9:00
XI. Executive Session	9:00 – 9:30
A. Potential discussion of collective bargaining negotiations with cafeteria workers association and/or paraprofessionals association	
XII. Adjournment	9:30

**Next regularly scheduled meeting: April 29, 2015 7:00pm**



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: I. Public Participation**

**MEETING DATE: 4/8/2015**

**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 Dr. B. Dale Magee, 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:**

Dr. B. Dale Magee, Chairperson  
Mr. Jason Palitsch, Vice Chairperson  
Ms. Erin Canzano, Secretary  
Ms. Sandra Fryc, Committee Member  
Mr. John Samia, 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



**ITEM NO: IV. Time Scheduled Appointment**  
**A. Sen. Michael O. Moore: State Update**

**MEETING DATE: 4/8/2015**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear a presentation by Senator Michael Moore regarding the status of state funding for public education and other state level issues?

**BACKGROUND INFORMATION:**

Senator Michael Moore will discuss developments at the state level related to the school finance and other issues that affect public education.

**ACTION RECOMMENDED:**

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

**STAFF AVAILABLE FOR PRESENTATION:**

Dr. Joseph M. Sawyer, Superintendent of Schools



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: IV. Time Scheduled Appointment**  
**B. Student Advisory Committee: Report**

**MEETING DATE: 4/8/2015**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear a report from the Shrewsbury High School Student Advisory Committee?

**BACKGROUND INFORMATION:**

1. Under the Massachusetts Education Reform Act, school districts are required to have a Student Advisory Committee (SAC), consisting of five high school students who are elected by the student body. The SAC is required to meet with the School Committee during the year to review various issues of concern to the student body. Mr. Andrew Smith, SHS social sciences teacher, serves as the faculty advisor to the SAC. This will be the fourth and final presentation for the 2014-2015 school year.
2. The agenda for the SAC report is attached.
3. Ms. Canzano is the School Committee liaison to the SAC.

**ACTION RECOMMENDED:**

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

**STAFF AVAILABLE FOR PRESENTATION:**

Ms. Barbara Malone, Director of Human Resources  
Mr. Andrew Smith, Faculty Advisor to the Student Advisory Committee  
Mr. Todd Bazydlo, Principal, Shrewsbury High School  
Kayla Freeman, Class of 2015 (Chairperson)  
Nithya Pathalam, Class of 2015  
Emily Taylor, Class of 2015  
Surabhi Godbole, Class of 2015  
Lindsay Mahowald, Class of 2016

**Student Advisory Committee**  
**Agenda for the School Committee Meeting on April 8, 2015**

**I. Electronics**

The administration and teachers are working with students to prepare for the transition to one-to-one devices next year. Teachers have started implementing Schoology in the classroom and are becoming more comfortable with the devices.

- a. Schoology
- b. Keyboard Case

**II. Class Offerings**

Due to the tax override last year, the course catalog is offering new classes that have either never been an option before or are being brought back after cuts. Students are excited about the new and more flexible options.

- a. New Classes
- b. Returning Classes
- c. Flexibility

**III. SHS Events**

Shrewsbury High students have been involved in lots of activities in the last couple of months. Class Cup, winter sports, and other events continue to keep students involved in the community.

- a. Class Cup
- b. Winter Sports
- c. Other Events and Activities

Thank you for your continuous support of the SAC.

Respectfully submitted,

Kayla Freeman  
Chairperson

Nithya Pathalam, Emily Taylor, Surabhi Godbole, Lindsay Mahowald  
SAC Members



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **V. Curriculum**  
**A. Digital Curriculum Resources: Report**

MEETING DATE: **4/8/2015**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a report on digital curriculum resources?

BACKGROUND INFORMATION:

1. As part of the district's "digital conversion" strategy, students at all levels have been gaining greater access to digital curriculum resources because of investments in technology such as the 1:1 digital device program in grades 5-8, the installation of interactive white boards and/or projectors in many classrooms, etc.
2. Ms. Banios will present information regarding current and future uses of digital curriculum resources and how this approach is benefiting students and educators, from an educational perspective as well as from a cost efficiency perspective.
3. A memorandum from Ms. Banios is enclosed.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION

Ms. Mary Beth Banios, Assistant Superintendent of Schools





# Shrewsbury Public Schools

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Mary Beth Banios  
Assistant Superintendent

To: School Committee  
From: Mary Beth Banios  
Re: Digital Curriculum Resources  
Date: April 3, 2015

In December of 2014, the Committee voted to move the district's 1:1 initiative from a primarily fee based program, to one in which the district funds personal technology devices for all students in grades 5-8. Under this model, families will no longer be asked to pay a fee for access to the iPad at home and at school, but will assume responsibility for any damage to or loss of the device.

As the FY15-16 recommended budget incorporates the funding for this programmatic change, the committee will be presented with information on how this initiative, with the shift to a district-owned device model, better enables the Shrewsbury Public Schools to avoid costs, while at the same time is able to add greater value to the educational experience of its students. This is due in large part to the ever-increasing availability of high quality digital curriculum resources.

You will be receiving a full written report on this topic early next week and a formal presentation during the April 8<sup>th</sup> School Committee meeting.



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



ITEM NO: **VI. Policy**  
**A. District Goals 2015-2017: Vote**

MEETING DATE: **4/8/2015**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee vote to approve the District Goals for 2015-2017?

**BACKGROUND INFORMATION:**

1. At the March 25, 2015 meeting the administration provided an initial recommendation for the framework of the district goals.
2. The recommendation has been sent out to the public and to staff for feedback.
3. The draft of the goals is enclosed.

**ACTION RECOMMENDED:**

That the School Committee vote to approve the District Goals for 2015-2017.

**STAFF AVAILABLE FOR PRESENTATION:**

Dr. Joseph M. Sawyer, Superintendent of Schools  
Ms. Mary Beth Banios, Assistant Superintendent of Schools



**DRAFT of DISTRICT GOALS 2015-2017  
for School Committee Consideration and Discussion  
March 25, 2015**

**STRATEGIC PRIORITIES:  
ENGAGE AND CHALLENGE ALL STUDENTS &  
ENHANCE LEARNING THROUGH TECHNOLOGY**

**Professional Practice Goals:**

1) By the end of the 2016-17 school year, all grade level and department teams will have re-designed and implemented an existing learning experience for students that includes:

- An open-ended question that requires students to think critically about an engaging topic
- A special introductory event to the learning experience that generates curiosity and motivates students to learn more about the topic
- Multiple pathways to demonstrate learning
- Opportunities for students to share their thinking and collaborate with others
- Work shared with an audience beyond teacher and classroom
- Technology integration that enhances learning at the Modification and/or Redefinition level (SAMR Model)

The resources for this learning experience will be organized digitally to support team and department collaboration and innovation.

2) Beginning in 2015-2016, all students in Grades 5 through 12 will receive explicit instruction in *digital citizenship* each year, and the middle and high schools will collect feedback and data to best target this instruction.

**STRATEGIC PRIORITIES:  
ENGAGE AND CHALLENGE ALL STUDENTS &  
ENHANCE LEARNING THROUGH TECHNOLOGY (CONTINUED)**

**Student Learning Goals:**

1) In spring 2017, the number of students meeting the proficiency benchmark on PreK-12 common writing assessments will increase by at least 5% in each grade level compared with the baseline established in 2016.

2) In spring 2017, the number of students meeting the proficiency benchmark on PreK-12 common mathematics assessments will increase by at least 5% in each grade level compared with the baseline established in 2016.

**STRATEGIC PRIORITY: PROMOTE HEALTH AND WELLNESS**

**Professional Practice Goal:**

1) Based on surveys and observations, each school will ensure a systematic response to address the needs of students who are at-risk for behavioral or mental health issues, especially those who are identified as lacking a connection to a caring adult in the school environment.

**Student Learning Goal:**

1) All students will be able to identify at least one way they can access the help and support they need in the school environment when they or a friend are struggling with social, emotional or mental health issues.

**STRATEGIC PRIORITY: INCREASE VALUE TO THE COMMUNITY**

**Community Goal:**

1) 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.



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **VII. Budget**  
**A. Fiscal Year 2016 Budget: Discussion**

MEETING DATE: **4/8/2015**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee discuss the Fiscal Year 2016 Budget recommendation?

BACKGROUND INFORMATION:

1. Dr. Sawyer will provide an update regarding the status of the recommendation for the Fiscal Year 2016 budget and the factors that may influence it.
2. Dr. Sawyer will ask for the School Committee's guidance regarding priorities in advance of making an updated budget recommendation later in the month.

ACTION RECOMMENDED:

That the School Committee discuss the Fiscal Year 2016 Budget recommendation and provide guidance to the administration as it sees fit.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools  
Ms. Cecelia F. Wirzbicki, Director of Business Services



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **VIII. Old Business**

MEETING DATE: **4/8/2015**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS  
School Committee



ITEM NO: **IX. New Business**

MEETING DATE: **4/8/2015**

**A. Appointment of Assistant Superintendent for Finance & Operations: Vote**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee vote to appoint the Superintendent's recommendation as the Assistant Superintendent for Finance & Operations?

BACKGROUND INFORMATION:

1. Per MGL, Chapter 71, Section 59, the School Committee is the appointing authority for the district's school business official, which in Shrewsbury will now be titled Assistant Superintendent for Finance & Operations
2. Per law, the School Committee may only vote to appoint a candidate recommended by the Superintendent.
3. The School Committee interviewed a finalist candidate at an earlier meeting. Dr. Sawyer is recommending that candidate for appointment.

ACTION RECOMMENDED:

That the School Committee vote to appoint the Superintendent's recommended candidate as the Assistant Superintendent for Finance & Operations, effective July 1, 2015.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools





# Shrewsbury Public Schools

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Joseph M. Sawyer, Ed.D.  
Superintendent

April 3, 2015

To: School Committee  
From: Joe Sawyer  
Re: Recommendation to Appoint Assistant Superintendent for Finance & Operations

As you know, the current Director of Business Services, Cecelia F. Wirzbicki, recently submitted her resignation and will be leaving as of June 30.

Upon her resignation, I consulted with the Committee regarding my intention to reframe the position for the school district's business official. I expressed to the Committee that I was concerned that this position has turned over three times in recent years; that each of those times the individual leaving expressed concerns about the magnitude of demands of this role in Shrewsbury; and that the recent searches demonstrated that the district was not attracting a strong pool of experienced business officials, whose capacity and skill set may be more of a match for the actual demands of the job. I appreciate that the Committee was supportive of my intentions, and as a result the re-titled position was posted as Assistant Superintendent for Finance & Operations (a copy of the posting/job description is enclosed).

I am very pleased to report that this strategy worked very well, as upon posting we received an application from Mr. Patrick C. Collins, who served in the Director of Business Services role in Shrewsbury for 11 years (1996 – 2007). Since that time, Mr. Collins has served at the Assistant Superintendent and Superintendent levels in the Assabet Regional Vocational School District and is currently employed as the Director of Finance & Operations (interim) for the Lincoln-Sudbury Regional School District.

Mr. Collins's reputation is not only stellar in Shrewsbury based on the contributions he made during his decade-plus of service here, but he is also well known and thought of highly throughout the state. In addition to the numerous, substantive contributions he has made to the districts he has served, he also served as president of the Mass. Association of School Business Officials, and he has been recognized by his national association with an award for his success. Mr. Collins has long been a resource to his peers for advice on how to thoughtfully and skillfully approach the financial and operational challenges of running a successful school district; there are few individuals in the Commonwealth with the depth and breadth of experience and skill that Mr. Collins would bring to this role. Further, as a longtime resident of Shrewsbury who has made many contributions through public and private service, he is highly invested in the future success of the school district, town government as a whole, and ultimately the entire community.



Given Mr. Collins's record of strong success in leading school district finances and operations in Shrewsbury and elsewhere, as well as the strong match between his experiences and skills and the job description, I moved him forward as a finalist. As you know, he interviewed with you last Wednesday evening, and he then spent the entire next day in various meetings with town officials (Daniel Morgado, Town Manager; Mary Thompson, Town Accountant; Robert Cox, Superintendent of Public Buildings), Central Office administrators and school principals, and business and operations staff, as well as with me.

Based upon the extremely favorable feedback from all participants in the process; strong references from districts where he has worked since leaving Shrewsbury; his exceptional track record of achievement; his demonstrated strong leadership skills; and his outstanding character; I am recommending that the School Committee vote to appoint Mr. Patrick C. Collins to the role of Assistant Superintendent for Finance & Operations effective July 1. I am confident that, should he be appointed, Shrewsbury will reap many benefits from the quality of leadership Mr. Collins will provide in this critical role.

# PATRICK C. COLLINS

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## *EDUCATION and CERTIFICATIONS*

- ◆ Bachelor of Business Administration (B.B.A.), University of Notre Dame
- ◆ Masters in Business Administration (M.B.A.), University of Massachusetts
- ◆ MA Licensed Vocational/Technical Superintendent (9-14)
- ◆ MA Licensed School Business Administrator (All levels)
- ◆ MA License Superintendent/Assistant Superintendent (All levels), Applied/In-Progress

## *PROFESSIONAL EXPERIENCE*

*Dir. of Finance & Operations (Interim), Lincoln Sudbury Reg. High School, 2014-present*

### Summary of Duties:

Chief finance and operations officer with full responsibility for budget development and monitoring, capital planning, transportation services, food services, facility and grounds maintenance, employee and general insurances, payroll, accounts payable & receivable, and facility use.

- Quickly developed FY16 operating and capital budget, providing detailed presentations to school committee on largest cost areas.
- Initiated and facilitated the establishment of the The Other Post-Employment Benefits (OPEB) Trust Fund and coordination of FY16 funding.
- Provided in-depth financial and technical support for teacher negotiations which led to successor labor agreement.
- Monitor ongoing 1.2 megawatt solar canopy project in school parking lot. Review completion of construction and contract milestones.

*Superintendent-Director, Assabet Valley Regional Technical High School, 2013-2014*

### Summary of Duties:

Chief educational and administrative officer for a vocational high school with 1,100 students and \$25M in annual revenues/expenses. Responsible for strategic planning, leading school improvement, personnel, community relations, policy development, and operations. Supervise administrative team for the high school, adult education including Practical Nursing Program, and the Adult Continuing Education Program.

Key Accomplishments:

- Led ten-phase, \$62.4M MSBA-funded renovation project that continues to be under budget and on-schedule.
- Initiated and implemented a new federally-sponsored U.S. Marine Corps JROTC Program with over 100 students enrolled in Fall 2014. Chaperoned four student field trip events including an overnight on the U.S.S. Constitution.
- Initiated a new Engineering Academy with a rigorous four-year curriculum and extra-curricular requirements to include internship and field trip experiences.
- Re-organized administrative team to better leverage staff resources and provide more time for direct student services and interaction.
- Directed and produced four local cable television shows (*Superintendent's Forum*) highlighting the programs and students of our school. Each 30-minute show was taped and edited by Assabet students and sent to all sending-school communities for local broadcasting.

*Asst. Superintendent/Dir. of Business, Assabet Valley Reg. Technical High School, 2007-2013*

Summary of Duties:

Chief finance and operations officer with full responsibility for budget development and monitoring, capital planning, transportation services, food services, facility and grounds maintenance, employee and general insurances, payroll, accounts payable & receivable, technology/network operations, and facility use.

Key Accomplishments:

- Procured and implemented the *BudgetSense* finance/accounting/HRIS software package to include development of a new chart of accounts, remote access for staff, full implementation of payroll, accounts payable, accounts receivable, staff attendance, and budget modules. Created electronic workflow to eliminate paper requisitions and expedite purchasing process for staff.
- Led labor negotiations to modernize health insurance offerings through plan design changes, implementation of a Flexible Spending Account Plan, and consolidation of carriers.
- Initiated and established the The Other Post-Employment Benefits (OPEB) Trust Fund and commencement of annual funding.
- Implemented *Café Enterprise*, an electronic point-of-sale system for our food service operation. This not only eliminated identification of students on free/reduce lunch, it also improved cash collections and state reporting.
- Significantly reduced annual transportation costs via route efficiencies resulting in annual savings of over \$168,000.

***Director of Business Services, Shrewsbury Public Schools, 1996-2007***

General:

Served as the top financial officer in a school district with a \$40M annual operating budget, over 5,900 students, 750 staff and 10 school sites. Key leader in a four-person senior management team that reported directly to the Superintendent of Schools. Frequently required to make oral presentations and provide written reports to local School Committee, Finance Committee and other community groups.

Finance/Budget/Accounting:

Responsible for the development, management and oversight the district's \$40M annual budget. Additional annual financial/accounting responsibilities include managing over \$3M in grant funds and nearly \$2M in enterprise funds. Successful planning, budget forecasting and monitoring resulted in eight successive years without a deficit or budget "freeze".

Operations:

Supervised \$1.3M bi-weekly payroll for 750 full and part-time staff, procurement, accounts payable, accounts receivable, school bus transportation, and \$1.8M annual food service operation. Played lead role in short-term facilities and enrollment planning. Served as key team member with buildings superintendent, school principals, architects, and other professionals on all aspects of \$100M in new school construction and renovation projects across seven different facilities.

***Director of Purchasing, Dean College, 1995-1996***

- ◆ Reported to Vice President for Finance & Administrative Services.
- ◆ Successfully re-negotiated nearly all college auxiliary services, major supplies and service contracts realizing significant cost savings and service enhancements.
- ◆ Direct management of the college's contracted food service and bookstore operations.
- ◆ Selected to serve as interim Director of Public Safety as an additional responsibility while department was outsourced to a security firm.

***Purchasing Manager, Pine Street Inn, 1991-1995***

- ◆ Reported to Chief Financial Officer and supervised a staff of three.
- ◆ Procured operational goods and services in support of a \$22M human service agency that managed 22 sites and served over 1,000 people daily.
- ◆ Initiated, developed and implemented formal Purchasing Policies & Procedures Manual.
- ◆ Started a "Vendor Serve" evening for sales representatives to serve evening meals to guests of the Inn.

***Logistics Officer, United States Marine Corps, 1987-1991***

- ◆ Served as an infantry battalion logistics officer and supervised a staff of six.
- ◆ Managed equipment maintenance, weapons security, ship and aircraft load planning operations, food service, and supply operations in support of 750 personnel.
- ◆ Completed six-month leadership school and ranked in top one-third of 225 officers.
- ◆ Distinguished Graduate, U.S.M.C. Logistics Officer School.
- ◆ Selected for promotion to Captain.

***COMMUNITY SERVICE/INTERESTS***

- ◆ Past President & Board of Directors, Mass. Assoc. of School Business Officials (2005-2012)
- ◆ Adjunct Professor, Worcester State College (2009-2011)
- ◆ Supervisory Committee Member, Shrewsbury Federal Credit Union (2007-2013)
- ◆ Treasurer & Board of Directors, Shrewsbury Youth and Family Services (2008-2013)
- ◆ ASBO Pinnacle of Achievement National Award Recipient (2009)
- ◆ Founder and Race Director, *Veterans Memorial 5K Road Race* (2004-present)
- ◆ Enjoy running and have completed the Boston Marathon, Marine Corps Marathon, and numerous other road races and sprint triathlons

Post Date: March 16, 2015

End Post Date: March 27, 2015

Employment Opportunity-District

POSITION: Assistant Superintendent for Finance and Operations

Shrewsbury Public Schools is currently accepting applications for an Assistant Superintendent for Finance and Operations to join our central office leadership team. This is a district-wide position that will be available as of July 1, 2015.

**Our Mission:**

The Shrewsbury Public Schools in partnership with the community will provide students with the skills and knowledge for the 21st century, an appreciation for our democratic tradition and the desire to continue to learn throughout life.

**Our District:**

The Shrewsbury Public Schools serves over 6000 students from preschool to grade twelve in nine school locations.

**The Role:**

The central office leadership team will be comprised of the Superintendent, Assistant Superintendent for Curriculum, Instruction, and Assessment. Assistant Superintendent for Finance and Operations, Director of Human Resources, and Director of Special Education/Pupil Personnel Services. The Assistant Superintendent for Finance and Operations is a key member of this team. The primary purpose of the role is to organize, develop, and implement the financial functions for Shrewsbury Public Schools. The Director of Food Services, Executive Assistant to Business and Finance, Coordinator of Security and Transportation, Accounting and Operation Specialist, Payroll Specialists, and Equipment and Supply Coordinator all report to this role.

The School Department's central office is located in the town hall and the district enjoys an excellent working relationship with the municipal-side departments and administration.

**Contractual Relationship:**

The Assistant Superintendent for Finance and Operations reports directly to the Superintendent of Schools and negotiates an individual employment contract with the Superintendent that is approved by the School Committee.

**Responsibilities:**

- Directs all aspects of the School Department's fiscal operations including: budget development and management, accounting systems and practice, fiscal analysis and financial reporting (local, state and federal)

- Advises the Superintendent in areas of responsibility and initiates and leads program proposals and activities to increase services and/or increase the efficiency of the school district
- Supports the School Committee in advising and/or monitoring collective bargaining negotiations and/or contracts with respect to estimated costs and budget implications
- Advises the Superintendent on the development of district goals to address budget and related financial/business operations
- Prepares and presents reports and financial analyses and forecasts to inform School Committee decision making
- Makes presentations and interprets budget/financial matters for the professional staff, the School Committee, and community groups
- Coordinates district's short term and long term space needs, including working through the Massachusetts Schools Building Authority's processes and coordination building and renovation projects as necessary
- Manages financial reporting requirements with the Department of Education regarding end-of-year report data, per pupil expenditure data, reimbursement under Chapter 70, and reimbursement for transportation
- Manages district's compliance with Foundation Budget, Net School Spending and Charter School funding requirements under state law and regulation
- Supervises fiscal management of all grants, revolving accounts, and student activity accounts
- Supervises all aspects of procurement including: specification development, analysis, and recommendation for bid award, purchase orders, distribution and inventory
- Oversees all business functions, including accounts payable and receivable and collection of payments
- Works with the Director of Human Resources to align budgets with human resources needs
- Maintains payroll records, develops payroll forecasts, and supervises payroll disbursement
- Manages the student transportation program in accordance with federal, state and local regulations
- Coordinates emergency management planning and crisis response protocols
- Provides incident command leadership and communications during emergency and crisis situations
- Coordinates school building security protocols and systems
- Coordinates food service program working with the Director of Food Services in providing breakfast and school lunch programs consistent with federal and state laws and policies of the district
- Coordinates the district's facilities rental program
- Coordinates district (non-employee) insurance program
- Coordinates facility management through working with Superintendent of Public buildings
- Promotes and communicates the district's annual goals and strategic plans with school constituencies

- Serves as liaison to town departments such as Town Manager's office, Treasurer's Office, Town Accountant's Office, Information Services, SELCO, and the Department of Public Buildings
- Other duties as assigned by the Superintendent of Schools

**Qualifications:**

- Master's Degree in an appropriate field
- License as a School Business Manager in the State of Massachusetts required; in addition, Assistant Superintendent/Superintendent license beneficial
- 10+ years of experience in the field of business/financial management in the public sector
- Ability to identify problems, analyze situations, develop potential solutions and work with various personnel (School Department, town departments, community and vendors) to reach consensus
- Strong leadership, managerial, interpersonal, communication, and presentation skills
- Ability to compile and analyze data for presentation within a strategic framework
- Computer skills with the ability to manage databases, spreadsheets, and multi-use financial applications

**Work Year/Compensation:** This is a full year position with a competitive benefits package and a salary that is commensurate with experience and qualifications.

**Selection Process Timeline:**

Screening of applicants will commence as applications are received.

**Application Process:**

Individuals applying for this position need to submit the following: cover letter, current resume, copies of transcripts, three current letters of reference from professional references who have supervised or worked closely with the applicant, copy of appropriate Massachusetts Department of Elementary and Secondary Education license. Please apply via [www.schoolspring.com](http://www.schoolspring.com) or in hard copy to the attention of Barb Malone, Director of Human Resources, 100 Maple Avenue, Shrewsbury, MA 01545. Application packets may also be dropped off at the School Department window at the Shrewsbury Town Hall M-F from 8-4:30.

The Shrewsbury Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of age, color, disability, national origin, religion, race, sex or sexual orientation, gender identity or expression, veteran status, or any other status or class protected by state or federal law.





**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



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

MEETING DATE: **4/8/2015**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee approve the minutes of the School Committee meeting on March 25, 2015?

**BACKGROUND INFORMATION:**

1. Ms. Canzano has reviewed the minutes.

**ACTION RECOMMENDED:**

That the School Committee vote to approve the minutes of the School Committee meeting on March 25, 2015.

**STAFF AVAILABLE FOR PRESENTATION:**

Dr. B. Dale Magee, Chairperson  
Ms. Erin Canzano, Secretary

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

**MINUTES OF SCHOOL COMMITTEE MEETING**

**WEDNESDAY, MARCH 25, 2015**

Present: Dr. B. Dale Magee, Chairperson; Mr. Jason Palitsch, Vice Chairperson; Ms. Erin Canzano, Secretary; Ms. Sandra Fryc, Mr. John Samia, Dr. Joseph Sawyer, Superintendent, Shrewsbury Public Schools; Ms. Mary Beth Banios, Assistant Superintendent, Shrewsbury Public Schools; Ms. Cecelia Wirzbicki, Director of Business Services, Shrewsbury Public Schools; Ms. Barbara Malone, Director of Human Resources, Shrewsbury Public Schools

The meeting was convened at 7:02 PM by Dr. B. Dale Magee

Dr. Magee mentioned the passing of Ann Collins, an instructional aide at Floral Street School who had been employed with the Shrewsbury district for fourteen years. He extended sympathies to her family and requested a moment of silence before the beginning of the School Committee meeting.

**I. Public Participation**

None

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

Dr. Magee shared that a new episode of School Talk had been recorded at SHS on the topic of dealing with the new budget.

**III. Superintendent's Report**

Dr. Sawyer congratulated the twelve students that qualified to compete in the regional science and engineering fair at Worcester Polytechnic Institute (WPI). He also congratulated the nine Shrewsbury High School students who will be moving on to the state fair competition for science and engineering that will be hosted at MIT in May. Dr. Sawyer congratulated the girls gymnastics team who placed second in the state and fourth place in the New England region. He congratulated the cast, crew, writers, and director of the SHS competitive play, *Heartwired*, on their accomplishments after competing in the regional competition. Dr. Sawyer said community members should have received the most recent issue of the Shrewsbury School Journal and said this publication is also posted online. He discussed some news items in the publication including that Newsweek ranked Shrewsbury High School 146<sup>th</sup> out of 14,454 high schools (the top 1%) in the United States. Dr. Sawyer thanked Kim Cantin who is instrumental in putting the publication together.

**IV. Time Scheduled Appointments**

**A. Extended Learning Programs: Report & Vote**

Ms. Karen Isaacson, Director of the Extended Learning Program, presented a comprehensive report on extended day programming and recommended updated disincentives for issues related to late payments and pick-ups. She shared highlights about the program and said there are approximately sixty staff working in the Extended School Care program throughout the week. She said there are a total of 555

students enrolled in Extended School care in grades K-6. Ms. Isaacson said that this year there will be a new Extended School Care component conducted this year with the Summer Enrichment programs. She said the feedback about the new summer program has been extremely positive. Dr. Magee requested a motion for the School Committee to vote to accept the recommended changes for registration fees, late pick-up fees and late payment fees for the Extended Learning Program. On a motion by Mr. Samia, seconded by Ms. Fryc, the School Committee voted unanimously to accept the recommended changes for registration fees, late pick-up fees and late payment fees for the Extended Learning Program.

#### **B. District Goals 2015-2017: Initial Recommendation**

Ms. Banios shared a report with the School Committee on the District Goals for 2015-2017. She said that the recommendations for district goals are extensions of the strategic priorities and achieve a cohesive and coordinated approach to the work. Ms. Banios said the district goals are developed every two years and are a subset of the strategic goals that are developed every five years. She discussed goals for professional practice, increasing value to the community, promoting health and wellness, and student learning goals. Committee members and Dr. Sawyer commended the effort and innovation of the leadership team in developing these goals that align with the five-year strategic plan and indicated their support of the goals as outlined by Ms. Banios during the discussion. Dr. Sawyer said that information about the proposed goals will be shared with the public and posted on the district website. Dr. Magee said the district goals for 2015-2017 will be voted on at the April 8<sup>th</sup> School Committee meeting.

#### **V. Curriculum**

None

#### **VI. Policy**

##### **A. School Choice Participation 2015-2016: Vote**

Dr. Sawyer recommended that at this time to decline participation and not open any seats through school choice. He added that initial analysis indicated that some number of seats at SHS could be opened without having any significant effect on class size, and that the Committee might consider revisiting this possibility later in the spring depending on how the budget for Fiscal Year 2016 evolves, as the recent past indicates that this is a revenue tool that the district can employ successfully. On a motion by Mr. Samia, seconded by Mr. Palitsch, the School Committee voted unanimously to decline participation in inter-district school choice in the 2015-16 school year.

##### **B. Physical Restraint of Students: Second Reading & Vote**

Ms. Fryc read the second reading of a proposed revision to policy #325 on physical restraint of students. She said there were no changes made since the first reading of policy #325 at the March 11, 2015 School Committee meeting. Ms. Fryc said there were no comments received from the public regarding Policy #325. Dr. Sawyer noted that proposed changes with policy #325 will formally go into effect in January 2016, but would be instituted as soon as information and training could be provided. On a motion by Mr. Samia, seconded by Mr. Palitsch, the School Committee voted unanimously to approve the revisions to policy #325 on the physical restraint of students.

#### **VII. Budget**

None

#### **VIII. Old Business**

None

## **IX. New Business**

### **A. Assabet Valley Collaborative: Quarterly Report**

Dr. Sawyer presented the quarterly report for the Assabet Valley Collaborative. He said the work of the collaborative continues to be very effective. Dr. Sawyer said that one big success is the ability to collaborate for special education programs for low-incidence student populations where individual districts do not have sufficient economies of scale to provide cost effective programming. He shared that the Department of Elementary and Secondary Education recently signed off on the amended Collaborative Agreement, and as a result AVC is now in compliance with all new state legal and policy requirements, as well as Grafton being approved to be an official member of the Collaborative and now has a vote on the AVC board. Dr. Sawyer said the School Committee can feel good about the work of the Collaborative and its benefits for the Shrewsbury district.

### **B. Massachusetts State Building Authority Statement of Interest Submission for Beal Early Childhood Center: Vote**

Dr. Sawyer shared background information with the School Committee and the Statement of Interest to be submitted to the Massachusetts School Building Authority for Beal School, including the fact that Statements of Interest were filed in 2011, 2012, and 2013, as well as reminding the Committee that in March 2014, the MSBA invited Shrewsbury into the “eligibility period” to determine whether a project involving Beal might be considered for entry into the MSBA’s capital pipeline for funding some years in the future. Dr. Sawyer reminded the Committee that they and the Board of Selectmen declined this invitation, as the timing conflicted with the operational override ballot question and created too much uncertainty regarding potential local support. Because of the invitation last year, Beal was not eligible to submit a new SOI last year, and Dr. Sawyer requested approval to submit a new Statement of Interest by the April deadline.

Dr. Magee read the following resolution to the School Committee Members:

“Resolved: Having convened in an open meeting on March 25, 2015 prior to the closing date, the School Committee of Shrewsbury, Massachusetts in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated for submission no later than April 10, 2015 for the Beal School located at 1 Maple Avenue, Shrewsbury, Massachusetts, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

a) replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; and b) replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.”

Dr. Magee requested a motion for the School Committee to vote to approve the resolution and thereby authorize the submission of the Statement of Interest regarding the Beal School for consideration by the

Massachusetts School Building Authority. On a motion by Mr. Palitsch, seconded by Mr. Samia, the School Committee voted unanimously to approve the resolution.

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

Dr. Magee requested a motion to approve the minutes of the School Committee Meetings for March 4, 2015 and March 11, 2015. On a motion by Mr. Palitsch, seconded by Ms. Fryc, the School Committee members voted unanimously to approve the minutes of the School Committee Meetings for March 4, 2015 and March 11, 2015.

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

##### **A. Potential discussion of collective bargaining negotiations with cafeteria workers association and/or paraprofessionals association**

None

#### **XII. Adjournment**

Dr. Magee requested a motion to adjourn the School Committee meeting for March 25, 2015. On a motion by Mr. Palitsch, seconded by Ms. Fryc, the School Committee members voted to adjourn the meeting at 8:14 PM on a roll call vote: Mr. Samia, yes; Ms. Fryc, yes; Ms. Canzano, yes; Mr. Palitsch, yes; and Dr. Magee, yes.

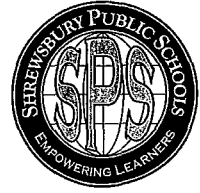
Respectfully submitted  
Christine Taylor, Clerk

#### Documents referenced:

- 1) Extended School Care: Report and Slide Presentation
- 2) District Goals for 2015-2017 – Initial Recommendations: Report and Slide Presentation
- 3) School Choice Status & Recommendation: Report
- 4) Physical Restraint of Students: Draft of Policy
- 5) Statement of Interest to the Massachusetts Building Authority for Beal School: Memorandum



**SHREWSBURY PUBLIC SCHOOLS**  
School Committee



**ITEM NO: XI. Executive Session**

**MEETING DATE: 4/8/2015**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee enter into executive session in order to discuss collective bargaining negotiations with the cafeteria workers association and/or paraprofessionals association, where deliberation in an open meeting may have a detrimental effect on the School Committee's bargaining position?

**BACKGROUND INFORMATION:**

1. The Massachusetts Open Meeting Law allows public bodies to enter executive session to discuss strategy with respect to collective bargaining where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body.

**ACTION RECOMMENDED:**

That the School Committee vote to enter into executive session in order to discuss collective bargaining negotiations with the cafeteria workers association and/or paraprofessionals association, where deliberation in an open meeting may have a detrimental effect on the School Committee's bargaining position.

**STAFF AVAILABLE FOR PRESENTATION:**

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

**ITEM NO: XII. Adjournment**

