



**School Committee
Meeting Book**

**March 28, 2018
7:00 pm**

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

AGENDA

**March 28, 2018 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. | Student Recognition: SHS Athletics State Champions | 7:00-7:10 |
| a. | SHS Boys Track 4x200 Relay Team: State & New England Champions | |
| b. | SHS Boys Hockey Team: State Champions | |
| V. | Curriculum | |
| VI. | Policy | |
| A. | Updated Harassment Policy: Second Reading & Vote | 7:10 – 7:30 |
| VII. | Finance & Operations | |
| A. | Per Pupil Expenditure Data: Annual Report | 7:30 – 7:40 |
| B. | Fiscal Year 2019 Budget: Recommendations for Reductions | 7:40 – 8:00 |
| C. | Financial Reality Fair Grant: Vote to Accept | 8:00 – 8:25 |
| VIII. | Old Business | 8:25 – 8:30 |
| IX. | New Business | |
| A. | Superintendent's Goals: Presentation & Vote | 8:30- – 8:45 |
| X. | Approval of Minutes | 8:45 – 8:50 |
| XI. | Executive Session | |
| A. | For the Purpose of Negotiations with the Shrewsbury Paraprofessionals Association | 8:50 – 9:10 |
| B. | For the Purpose of Reviewing and Approving Executive Session Minutes | 9:10 – 9:15 |
| XII. | Adjournment | |

Next regular meeting: April 11, 2018



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: I Public Participation

MEETING DATE: 3/28/18

SPECIFIC STATEMENT OR QUESTION:

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

BACKGROUND INFORMATION:

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

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

SPECIFIC STATEMENT OR QUESTION:

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

BACKGROUND INFORMATION:

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

STAFF AVAILABLE FOR PRESENTATION:

School Committee Members
Dr. B. Dale Magee, Chairperson
Mr. Jon Wensky, Vice Chairperson
Ms. Sandra Fryc, Secretary
Ms. Erin Canzano, Committee Member
Mr. Jason Palitsch, Committee Member

ITEM NO: III. Superintendent's Report

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear a report from Dr. Joseph M. Sawyer, Superintendent of Schools?

BACKGROUND INFORMATION:

This agenda item allows the Superintendent of the Shrewsbury Public Schools to comment informally on the programs and activities of the school system.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools

ACTION RECOMMENDED FOR ITEMS I, II, & III:

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



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: **IV. Time Scheduled Appointments:** MEETING DATE: **3/28/18**
A. Student Recognition: SHS Athletics State Champions
a. SHS Boys Track 4x200 Relay Team: State & New England Champions

BACKGROUND INFORMATION:

Shrewsbury High School (SHS) student athletes Joseph O'Brien (Junior), Joseph Young (Senior), Dasani Prideaux (Senior), and Douglas Dias (Senior) were Division 1 State Champions in a school record time of 1:30.59. The group went on to place second at the All-State Meet missing first place by eight hundredths of a second. From there they advanced to the New England Championships and captured the 4x200m title. They were the only boys team from Massachusetts to win a relay event and it is the first New England Relay Championship on the boys side for SHS. Returning from injury, Christopher Matthews (JR) ran with the squad at the National Championships held at the Armory Track and Field Center in New York City the weekend of March 9th, where they placed 13th and ran a new school record time.

ACTION RECOMMENDED:

That the School Committee recognize these student-athletes for their extraordinary accomplishments.

STAFF AVAILABLE FOR PRESENTATION:

Joseph O'Brien, SHS Class of 2019

Joseph Young, SHS Class of 2018

Dasani Prideaux, SHS Class of 2018

Douglas Dias, SHS Class of 2018

Christopher Matthews, SHS Class of 2019

Jason Costa, Director, Athletics, Shrewsbury High School

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: IV. Time Scheduled Appointments: MEETING DATE: **3/28/18**

A. Student Recognition: SHS Athletics State Champions

b. SHS Boys Hockey Team: State Champions

BACKGROUND INFORMATION:

The SHS Boys Hockey Team defeated Hanover High School to win the Division 3 State Final on March 18 at the TD Garden in Boston by a score of 2-1. The team finished the season with a record of 20-2-2. It is the program's fifth state championship in school history, the third title in five seasons, and the first team in SHS's history to win back-to-back state championships. Over the last two years, the team had a combined record of 43-2-3. A roster with the names of players, coaches, managers, and the athletic trainer is enclosed.

ACTION RECOMMENDED:

That the School Committee recognize these student-athletes for their extraordinary accomplishments.

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:

Jason Costa, Director, Athletics, Shrewsbury High School

Please see the enclosed Boys Varsity Ice Hockey Roster



**Shrewsbury High School
Boys Varsity Ice Hockey Roster
2017-2018**

#1	Patrick Shaughnessy	Senior	Goalie
#2	Drew Albertson	Sophomore	Forward
#4	Michael Walton	Junior	Defenseman
#5	Peter Belbin	Junior	Forward
#7	Tyler Borys	Junior	Forward
#8	Colby Borys	Senior	Forward
#9	Conall Persechino	Senior-Captain	Defenseman
#10	Thomas Belbin	Freshmen	Defenseman
#11	Joseph Flionis	Sophomore	Defenseman
#12	Sam McManus	Sophomore	Defenseman
#13	Cole Russo	Junior	Forward
#14	Cam Mullen	Junior	Defenseman
#15	Conor Delaney	Junior	Forward
#16	James Tepper	Sophomore	Forward
#17	Jack Tepper	Senior-Captain	Forward
#18	Sam O'Connor	Sophomore	Forward
#19	Jamison Alicandro	Freshmen	Forward
#22	Alec Buduo	Senior	Defenseman
#23	Cam Troio	Junior	Defenseman
#24	Anthony Quinlivan	Senior-Captain	Forward
#25	Liam Quinlivan	Senior-Captain	Forward
#26	Dan Holloway	Junior	Forward
#28	Matt Sande	Sophomore	Goalie
#29	Noah Juairé	Senior	Goalie
#30	Ryan Sande	Freshmen	Goalie

Head Coach: Steve Turnblom

Assistant Coaches: Rich Grant, Nate Lavner

Athletic Director: Jay Costa

Athletic Trainer: Walter Hildebrand

Team Managers: Owen Bouffard, Ryan Demac, Victoria Cardoso,
Meredith Andrews, and Maria Oliveri





**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **V. Curriculum**

MEETING DATE: **3/28/18**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF & STUDENTS AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

ITEM NO: **VI. Policy**

MEETING DATE: **3/28/18**

A. Updated Harassment Policy: Second Reading & Vote

BACKGROUND INFORMATION:

The first reading of an update to Policy 316: Harassment (currently titled “Sexual Harassment”) was held at the School Committee meeting on March 14, 2018. The draft of the policy (enclosed) was posted for public viewing and comment. Per the recommendation of Ms. Malone, a wholesale update is being recommended to this policy in order to align it with the current legal framework and best practices, as well as to make it inclusive of all types of harassment in addition to sexual harassment. Ms. Erin Canzano and Mr. Jason Palitsch are members of the Policy Subcommittee.

ACTION RECOMMENDED:

That the School Committee vote to approve updated Policy 316: Harassment.

COMMITTEE MEMBERS/STAFF AVAILABLE FOR PRESENTATION:

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

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

Adopted 6/16/93

Amended 5/4/94

Revised 4/2/97

Proposed to be Revised 3/?/18

Statement

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

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

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

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

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

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

Definition of Sexual Harassment

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

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

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

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

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

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

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

Other Forms of Harassment

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

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

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

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

Complaints of Sexual and other Forms of Harassment

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

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

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

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

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

Harassment Investigation

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

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

State and Federal Remedies

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

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

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

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

Phone Number: 1-800-669-4000

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

1 Ashburton Place
Suite 601
Boston, MA 02108

Phone Number: 1-617-994-6000

This policy will be reviewed within five years of adoption.



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: VII. Finance & Operations

MEETING DATE: 3/28/18

A. Per Pupil Expenditure Data: Annual Report

BACKGROUND INFORMATION:

Each year the Department of Elementary & Secondary Education publishes detailed information regarding per pupil expenditures made by each public school district in Massachusetts. Data for Fiscal Year 2017 was recently released. The enclosed report from Mr. Collins provides information regarding Shrewsbury's statistics for Fiscal Year 2017 and comparison data related to per pupil expenditures.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

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

Shrewsbury Public Schools

Average Per Pupil Expenditure Report

March 2018

Topics

- How the data is derived
- Who publishes the data and when
- What goes into the calculation
- Comparative data sets
- Conclusions

How the data is derived

- **Expenditures:** All Massachusetts school districts are required to annually report their revenues and expenditures to the Department of Elementary and Secondary Education using a standard format called the End of Year Report
- **Pupils:** All Massachusetts school districts are required to report their student enrollment data and demographics three times per year via the Student Information Management System

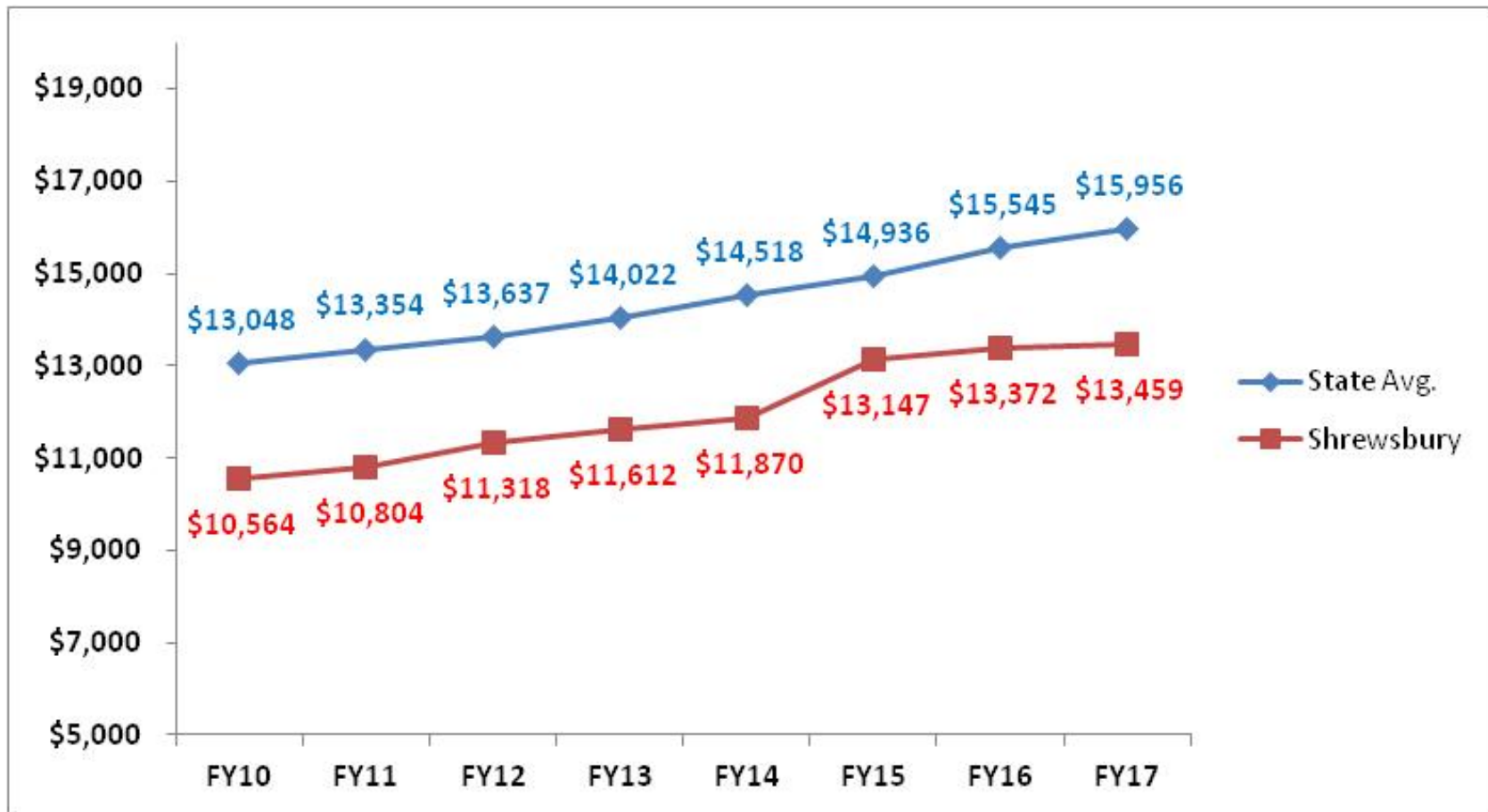
Who publishes the data and when

- **Who:** The average per pupil expenditure data for each school district is calculated and published by the Department of Elementary and Secondary Education and available on their website.
- **When:** Typically the data is published in February or March of each for the preceding fiscal year. FY17 data was published on February 23, 2017.

What goes into the calculation

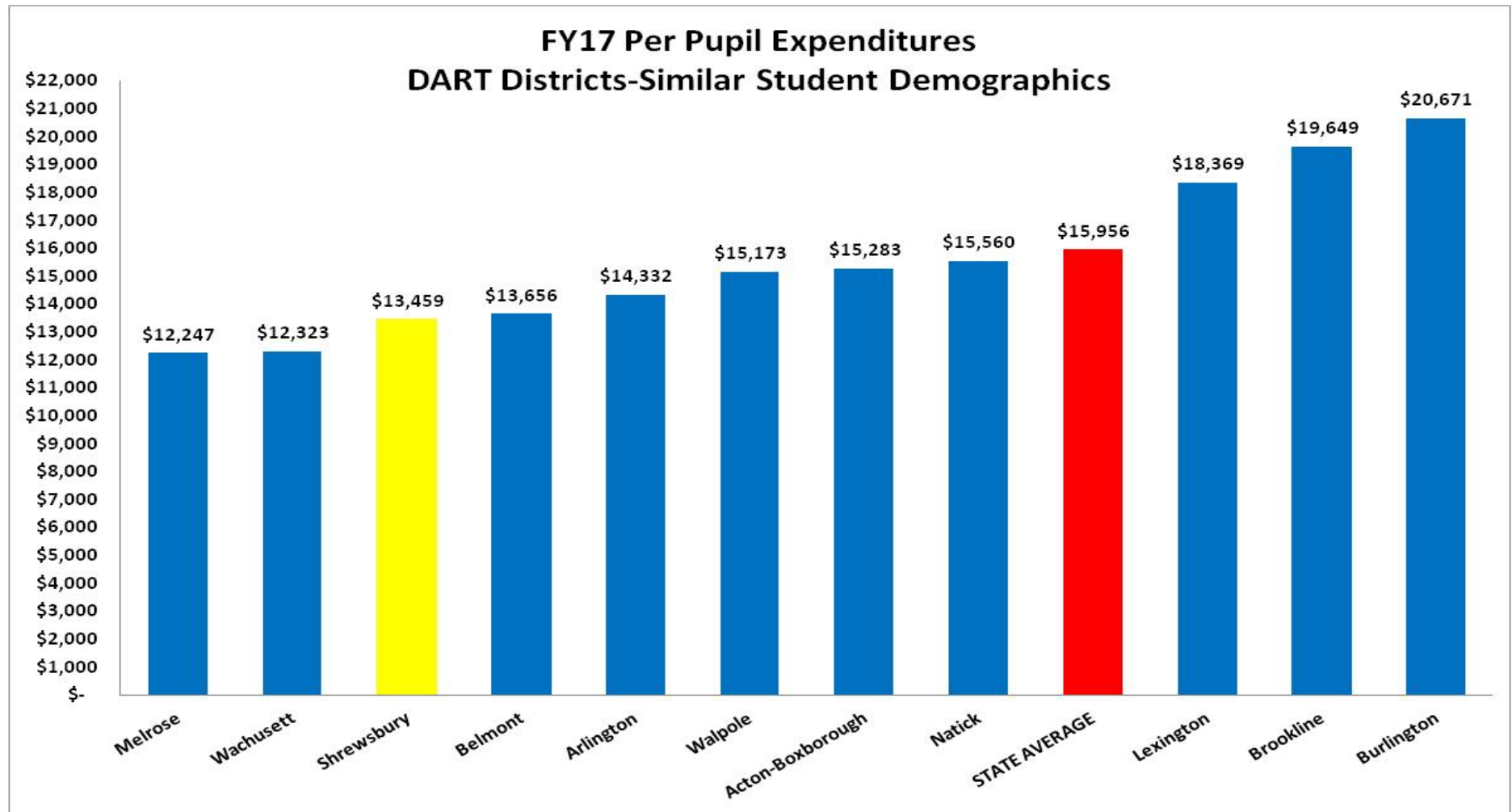
- **Spending from all funds**
- The following funding sources are all included in the functional expenditure per pupil measure.
 - school committee appropriations
 - municipal appropriations outside the school committee budget that affect schools
 - federal grants
 - state grants
 - circuit breaker funds
 - private grants and gifts
 - school choice and other tuition revolving funds
 - athletic funds
 - school lunch funds
 - other local receipts such as rentals and insurance receipts

Efficiency & Value



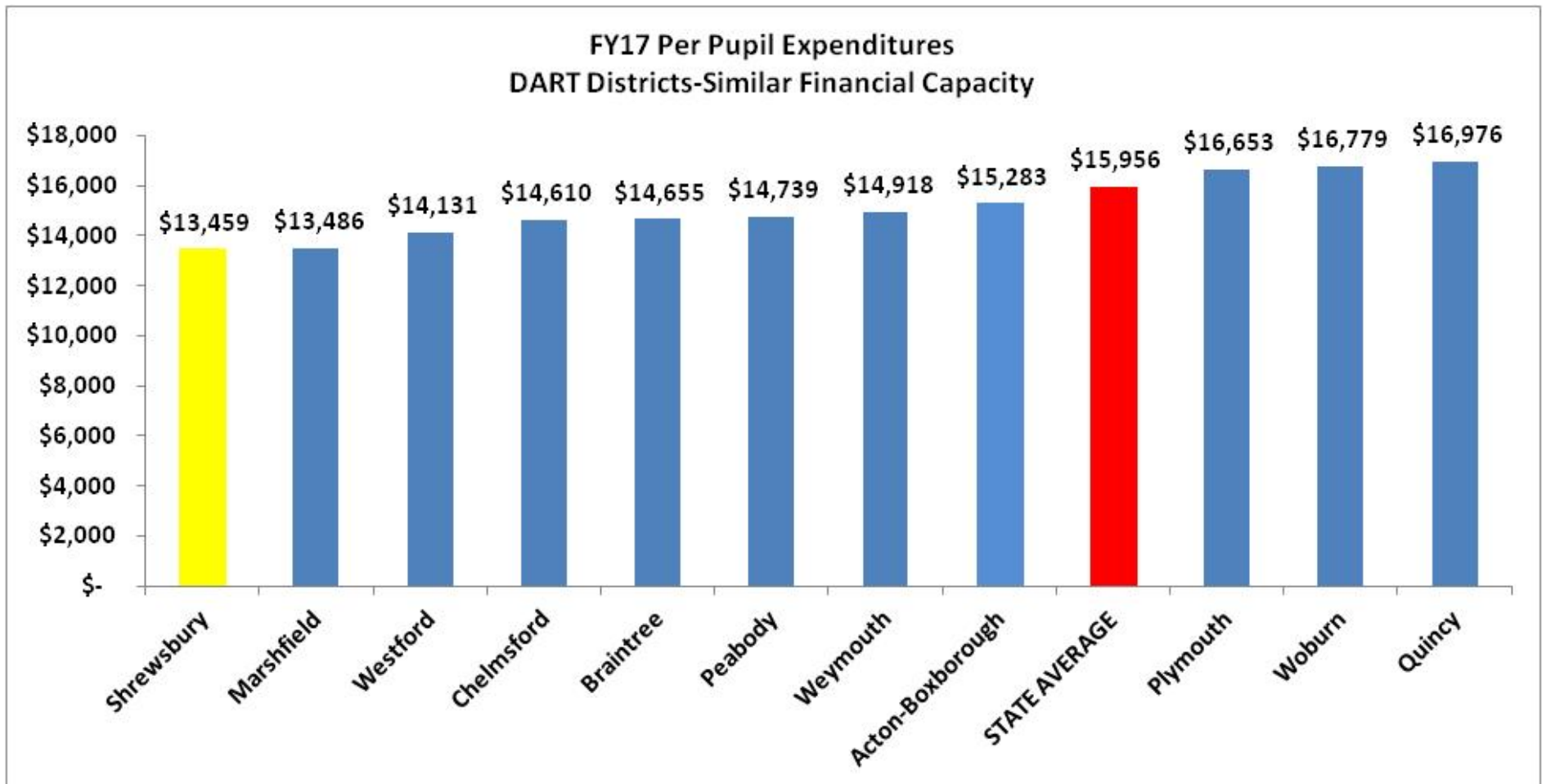
FY17 Per Pupil Expenditure per MA DESE, All Sources of Funds
Rank 279 of 314 reporting districts-bottom 11th percentile

Average Cost Per Pupil Comparison: Comparable Communities



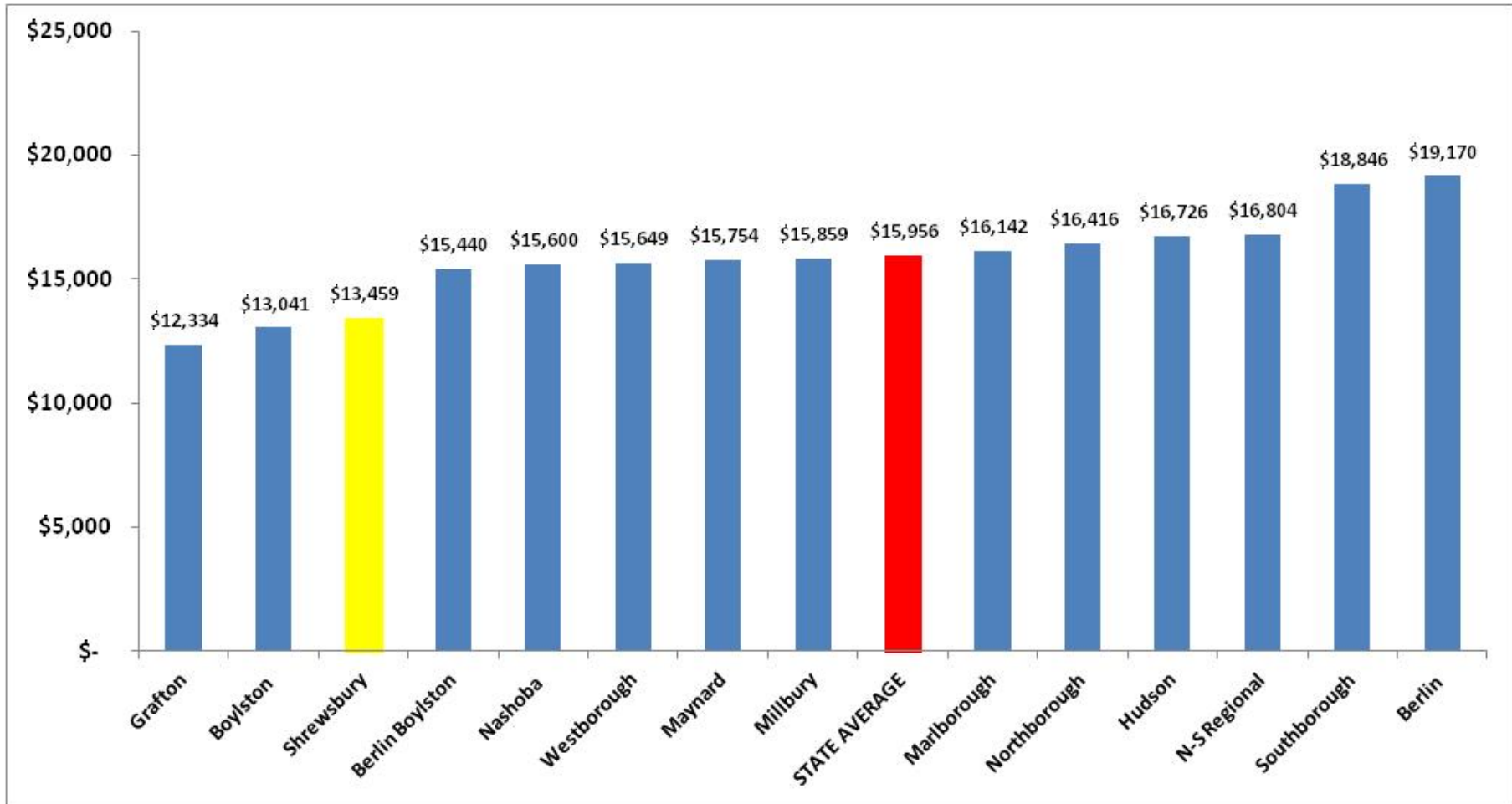
MA DESE determines comparable communities by district grades span, total enrollment, and special student populations.

Average Cost Per Pupil Comparison: Comparable Communities



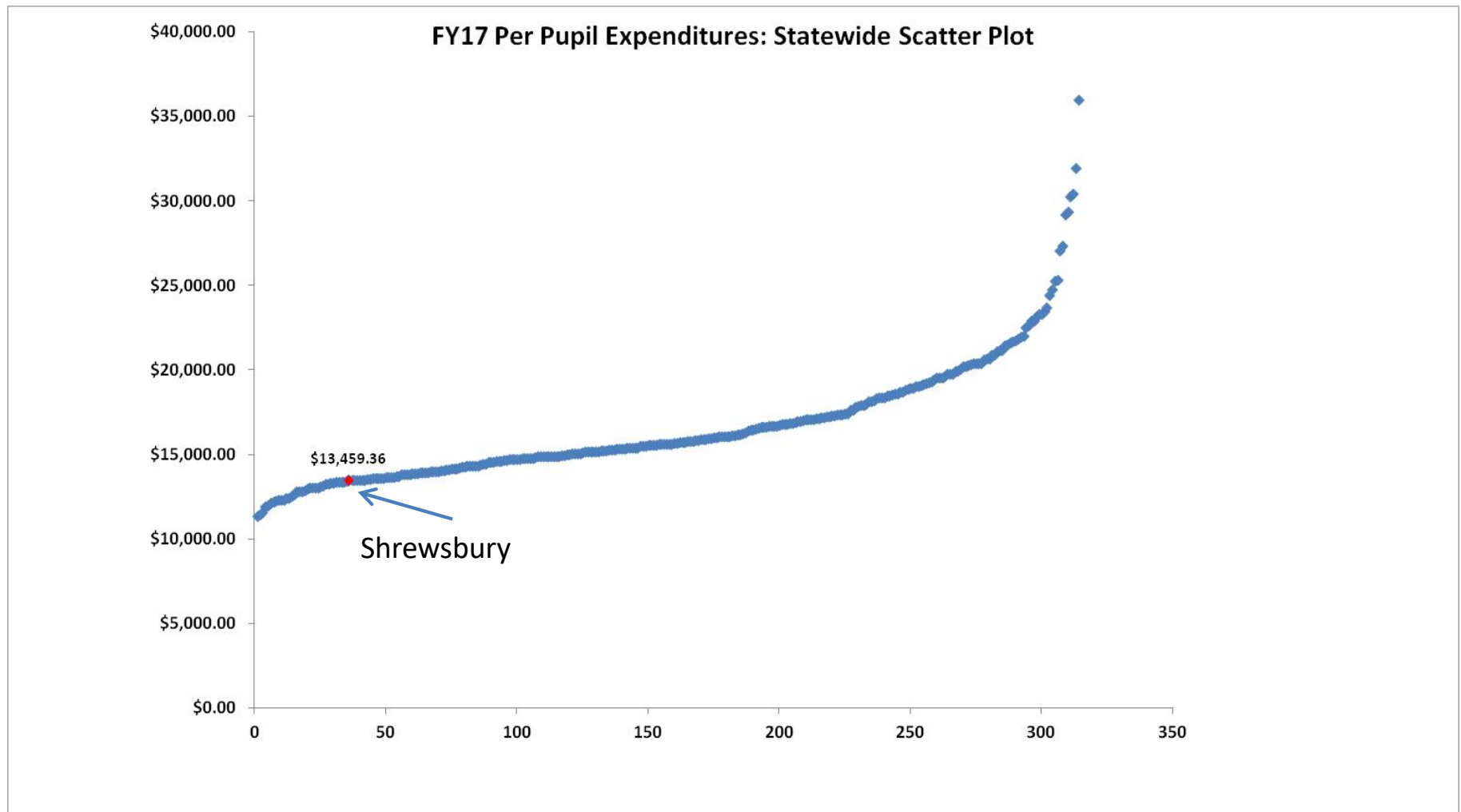
MA DESE determines comparable communities for financial capacity by community income and property value.

Average Cost Per Pupil Comparison: Assabet Valley Collaborative Districts



Source: MA Department of Elementary and Secondary Education

FY17 Per Pupil Expense: Statewide Array



Shrewsbury v. State Median

- FY17 State Median = \$15,641
- FY17 Shrewsbury = \$13,459
 - \$ below median (\$2,182)
 - % below median (14%)

PPX Summary

Massachusetts Department of Elementary and Secondary Education

Per Pupil Expenditure Summary, FY13-FY17

Last updated February 2018

This report shows per pupil expenditures by major functional categories for the last three years, including total in-district expenditures, and total expenditures for all districts. Total expenditures per pupil average across all expenditures and pupils, both in-district and out-of-district. The out-of-district expenditure functions (9000 series) are not included on this report because we are not able to calculate per pupil expenditures consistently for all of these functional categories. Districts with incomplete fiscal year 2017 data are not displayed and FTEs that are less than 6 are suppressed.

Shrewsbury

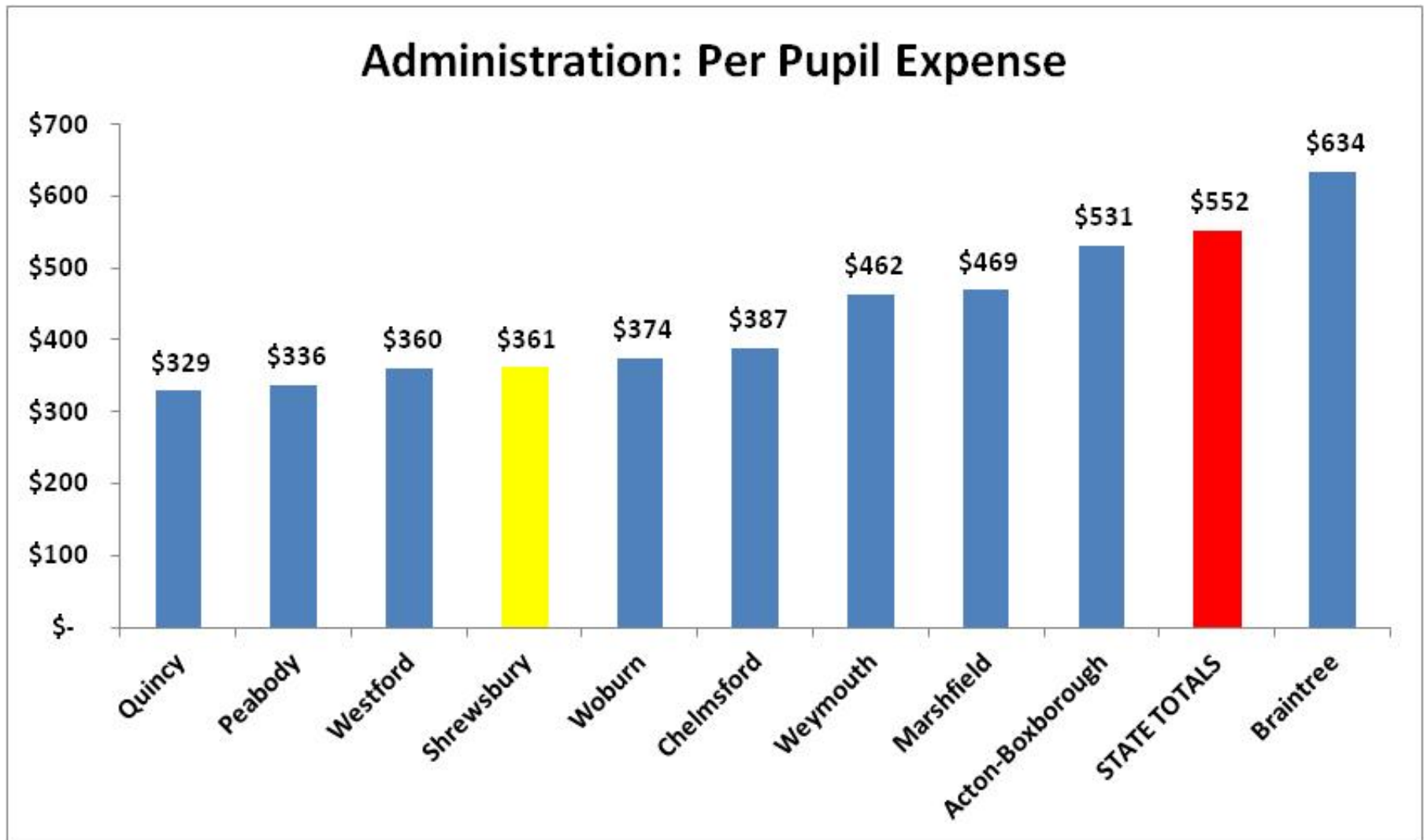
	2015	2016	2017
FTEIn In-District FTE Pupils	5,868.2	5,967.9	6,098.5
FTEOut Out-of-District FTE Pupils	353.3	302.8	264.7
FTEs Total FTE Pupils	6,221.5	6,270.7	6,363.2

		2015				2016				2017			
		\$ Per In-District Pupil A	% Share of In-District B = A / IIII	State Average B	% Share of State C = B / IIII	\$ Per In-District Pupil A	% Share of In-District B = A / IIII	State Average B	% Share of State C = B / IIII	\$ Per In-District Pupil A	% Share of In-District B = A / IIII	State Average B	% Share of State C = B / IIII
Function Description													
ADMN Administration		\$294.78	2.5%	\$531.08	3.7%	\$338.54	2.7%	\$550.04	3.7%	\$361.39	2.9%	\$552.12	3.6%
LDRS Instructional Leadership		\$754.67	6.3%	\$976.22	6.8%	\$795.88	6.4%	\$1,016.61	6.8%	\$828.49	6.6%	\$1,059.58	6.9%
TCHR Teachers		\$5,042.60	42.1%	\$5,619.30	38.9%	\$5,087.39	41.2%	\$5,831.52	38.8%	\$5,081.05	40.5%	\$5,964.98	38.8%
TSER Other Teaching Services		\$1,391.59	11.6%	\$1,177.10	8.2%	\$1,444.07	11.7%	\$1,241.05	8.3%	\$1,411.78	11.2%	\$1,249.95	8.1%
PDEV Professional Development		\$154.56	1.3%	\$197.46	1.4%	\$216.32	1.8%	\$206.53	1.4%	\$161.14	1.3%	\$196.08	1.3%
MATL Instructional Materials, Equipment and Technology		\$417.69	3.5%	\$430.82	3.0%	\$331.93	2.7%	\$467.00	3.1%	\$392.87	3.1%	\$459.78	3.0%
GUID Guidance, Counseling and Testing		\$376.31	3.1%	\$443.26	3.1%	\$361.74	2.9%	\$460.42	3.1%	\$358.72	2.9%	\$476.65	3.1%
SERV Pupil Services		\$1,143.38	9.5%	\$1,430.21	9.9%	\$1,288.38	10.4%	\$1,500.15	10.0%	\$1,394.00	11.1%	\$1,563.87	10.2%
OPMN Operations and Maintenance		\$818.03	6.8%	\$1,140.40	7.9%	\$794.49	6.4%	\$1,128.80	7.5%	\$824.31	6.6%	\$1,147.30	7.5%
BENE Insurance, Retirement Programs and Other		\$1,584.28	13.2%	\$2,490.70	17.3%	\$1,693.30	13.7%	\$2,618.77	17.4%	\$1,740.62	13.9%	\$2,722.10	17.7%
IIII In-District Per Pupil Expenditure		\$11,977.91		\$14,436.55		\$12,352.04		\$15,020.90		\$12,554.37		\$15,392.41	
TTPP Total Per Pupil Expenditures		\$13,147.35		\$14,941.33		\$13,372.35		\$15,537.00		\$13,459.36		\$15,955.88	

PPX Sub-Group Analysis: Administration

- Rank 287 of 314
- School Committee
- Superintendent
- Asst. Superintendents
- Other District-Wide Administration
- Business and Finance
- Human Resources
- Legal Services & Settlements
- District-Wide Information Systems

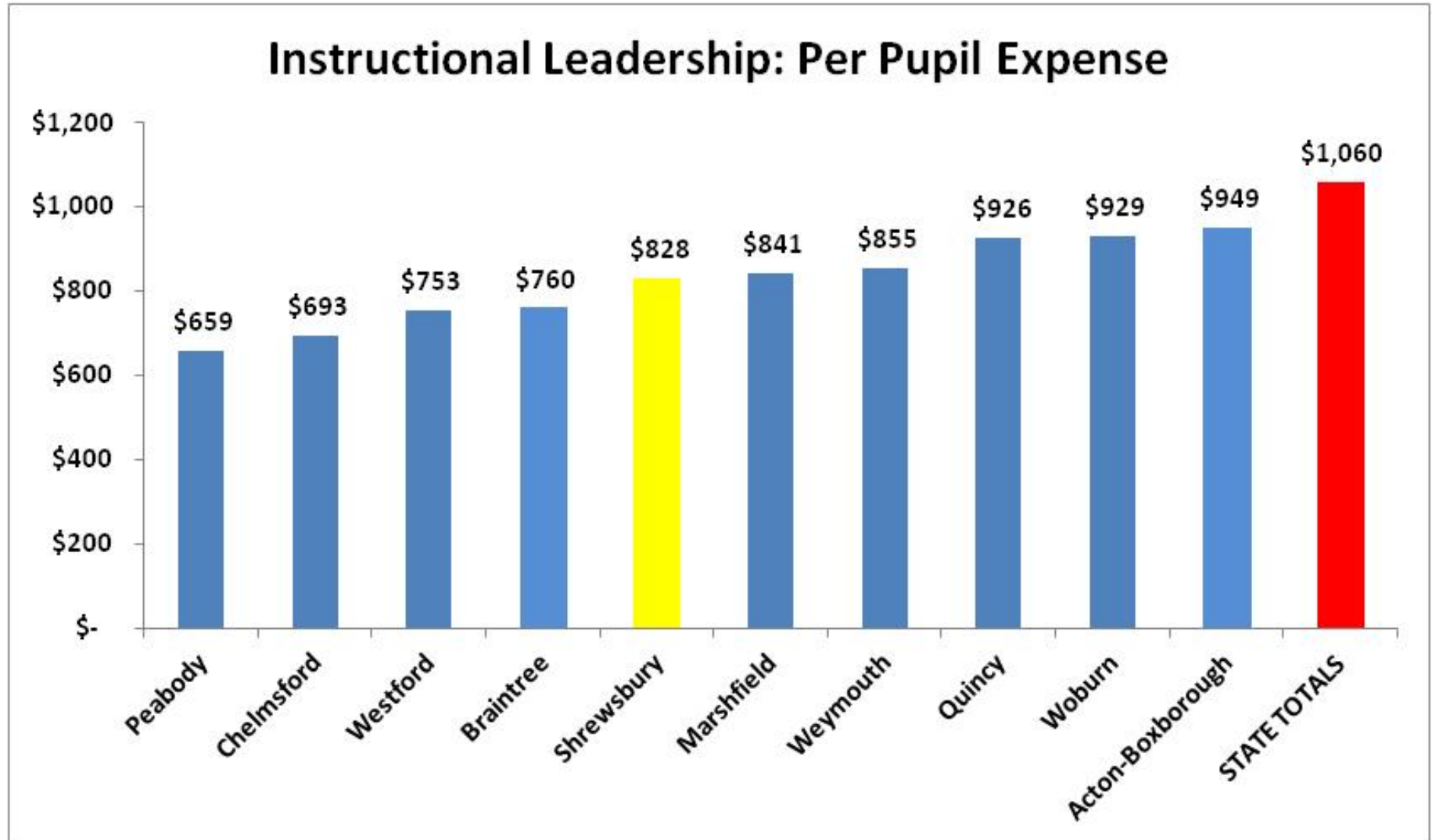
PPX Sub-Group Analysis: Administration



PPX Sub-Group Analysis: Instructional Leadership

- Rank 238 of 314
- Curriculum Directors (Supervisory)
- Dept. heads (Non-Supervisory)
- School Leadership
- Curriculum Leaders (School Level)
- Admin. Technology (School Level)
- Instructional Coordinators

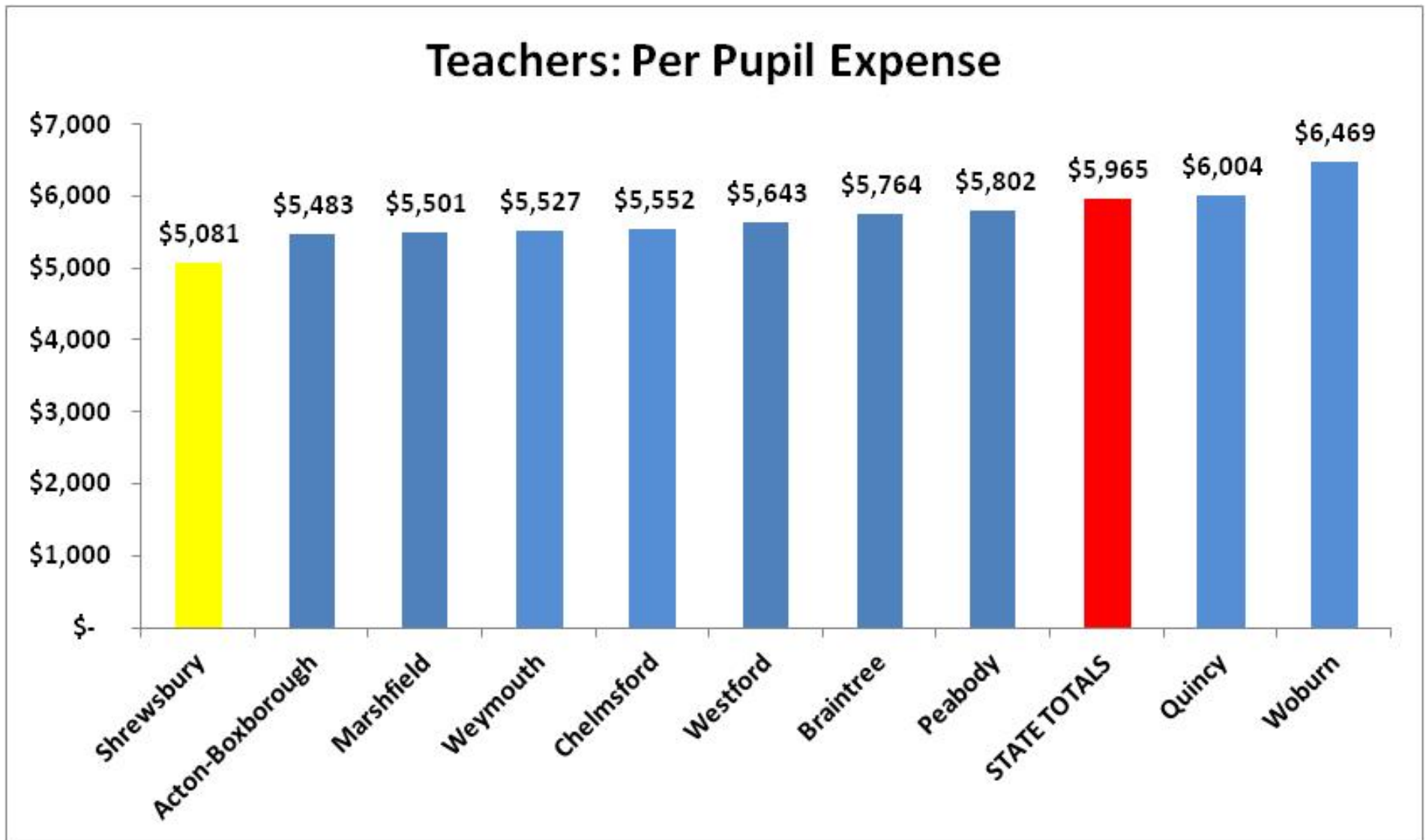
PPX Sub-Group Analysis: Instructional Leadership



PPX Sub-Group Analysis: Teachers

- Classroom Teachers
 - Specialist Teachers
-
- Rank 267 of 314

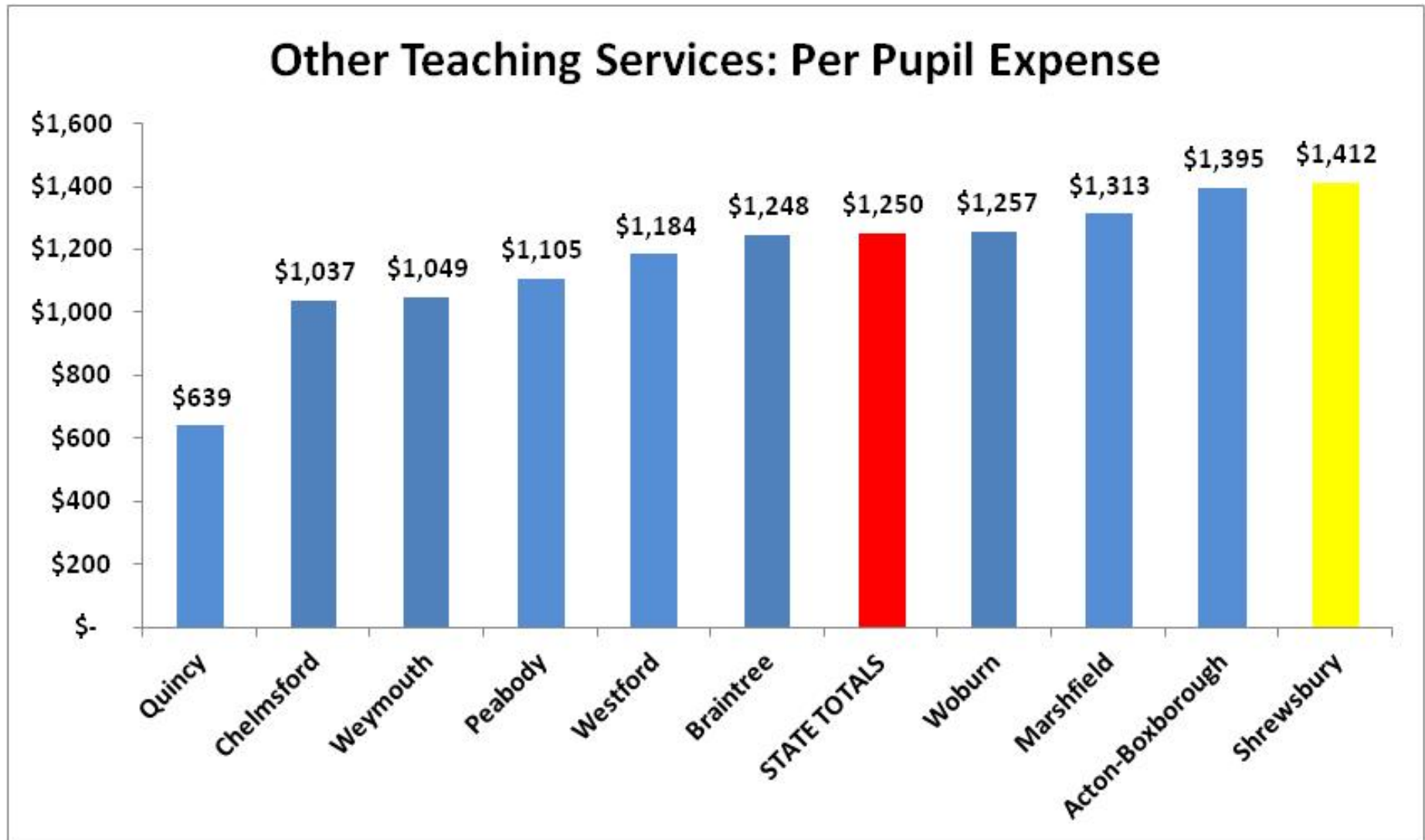
PPX Sub-Group Analysis: Teachers



PPX Sub-Group Analysis: Other Teaching Services

- Rank 101 of 314
- Medical/Therapeutic Services
- Substitute Teachers
- Paraprofessionals
- Librarians/Media Center Directors

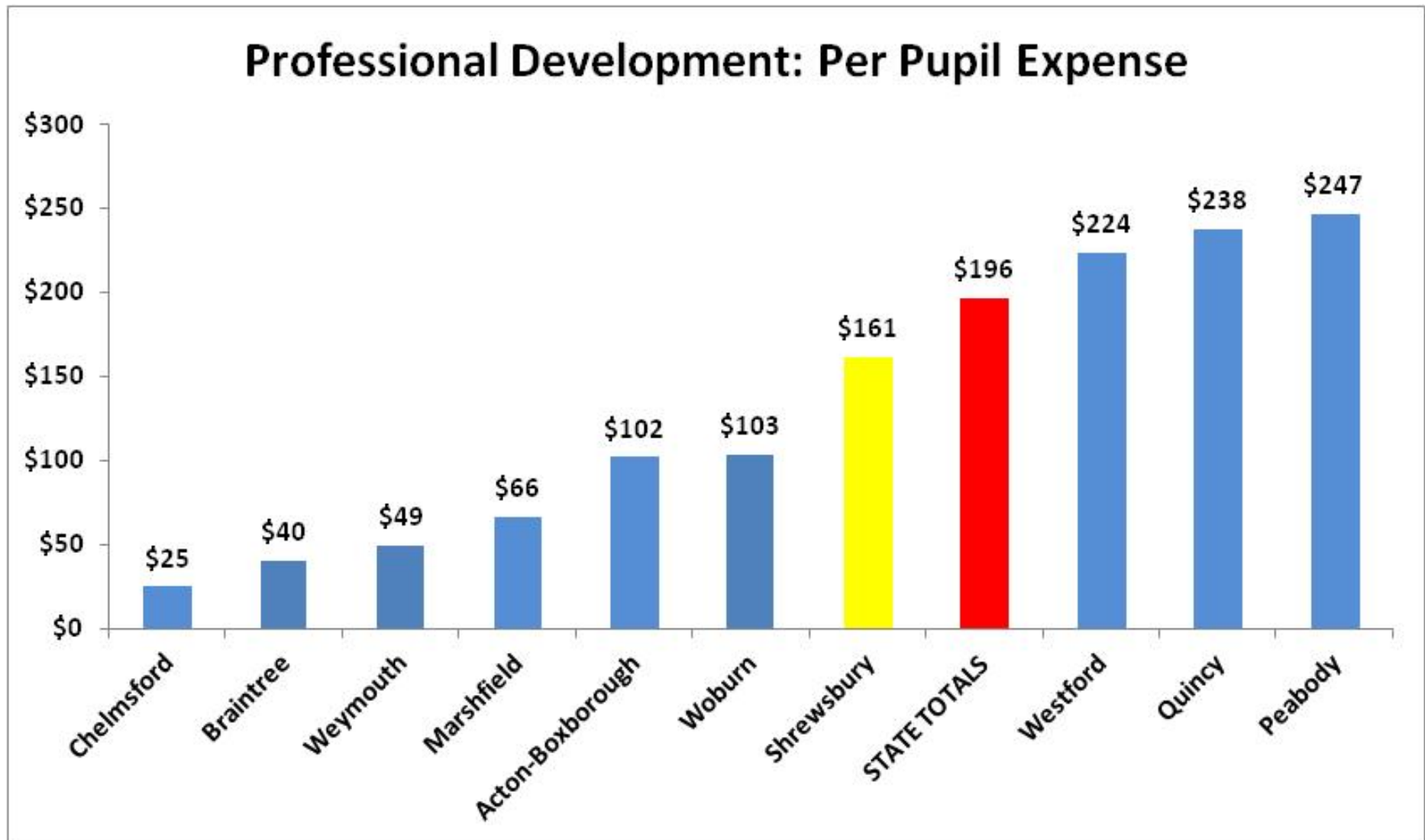
PPX Sub-Group Analysis: Other Teaching Services



PPX Sub-Group Analysis: Professional Development

- Rank 144 of 314
- Professional Development Leaders
- Professional days
- Substitutes for Prof. Development
- Professional Development Costs

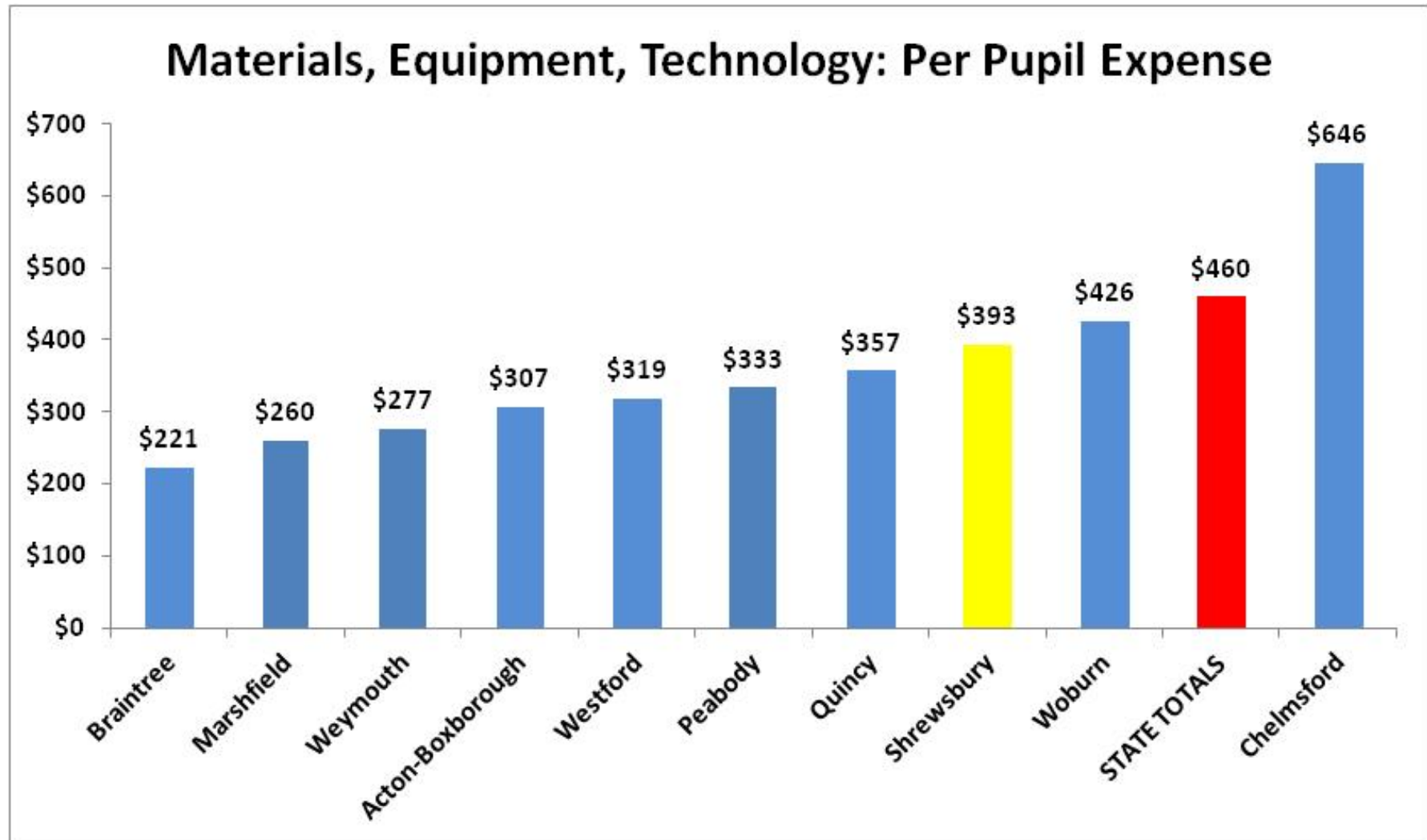
PPX Sub-Group Analysis: Professional Development



PPX Sub-Group Analysis: Materials, Equipment, Technology

- Rank 148 of 314
- Textbooks,
Software/Media/Materials
- Instructional Materials
(Library)
- Instructional Equipment
- General Classroom Supplies
- Other Instructional Services
- Classroom Technology
- Technology (Libraries)
- Instructional Software

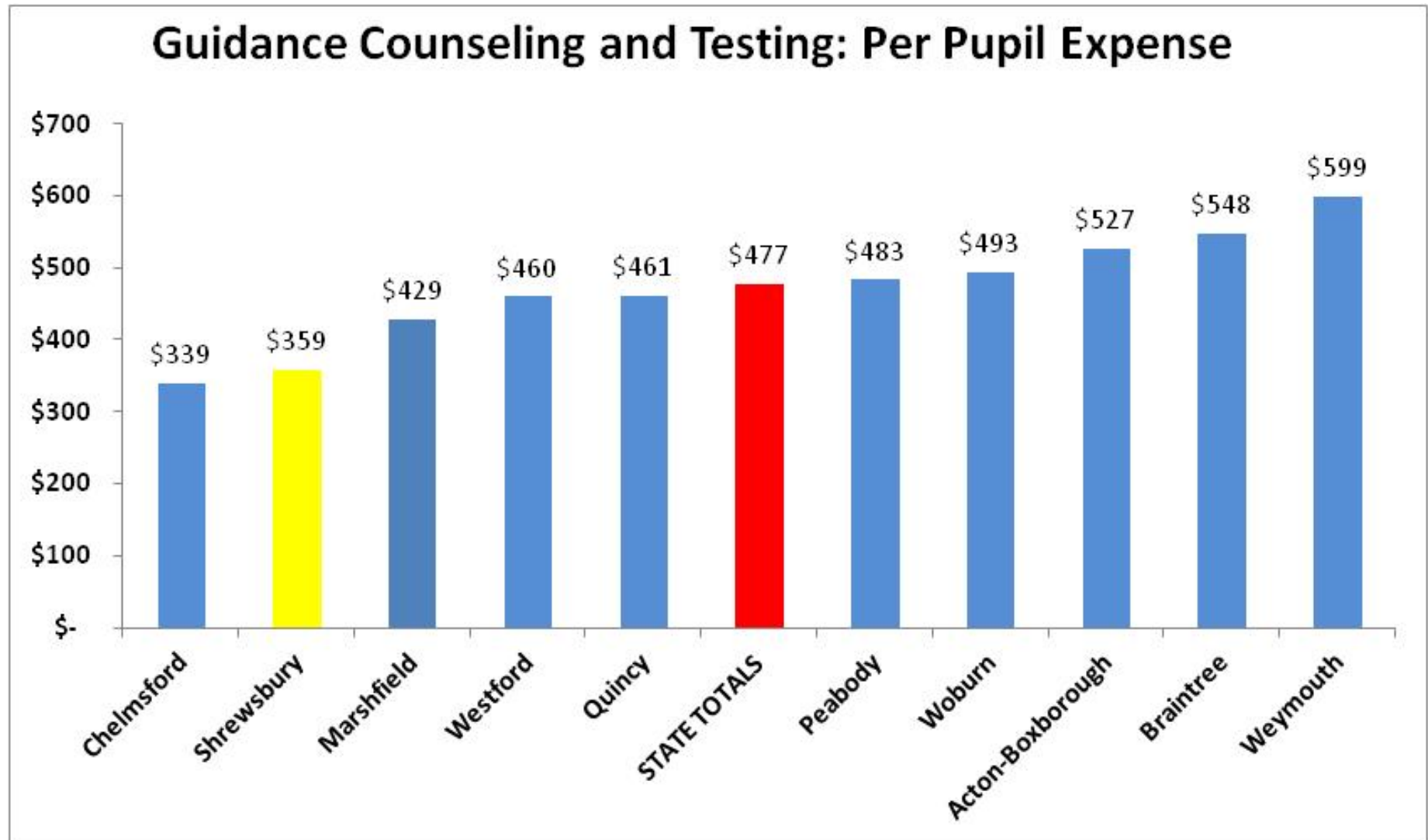
PPX Sub-Group Analysis: Materials, Equipment, Technology



PPX Sub-Group Analysis: Guidance Counseling and Testing

- Rank 257 of 314
- Guidance/Adjustment Counselors
- Testing and Assessment
- Psychological Services

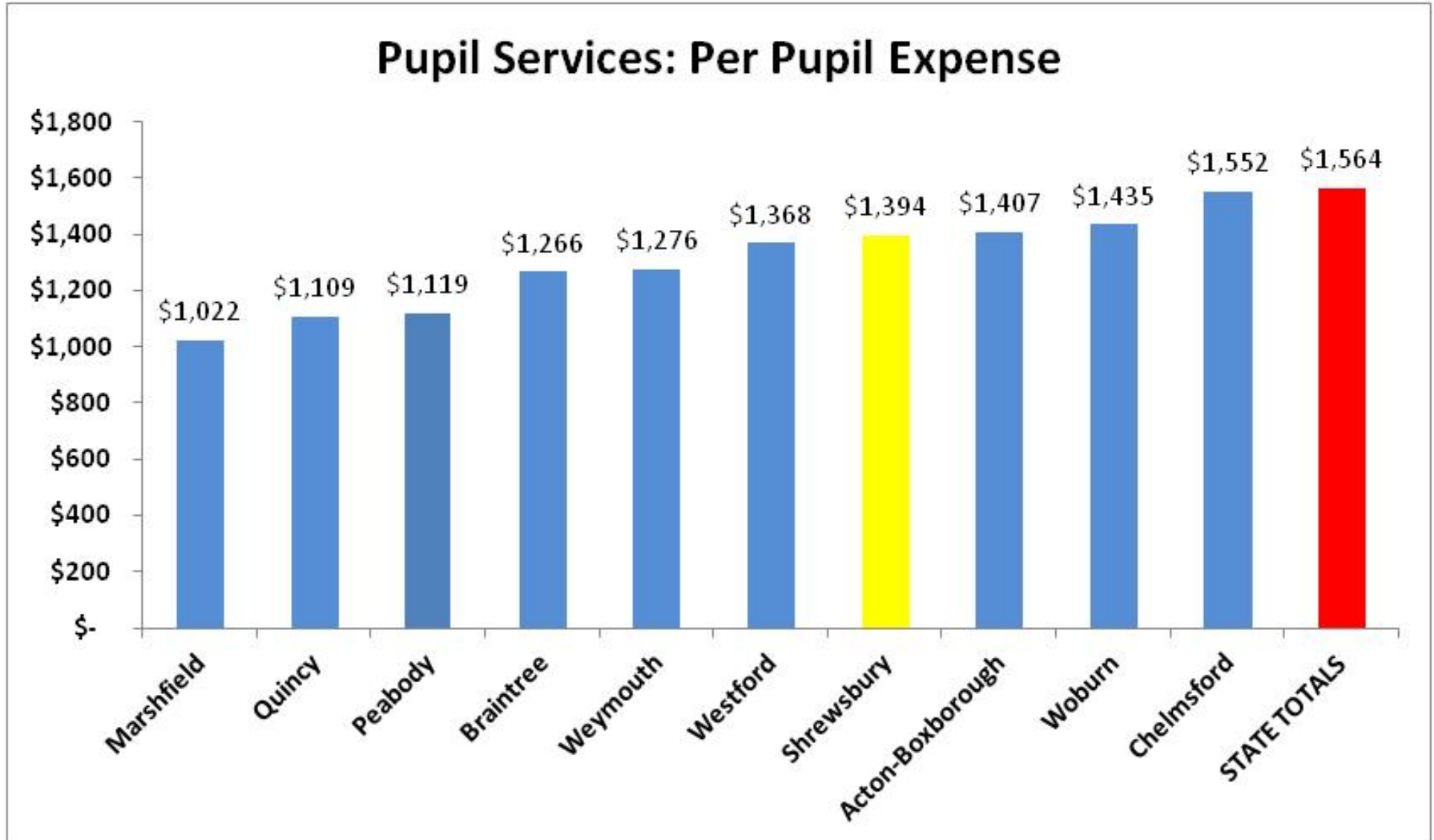
PPX Sub-Group Analysis: Guidance Counseling and Testing



PPX Sub-Group Analysis: Pupil Services

- Rank 180 of 314
- Attendance and Parent Liaisons
- Medical/Health Services
- Transportation Services
- Food Services
- Athletics
- Other Student Activities
- School Security

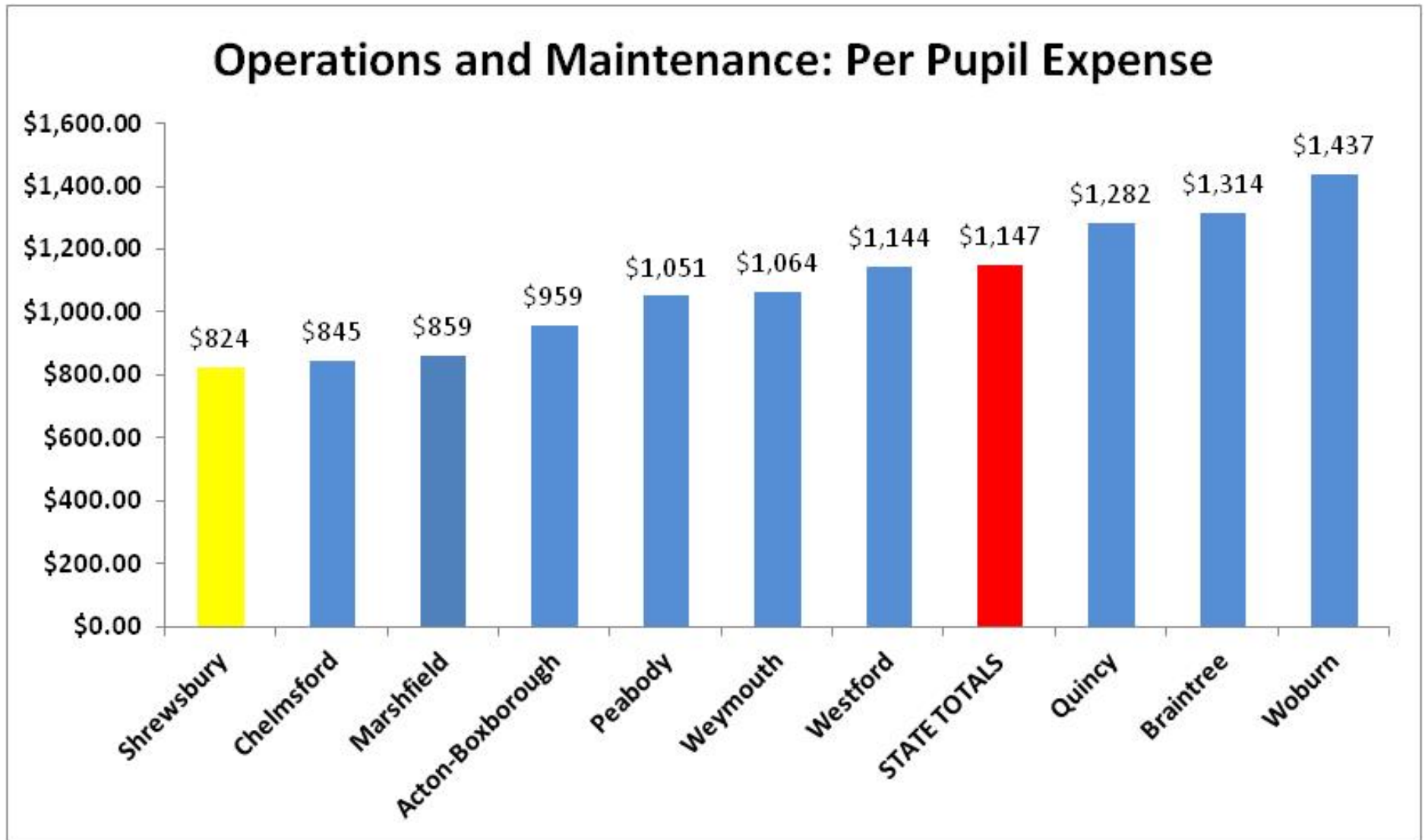
PPX Sub-Group Analysis: Pupil Services



PPX Sub-Group Analysis: Operations and Maintenance

- Rank 297 of 314
- Custodial Services
- Heating of Buildings
- Utility Services
- Maintenance of Grounds
- Maintenance of Buildings
- Building Security Systems
- Maintenance of Equipment
- Extraordinary Maintenance
- Networking/Telecommunications
- Technology Maintenance

PPX Sub-Group Analysis: Operations and Maintenance

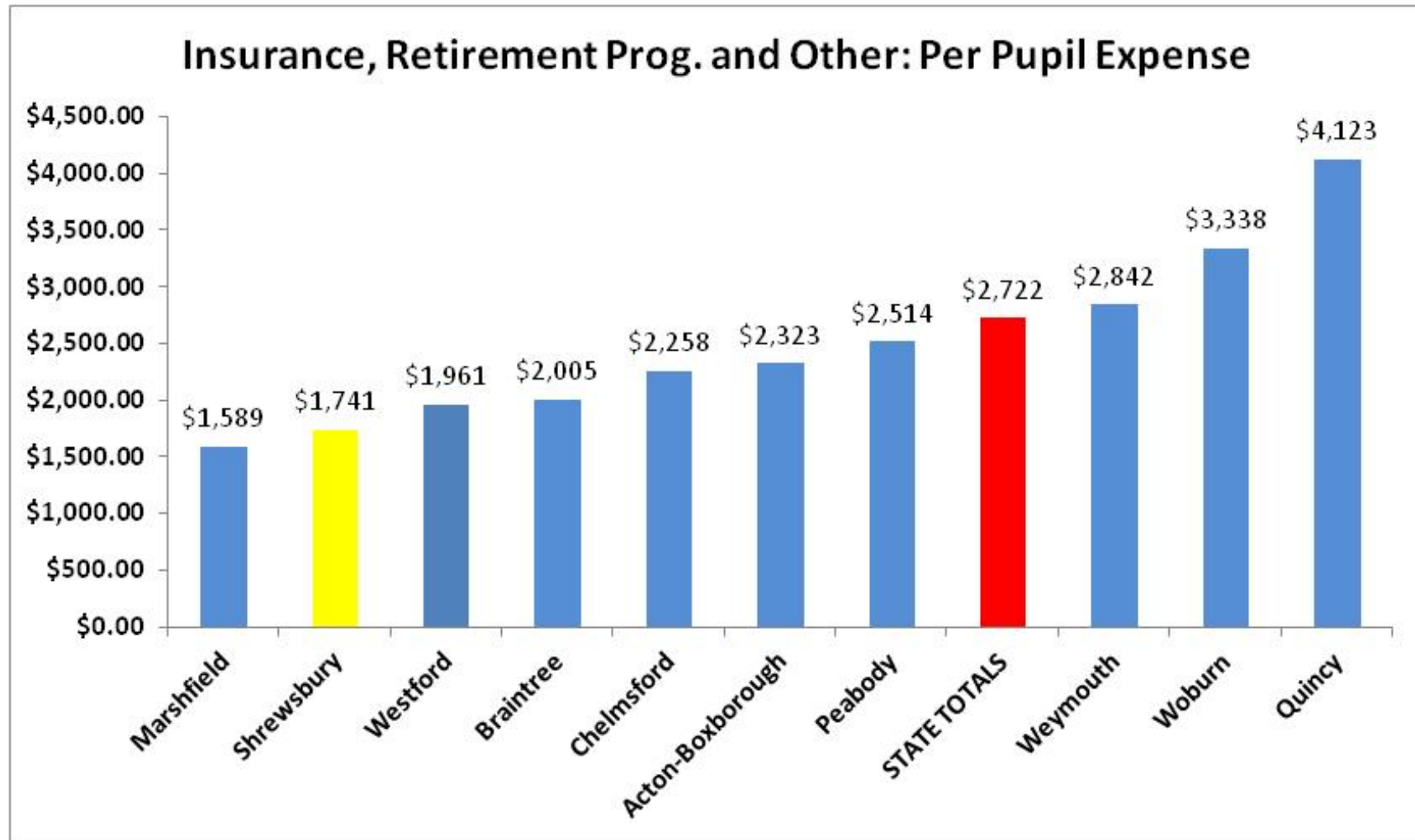


PPX Sub-Group Analysis:

Insurance, Retirement Programs & Other

- Rank 290 of 314
- Employer Retirement Contributions
- Employee Separation Costs
- Insurance for Active Employees
- Insurance for Retirees
- Other Non-Employee Insurances
- Rental Lease of Equipment
- Rental Lease of Buildings
- Short Term Interest RANS
- Other Fixed/Crossing Guards
- School Crossing Guards

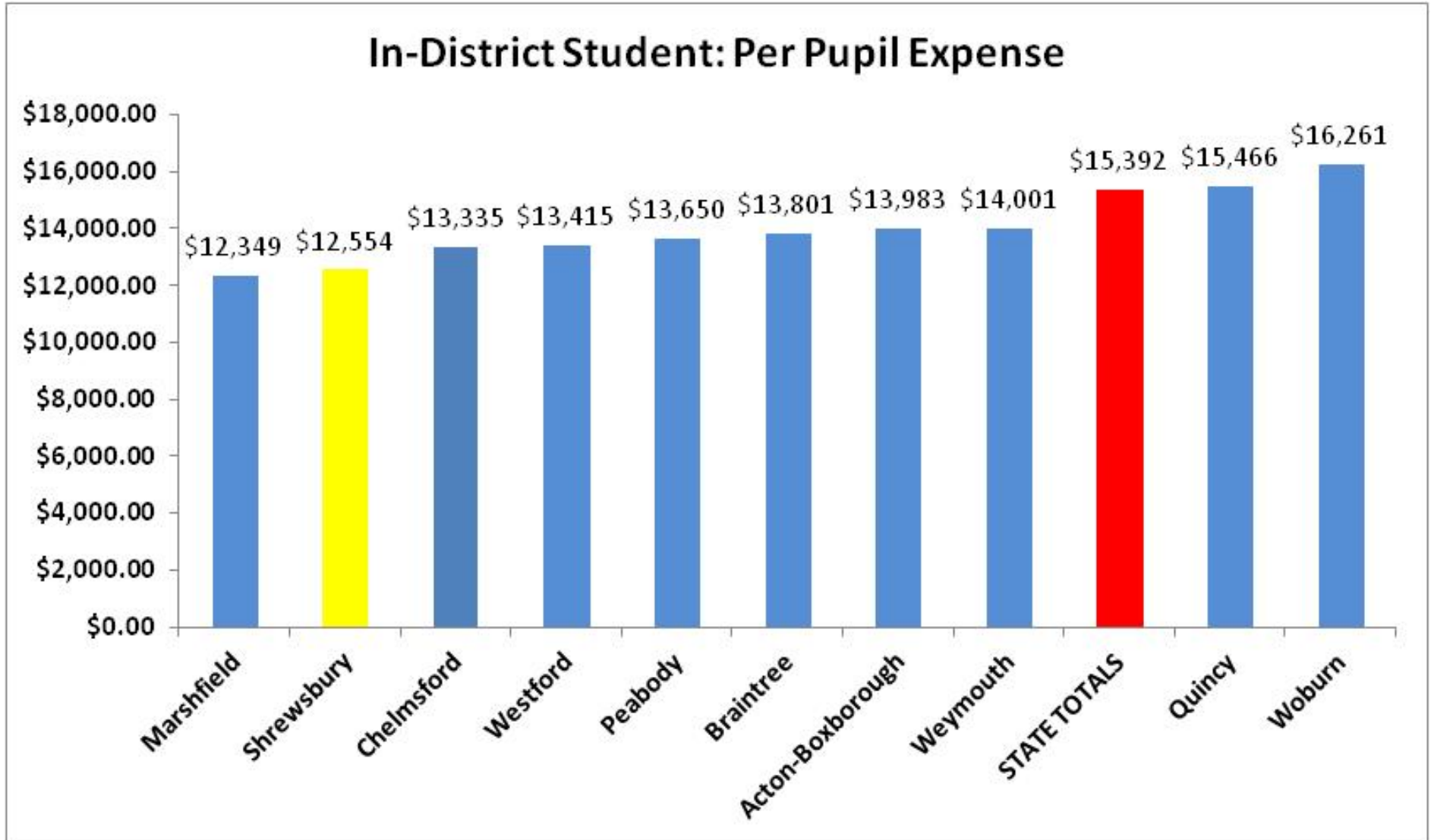
PPX Sub-Group Analysis: Insurance, Retirement Programs & Other



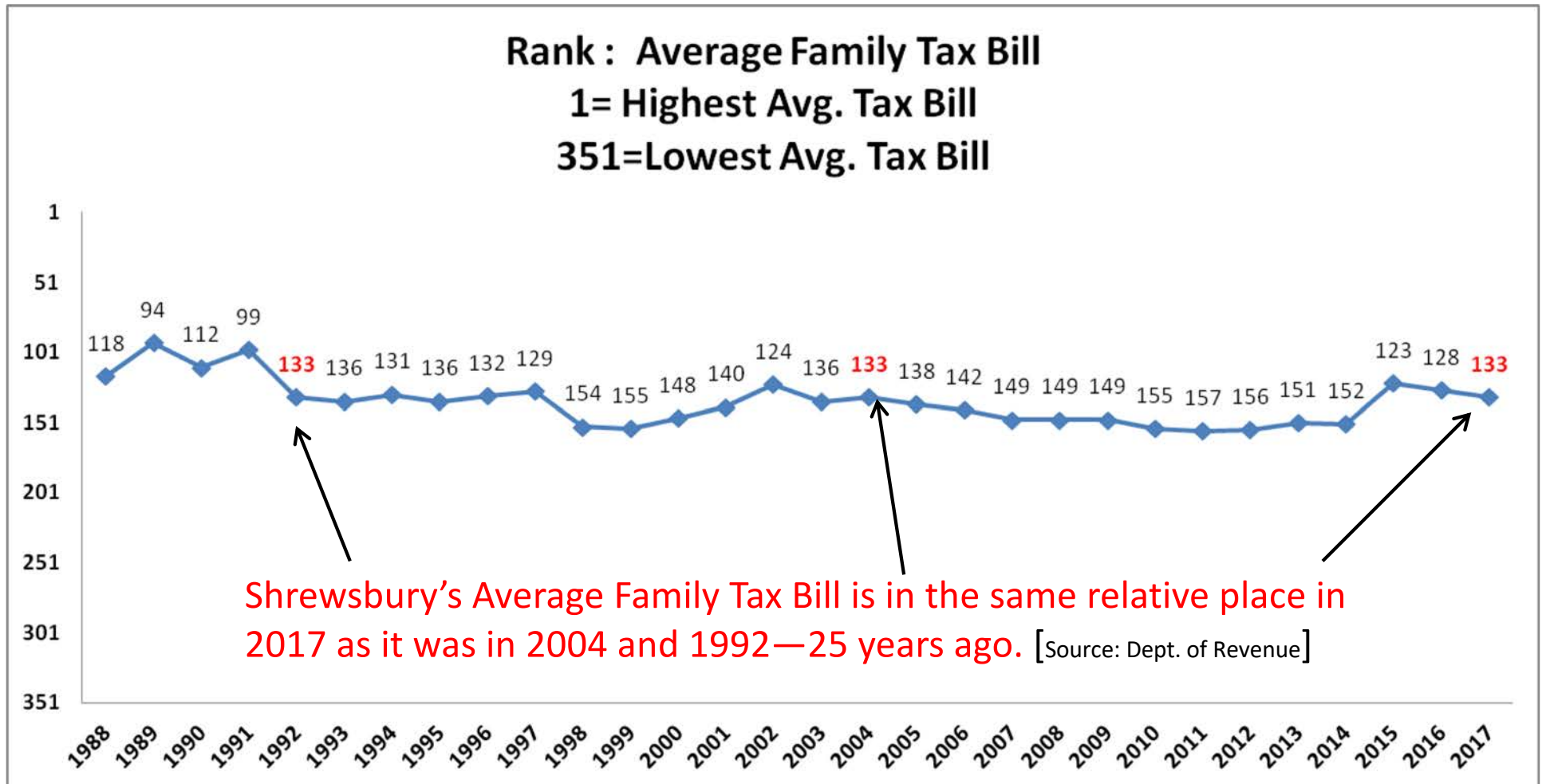
PPX Sub-Group Analysis: In District Student Expense

- Rank 285 of 314
- All expenses except costs for Out of District Students (special education, vocational, Charter, School Choice)

PPX Sub-Group Analysis: In District Student Expense



Tax Rank History



Other Facts

- Shrewsbury ranks #279 of 314 school districts reported thus far. [Data for 15 districts is not yet published.]
 - This is bottom 11th percentile
- *Shrewsbury ranks #69 of 351 Commonwealth communities in income per capita at \$53,031
 - This is the top 20th percentile
- *State average income per capita is \$41,859.
- * *Department of Revenue data from 2015-latest available*

Conclusions

- The different data sets all affirm Shrewsbury Public Schools is a comparatively “cost-efficient” organization
- If S.P.S. were spending at the state average per pupil, our budget would have to increase by \$15.9M [$6363.2 \text{ pupil FTE} \times \$2,497$]



SHREWSBURY PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

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

MEETING DATE: **3/28/18**

B. Fiscal Year 2019 Budget: Recommendations for Reductions

BACKGROUND INFORMATION:

Dr. Sawyer presented his recommendation for the FY19 School Department budget on January 31. Given that sufficient revenue will not be available to the town to support his recommendation, he is presenting a set of recommendations for potential budget reductions. The School Department administration has worked to identify reductions that would be necessary to close the budget gap, while minimizing negative impacts for students and staff. The recommended reductions are presented in prioritized tiers to illustrate what is recommended to be cut from the budget plan, depending on the level of funding available. Budget materials will be provided under separate cover in advance of the meeting.

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:

Dr. Joseph M. Sawyer, Superintendent of Schools

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



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **3/28/18**

C. Financial Reality Fair Grant: Vote to Accept

BACKGROUND INFORMATION:

Shrewsbury High School (SHS) has been awarded \$2,500 from the State Treasurer's Financial Education Innovation Fund to support a "Credit for Life" fair per the enclosed letter. The *Reality Check* fair will be held at SHS on Tuesday, May 1st. High school students who have learned basic budgeting concepts in the classroom will have an opportunity to interact with professionals who provide real-life data in order to develop a personal budget.

ACTION RECOMMENDED:

That the Committee vote to accept a grant of \$2,500 from the State Treasurer's Financial Education Innovation Fund to support a "Credit for Life" fair.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools



The Commonwealth of Massachusetts
Office of the State Treasurer
Office of Economic Empowerment
Boston, Massachusetts 02108-1608

Deborah B. Goldberg
Treasurer and Receiver General

Mayna Van Tassel
Executive Director

January 15, 2018

Jean-Marie Johnson
Shrewsbury High School
64 Holden St
Shrewsbury, MA 1545

Dear Jean-Marie Johnson,

Congratulations! It is my pleasure to notify you that Shrewsbury High School has been awarded \$2,500 from the State Treasurer's Financial Education Innovation Fund. This grant is designated to support a "Credit for Life" fair in your community. The program offers an exciting and effective opportunity for students to learn how to make real world, personal financial decisions around saving, spending, and budgeting based on one's career and lifestyle.

Funding for this award has been provided by the Office of Consumer Affairs and Business Regulation through its Division of Banks settlement from alleged unlawful lending practices. This award is subject to the conditions outlined in the grant application, as well as the completion and delivery of the enclosed Standard Contract. The form should be sent to the Office of Economic Empowerment (One Ashburton Place, 12th Floor, Boston, MA 02108) by Friday, January 26, 2018.

As Treasurer, I am committed to ensuring our empowerment programs reach people in every corner of our state. In fact, since this program's inception, our Office of Economic Empowerment estimates it has served more than 26,000 students at over 70 different high schools throughout the Commonwealth. I am also pleased to share that this grant cycle will support several Massachusetts special education programs. This will be an important step in meeting the unique needs of students with disabilities, by building their confidence around saving and managing their own money.

Please contact Pam Tobey, the Business Manager, at 617-367-9333 x 615 if you would like to discuss our program further or if you have any questions. Again, congratulations, and thank you for making a commitment to enhance financial education in our state.

Best regards,

A handwritten signature in black ink, appearing to read "Deborah B. Goldberg".

Deborah B. Goldberg
Treasurer and Receiver General

Phone: 617.367-3900 **Office:** One Ashburton Place, 12th Floor, Boston, MA 02108-1608 **Web:** www.mass.gov/treasury/empowerment



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **VIII. Old Business**

MEETING DATE: **3/28/18**

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

MEMBERS/STAFF AVAILABLE FOR PRESENTATION:



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **IX. New Business**

MEETING DATE: **3/28/18**

A. Superintendent's Goals: Presentation & Vote

BACKGROUND INFORMATION:

In 2016, Committee members and Dr. Sawyer changed the timetable so that the Superintendent's Performance Evaluation could be done at the end of the calendar year going forward. The proposed Superintendent's Goals (enclosed) are to be completed by the close of the 2018 calendar year.

ACTION RECOMMENDED:

That the Committee vote to approve the Superintendent's Goals for the 2018 calendar year.

STAFF AVAILABLE FOR PRESENTATION:

Dr. Joseph M. Sawyer, Superintendent of Schools



Shrewsbury Public Schools

Joseph M. Sawyer, Ed.D.
Superintendent

March 23, 2018

To: School Committee
From: Joe Sawyer
Re: Proposed Goals for 2018

After careful consideration of ways in which I might best focus my efforts on meaningful goals related to our new vision and strategic priorities, I am proposing the following for your consideration and approval.

The format of the following goals is in keeping with the guidelines provided by the Department of Elementary & Secondary Education for performance goals to be “S.M.A.R.T.” goals, i.e., S=Specific and Strategic; M=Measurable; A=Action Oriented; R=Rigorous, Realistic, and Results-Focused; T=Timed and Tracked.

Student Learning S.M.A.R.T. Goal

By the end of 2018, the Superintendent of Schools will have worked with the leadership team to a) determine key data elements related to academic performance and other indicators of student success and well-being; b) analyze these data elements in order to identify areas for improvement and performance gaps between student populations; and c) create a tool or tools that enable effective communication of these indicators to external and/or internal audiences and allow progress to be tracked over time (such as a “dashboard”).

Potential actions to achieve this goal:

Work with members of the leadership team to:

- Review various data tools available to the district through the Department of Elementary & Secondary Education, such as EDWIN and RADAR, in order to determine potentially useful data elements and reporting tools
- Determine whether and how any district quantitative or qualitative data, that is currently or could be collected, might be included

- Analyze selected performance indicators to identify areas for improvement and performance gaps between student populations
- Create a mechanism or approach to track the selected performance indicators over time
- Develop a communication tool or tools to inform internal and/or external stakeholders regarding current status and progress on the selected indicators

This student learning goal is directly connected to the 2018-2022 strategic priority “Learning environments where everyone’s success matters” and the 2018-2022 strategic goal “analyze data related to academic performance and other indicators of success to identify existing gaps among populations; determine and implement action steps for improvement; and demonstrate success at closing these gaps.”

Professional Practice S.M.A.R.T. Goal

By the end of 2018, the Superintendent of Schools will have worked with the leadership team to build widespread awareness and understanding of the district’s vision and strategic priorities, so that at least 80% of parents and 90% of staff agree that they are well informed regarding the *Portrait of a Shrewsbury Graduate* and the *2018-2022 Strategic Priorities & Goals*.

Potential actions to achieve this goal:

Work with members of the leadership team to:

- Utilize various communication channels to emphasize various elements of the *Portrait of a Shrewsbury Graduate* and the *2018-2022 Strategic Priorities & Goals*, including:
 - E-mail listserv messages
 - External publications (e.g. *Shrewsbury School Journal*, SPS Annual Report)
 - Internal staff newsletters
 - Local cable television shows
 - Video content
 - District and school websites
 - Social media messages (text, visual, and video)
 - Messaging at district and school events and meetings
 - Posted messages in school buildings
- Collect survey data to determine effectiveness of these communications



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

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

MEETING DATE: **3/28/18**

BACKGROUND INFORMATION:

The minutes are enclosed.

ACTION RECOMMENDED:

That the Committee accept the minutes from the School Committee meeting held on March 14, 2018.

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, March 14, 2018

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.

This meeting was held in the Bent Presentation Room at Shrewsbury High School. The meeting was convened by Dr. Magee at 7:03 pm.

I. Public Participation

None.

II. Chairperson's Report & Members' Reports

None.

III. Superintendent's Report

Dr. Sawyer noted that he was proud of high school and middle school students who participated in the National School Walkout honoring victims of the recent shooting at Marjory Stoneman Douglas High School in Parkland, FL, earlier in the day. He visited Shrewsbury High School's (SHS) event which he described as respectful, and felt it sent a strong message honoring the victims and promoting safe schools for all. Dr. Sawyer indicated that the principals at SHS, Oak, and Sherwood all did an excellent job in creating the opportunity for students to have a voice through these exercises.

IV. Time Scheduled Appointments:

A. Student Recognition: SHS Boys Track State & New England Champion Relay Team

Dr. Magee advised that the SHS Boys Track State & New England Champion Relay Team would be recognized at a future meeting.

B. SHS Student Advisory Committee: Report

Student Advisory Committee (SAC) student members Benjamin George (SAC Chair), Maya McCollum, Erica Hanlon, Paulina Hruskoci, and Prisha Singh, gave a report to the Committee that included information on recent SHS student accomplishments (in multiple winter athletics, performing arts, and clubs), events (student travel opportunities, the Black History Month Assembly, and the school walkout held earlier in the day), and future plans (new course options for next year, and a vegetarian food survey).

In response to questions from the Committee, the students addressed new course options (including Foundations in Physical Education and the Capstone Exhibition); provided their personal reactions to the student walkout (it was respectful, positive, and gave several options to students who wanted to participate); and gave additional detail on Work Study options.

V. Curriculum

None.

VI. Policy

A. Staff Travel Policy: Vote

The first reading of a draft of new Policy 935: Staff and School Committee Travel and Reimbursement was held at the School Committee meeting on February 28, 2018, and was then posted for public viewing and comment. The Committee advised they had not received any feedback from the public. On a motion by Mr. Palitsch, seconded by Ms. Canzano, the Committee voted unanimously to approve new Policy 935 (Staff and School Committee Travel and Reimbursement) as presented.

B. Harassment Policy Update: First Reading

Mr. Palitsch advised that the policy draft had been reviewed and discussed by him and Ms. Canzano (both are members of the Policy Subcommittee), noted that it reflected their feedback, and felt it was a thoughtful and responsible policy. Ms. Malone went on to highlight key changes in the new policy, including that it: encompasses all forms of harassment (the current policy is titled “Sexual Harassment”); addresses social media; offers stronger language around retaliation; addresses verbal and written complaints; encourages individuals to report any concerns they have; and allows for reporting to multiple points of contact.

Dr. Magee advised that the policy draft would be posted for public viewing and comment, and Dr. Sawyer noted that he would check in with various employee groups regarding the draft.

VII. Finance & Operations

A. Extended School Care Program: Report & Tuition Recommendation

Ms. Karen Isaacson, Director of Extended Learning, began her report on the Extended School Care (ESC) Program by noting that demand continues to grow, with 180 people on the waiting list for this year. She went on to provide a financial perspective (all funding comes from parent

tuition, recent expenses have exceeded revenue which has led to an eroded fund balance); a FY19 projection with no tuition change (showing a loss of \$123,550.00); a FY19 projection with the proposed changes (around tuition, sibling discounts, and early release fees - showing a profit of \$1,000.00); financial aid information illustrating the sliding scale utilized by ESC; expense information (wages = 75%); information on the financial impact of early release days (which require additional staff hours and resources); rate history and a recommendation (3% increase for 2018); a local rate comparison (Shrewsbury is low, and is below the state reimbursement rate); the sibling discount and its impact to families if changed; and current enrollment/staffing ratios.

Dr. Magee advised that the Committee received feedback on the proposed changes to increase ESC fees (which were first presented at the meeting on February 28, 2018), and that the majority of responses were in favor of the increases, except for the proposed changes to the sibling student discount. The Committee noted the ESC program is an important but optional service to families that is self-funded and must cover expenses. In response to questions from the Committee, Ms. Isaacson provided additional information on the sliding fee scale (ESC dropped the state voucher program to allow SPS to serve more families), noted that space limitations limit participation, and advised that the 1:10 staff/student ratio allows for adequate coverage of students enjoying multiple activities even in the event of occasional staff absences.

Mr. Collins noted that he recommended the proposed fee changes, and ongoing even, steady increases, and Dr. Sawyer added that he also supported the recommended changes.

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

Dr. Magee advised that at the School Committee meeting on February 28, 2018, a number of proposed changes to fee and tuition rates were discussed: increases to busing, athletics, activities (at Oak Middle School), preschool programs, and ESC (3% increase in tuition rates, the elimination of the sibling discount, and the addition of a \$25 per student fee charged for each early release day); and a decrease to Full Day Kindergarten (FDK) to facilitate phasing-in free FDK. He again noted that most feedback they received was relevant to the ESC program. Committee members advised that while they much prefer to not implement fees, the district is fee dependent and the fees are necessary to maintain the program at SPS and to keep class sizes low, and voiced support for the recommended changes. Dr. Sawyer expressed his support, and noted his memo to the Committee with his recommendations for fee and tuition adjustments for Fiscal Year 2019 that was provided in the materials for the meeting. On a motion by Ms. Fryc, seconded by Ms. Canzano, the Committee voted unanimously to accept the changes to fee and tuition rates (for Fiscal Year 2019) as presented (in the Superintendent's recommendation memo).

C. Fiscal Year 2018 Update: Report

Mr. Collins advised that his update was current to February 25, 2018, and projected a year end surplus of approximately \$367,000, which represents 0.6% of the total budget. He highlighted variances in some of the 19 reportable categories included in the report, and described

assumptions about Circuit Breaker funding, which he noted can be volatile and operates on a carry-forward basis.

VIII. Old Business

None.

IX. New Business

A. Beal Reuse Committee Request for Feedback: Vote

Dr. Magee noted that the Committee received a letter from Mr. Maurice DePalo, member of the Board of Selectmen and Chairman of the Beal Reuse Committee, requesting feedback from the School Committee to see if the School Department has an interest in retaining possession and use of the existing Beal building at such time a new Beal School is built. Dr. Magee advised that in consultation with Dr. Sawyer, a response could be constructed advising that the plan is to provide a replacement for the existing school, and that the School Department does not intend to continue to utilize the existing building or site for educational or administrative use once its current use is no longer needed. It was stated that this is with the understanding that formal decisions regarding closure and control of the site will need to be made at a future time, and the current School Committee cannot bind a future School Committee who would be making that decision. Mr. Palitsch recommended that the School Committee write a letter to the Beal Reuse Committee along the lines of the recommendations from the Superintendent in his memo to the School Committee on reuse of the building.

On a motion by Mr. Palitsch, seconded by Ms. Fryc, the Committee voted unanimously to authorize the Chair to send a written response to the Beal Reuse Committee along the lines of the Superintendent's recommended course of action (relative to the School Committee's intention regarding the Beal building and parcel once it is no longer required for its current use).

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

Dr. Magee began by acknowledging concerns regarding maintaining services from year to year at SPS due to cuts resulting from ongoing budget issues, and noting a need to effectively communicate the importance of maintaining level services to the community. His detailed presentation on communicating this data included information on: form and content; a suggested menu (featuring costs, services, and results); outcomes for students in multiple categories; per pupil expense; the budget gap; revenue and expenses; services; how other districts communicate (Arlington uses the ClearGov product); and presenting data in a clear, graphic way, like a dashboard.

Committee members and Dr. Sawyer thanked Dr. Magee for his work and acknowledged the importance of consistently presenting information in a way that is understandable and accessible, and that translates to the classroom. Dr. Sawyer advised that a great deal of data is already presented by the district, but not necessarily in one place. It was also noted in the discussion that

one key piece would be around the capacity to give form to the project, as the district is limited in terms of staffing and technology resources.

X. Approval of Minutes

Without objections from the Committee, the minutes from the School Committee meeting held on February 28, 2018, were accepted as distributed.

XI. Executive Session

Dr. Magee requested a motion to adjourn to executive session for the purposes of negotiations with the Shrewsbury Paraprofessionals Association, where deliberation in an open meeting may have a detrimental effect on the bargaining position of the public body, as well as to review and approve previous executive session minutes, and to reconvene to open session only for the purpose of adjourning for the evening. On a motion by Mr. Palitsch, seconded by Ms. Canzano, on a roll call vote: Mr. Palitsch, yes; Ms. Canzano, yes; Ms. Fryc, yes; Mr. Wensky, yes; Dr. Magee, yes, the School Committee voted to adjourn to executive session at 8:56 pm.

XII. Adjournment

On a motion by Mr. Palitsch, seconded by Mr. Wensky, the committee unanimously agreed to adjourn the meeting at 9:39 pm. Roll call votes were as follows: Dr. Magee, yes; Mr. Wensky, yes; Mr. Palitsch, yes; Ms. Canzano, yes; Ms. Fryc, yes; and Ms. Canzano, yes.

Respectfully submitted,

Elizabeth McCollum, Clerk

Documents referenced:

1. SAC Agenda
2. Employee Travel Policy 935 Draft
3. Harassment Policy Draft
4. Existing Policy 316
5. Extended School Care Report
6. Extended School Care Slides
7. Superintendent's Recommendations on FY19 Fees Memo
8. FY18 Budget Update
9. Beal Committee Reuse Letter
10. Superintendent's Response to Letter from Beal Reuse Committee
11. Keeping Public Informed/Dashboard Slides
12. Set(s) of Minutes as Referenced Above



**SHREWSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

ITEM NO: **XI. Executive Session**

MEETING DATE: **3/28/18**

A. For the Purpose of Negotiations with the Shrewsbury Paraprofessionals Association

B. For the Purpose of Reviewing and Approving Executive Session Minutes

BACKGROUND INFORMATION:

Executive session is warranted for these purposes.

ACTION RECOMMENDED:

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

STAFF AVAILABLE FOR PRESENTATION:

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

ITEM NO: **XII. Adjournment**