



Shrewsbury Public Schools

Patrick C. Collins, Assistant Superintendent for Finance & Operations

Preliminary List of Tasks Leading to a Grade Configuration Decision

Task	Responsible Party	Timeline
Survey staff	Central Office	Early September
Survey parents	Central Office	Early September
Hold public forums for input	Superintendent and School Committee	September and October
Produce a cable TV show on the topic	SLT and School Committee	Mid-September
Survey research on the topic	Asst. Superintendent-Curriculum	By 9/15
Develop a Fact Sheet for distribution and communication to School Councils, SEPAC, PTOs and discuss decision-making process at respective meetings	Central Office	By 9/15
Produce school-specific enrollment projections	Asst. Superintendent-Finance	By 9/15
Provide updates to elected officials [BOS, FinCom, Town Meeting]	Superintendent and School Committee	September and October
Provide regular updates to School Committee during scheduled meetings	Central Office	
Survey other MA school districts on their grade configurations	Central Office	Nearly complete
Estimate cost differences regarding Beal project for addition/renovation or new construction	Design Team	Early October
Estimate any differences in transportation logistics or costs	Central Office	Early October
Feature article in Shrewsbury School Journal	School Committee	Does time allow or is this post-decision
Provide Updates in Community Bulletin	Superintendent	September and October
Provide regular updates to Building Committee on decision-making process	S. Fryc, J. Sawyer, P. Collins	September and October
Review staff impact of a K-1 versus a K-4 solution with respect to licensure considerations and processes for redeployment of staff	Director of HR	Early October
School Committee Vote on Future Grade Configuration	School Committee	10/25

