

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

MINUTES OF SCHOOL COMMITTEE WORKSHOP

**Shrewsbury High School – 64 Holden Street
Class of 2002 Conference Room
Wednesday, August 23, 2017**

Present: Dr. Dale Magee, Chairperson; Mr. Jon Wensky, Vice Chairperson; Ms. Sandra Fryc, Secretary; Mr. Jason Palitsch; Dr. Joseph Sawyer, Superintendent of Schools; Ms. Amy Clouter, Assistant Superintendent for Curriculum, Instruction & Assessment; Ms. Barb Malone, Director of Human Resources; Mr. Patrick Collins, Assistant Superintendent for Finance and Operations; and Ms. Meg Belsito, Director of Special Education and Pupil Personnel Services.

Absent: Erin Canzano

Workshop opened at 3:08 pm.

Topic I: Discussion of Strategic Planning Approach, Activities and Timeline

Dr. Sawyer shared with the group his recommended plans to best determine a new, compelling set of strategic priorities and goals for the next five years for the school district; as well as a draft timeline for the process. The group agreed that creating the district's new strategic priorities would occur in two phases this fall, with the first phase focusing on finalizing the *Profile of a Graduate*. The outcome of this work will provide a road map for the district priorities and goals. Discussion centered on including all stakeholders in the district in the process; assess resource needs and/or challenges as priorities and goals are developed; be focused on the district's mission; be measurable; and be broad enough to apply across the entire district, PreK-12.

The group also discussed the importance of having a subcommittee formed to reach out to other elected and appointed boards in the community in order for them to be knowledgeable of the district's plans and priorities; as well as having an opportunity to provide input.

Topic II: School Committee Topics and Priorities for the 2017-2018 School Year

Dr. Sawyer presented a list of potential topics for the upcoming school year. There is general consensus that the major topics we would cover include: Beal Early Childhood Center building project; finalize and approve the *Profile of a Graduate*; develop and approve new set of strategic priorities; Social Emotional Learning (SEL); project based learning; vocational education; and sleep needs/school start times.

The group expressed the need to focus on achievements of all learners during the school year and

showcase quality student success at School Committee meetings. This would better illustrate the inclusionary practice of education throughout the district. Some of this work can also be done through the School Committee School Talk television program.

Topic III: Update and Discussion of the Beal Early Childhood Center Building Project

Mr. Collins provided a detailed update on the Beal Early Childhood Center Building Project, including the MSBA process and the scope of work the district will be doing in the coming months. The district has officially completed Module 2 and has moved into Module 3 & 4. The Feasibility Study is expected to take nine months from August 2017 through April 2018. The two main areas of focus are the Preliminary Design Program (PDP) and the Preferred Schematic Report (PSR).

Two major tasks for the School Department staff and School Committee will be to: 1) Develop our future grade configuration as either K-1, 2-4, or reconfiguring all elementary schools to a K-4 configuration; and 2) Development and School Committee approval of our Educational Program will be required by February 2018.

The group reviewed a Preliminary List of Tasks of items that will need to be completed in order for the School Committee to vote on the grade configuration this fall.

Topic IV: School Committee and School District Communication Planning for 2017-2018 School Year

The committee expressed appreciation to Dr. Sawyer for his “Daily Briefing” reports. These reports provide the entire committee with real time information. Consensus is for the daily briefings to continue throughout the school year.

In addition to all of the social media, print and televised communication currently being utilized by the school district, Jason suggested a district YouTube channel could be a helpful medium to disseminate information. Dr. Sawyer will look into this further.

Topic V: Discussion of Support Structure for District’s Human Resources

Dr. Sawyer and Ms. Malone presented the committee with information concerning the current staffing/workload issues being faced in the district’s Human Resources Department. Due to significant increased workload, Dr. Sawyer advised that without additional staff support the department will continue to struggle to meet critical functions and further compromise Ms. Malone’s ability to function in her administrative role in the way her position is intended.

Ms. Malone presented evidence of the increased workload in the school district’s HR Department over the past five years and a comparative overview of HR organizations by local districts.

The committee supports Dr. Sawyer's request to hire a second administrative assistant for the HR function. The district has the fiscal resources to add this new employee within the current personnel budget.

Topic VI: SHS Athletic Facility Project and Fundraising

The group discussed the current status of the fundraising endeavor for the Turf Field project and the potential need to hire a professional development coordinator. There are dedicated individuals who are currently working on the project, but it appears there needs to be coordination of effort in order to reach the goal of \$1.8 million. Dr. Sawyer will be meeting with members of the fundraising committee at the end of August and will discuss next steps.

Topic VII: Approval of Minutes

Without objections from the Committee, the minutes from the School Committee meeting held on June 14, 2017 and workshop minutes from July 26, 2017 were approved to be distributed.

VIII: Executive Session

Dr. Magee requested a motion for the School Committee to enter into executive session for the purpose of approving and releasing Executive Session Minutes. The Committee will reconvene to open session only for the purpose of adjourning for the evening. On a motion by Mr. Palitsch, seconded by Mr. Wensky, on a roll call vote: Mr. Wensky, yes; Mr. Palitsch, yes; Ms. Fryc, yes; and Dr. Magee, yes, the Committee voted to adjourn to Executive Session at 4:55 pm.

IX: Adjournment

On a motion from Mr. Palitsch, seconded by Mr. Wensky, open session was adjourned at 4:59 pm. Roll call votes were as follows: Mr. Wensky, yes; Mr. Palitsch, yes; Ms. Fryc, yes; and Dr. Magee, yes.

Respectfully submitted,

Sandra Fryc - Secretary

Documents referenced:

1. Strategic Planning Memo
2. Strategic Planning Process Draft
3. Potential School Committee Topics
4. Beal Building Project Report
5. Grade Configuration Tasks
6. Human Resources Staffing Memo
7. Human Resources Comparative Overview
8. Human Resources Workload Changes

9. Sets of Minutes Referenced Above