



**School Committee  
Meeting**

**June 4, 2014  
7:00 pm**

**Town Hall  
Selectmen's Meeting Room**



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING  
AGENDA  
June 4, 2014 7:00pm  
Town Hall—Selectmen's Meeting Room



Items

Suggested time allotments

I. Public Participation	7:00 – 7:10
II. Chairperson's Report & Members' Reports	
III. Superintendent's Report	
IV. Time Scheduled Appointments	
A. Retiring Educators: Recognition	7:10 – 7:30
B. Health & Safety Committee: Annual Report	7:30 – 7:50
C. Nursing: Annual Report	7:50 – 8:10
D. Food Services: Annual Report	8:10 – 8:30
E. Special Education Parent Advisory Committee: Annual Report	8:30 – 8:50
V. Curriculum	
VI. Policy	
VII. Budget	
VIII. Old Business	
IX. New Business	
X. Approval of Minutes	8:50 – 8:55
XI. Executive Session	
XII. Information Enclosures	
XIII. Adjournment	8:55

**Next regularly scheduled meeting: June 11, 2014**



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **I. Public Participation**

MEETING DATE: 6/4/14

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:

Dr. B. Dale Magee, Committee Member

Mr. Jason Palitsch, Committee Member

Ms. Erin Canzano, Committee Member

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. Retiring Educators: Recognition**

MEETING DATE: **6/4/14**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee recognize the eight teachers and four paraprofessional/ support personnel who are retiring this year from the Shrewsbury Public Schools?

**BACKGROUND INFORMATION:**

This year eight teachers are retiring from the Shrewsbury Public Schools. Collectively these eight individuals have devoted 230 years of service to the education profession, an average of 29 years per person! We would also like to recognize four retiring individuals who have held a position as either a Child Specific Aide, Instructional Aide or Specialist. We thank them for their dedication and commitment, and wish them each many happy and healthy years of retirement. Attached is a brief employment history of each individual.

**ACTION RECOMMENDED:**

That the School Committee hear the presentation and recognize the 12 staff members who are retiring this year from the Shrewsbury Public Schools.

**STAFF AVAILABLE FOR PRESENTATION:**

**STAFF AND OTHERS AVAILABLE FOR PRESENTATION:**

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



## **THANK YOU TO OUR RETIRING EDUCATORS**

Eight educators are coming to the end of their education careers after having served the children of Shrewsbury for a combined total of 230 years. This represents an average of almost 29 years of service Shrewsbury for these retirees. Each of these talented educators is recognized for their commitment and dedication to the children of Shrewsbury. Listed below are the names, position, school and years of service to Shrewsbury. We wish them a happy, healthy, and relaxing retirement!

### **Mary "Beth" Bedrosian**

Ms. Bedrosian has served 23 years of her 30 years in Education at Shrewsbury High School as a Special Education Teacher.

### **Patricia Degon**

With 36 years in education and 33 of those years served in Shrewsbury, Ms. Degon began as an elementary Physical Education Teacher at Coolidge Elementary and has served as Curriculum Associate for Health, Health Director, Department Director for Health and Physical Education and the Director of Physical Education, Health and Family Consumer Science for the district starting in 2004.

### **Susan DiLeo**

Ms. Dileo has served 27 years in education, with all 27 years served in Shrewsbury. She began her career as a long-term substitute teacher at the High School and has been serving the last many years as an adjustment counselor at Oak Middle School.

### **Georgia Demarky-Anderson**

Ms. Demarky-Anderson has served 38 years as an educator, with all 38 years devoted to Shrewsbury students. She is retiring as the Elementary Music Teacher at Paton and Floral Street Schools.

### **Jane Goddard**

With 30 years in education, 14 served in Shrewsbury, Ms Goddard is retiring as an English Language Arts Teacher from Oak Middle School.

### **Bonnie Narcisi**

With 35 years in education and 16 of those years served in Shrewsbury, Ms. Narcisi has served those 16 years as the Director of Music and Theatre for the District.

### **Amy O'Leary**

Ms. O'Leary is retiring after having attained 50 years as an educator and serving all of those 50 years in Shrewsbury. She has taught various Social Sciences courses, beginning her career as a Sixth Grade Teacher. Most of her career has been served teaching at the high school level. She is retiring as a Social Sciences Teacher from Shrewsbury High School.

### **Mary Popp**

Mary Popp has served all 29 years of her educational career in Shrewsbury as the School Nurse at Spring Street School.

Additionally the district would like to recognize the following support and paraprofessional staff members who are retiring at the end of this school year. Each of these individuals is recognized for the service and support they have contributed to the district and to the students of Shrewsbury.

**Elaine Fitzgibbon**

9 years as an Instructional Aide at Shrewsbury High School

**Robert Fitzgibbon II**

9 years as an Instructional Aide at Shrewsbury High School

**Colleen Nickerson**

8 years as a Child Specific Aide at Oak Middle School, Shrewsbury High School and Beal Early Education Center

**Anita Magat**

22 years as a District Technology Support Specialist, supporting our elementary schools



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **IV. Time Scheduled Appointment**

MEETING DATE: **6/4/14**

**B. Health & Safety Committee: Annual Report**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear the annual report from the Health and Safety Committee?

BACKGROUND INFORMATION:

1. The Health and Safety Committee consists of members of the Shrewsbury Education Association, district administration, and the Superintendent of Public Buildings.
2. A memo summarizing the committee's work during the past year is enclosed.

ACTION RECOMMENDED:

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

AVAILABLE FOR PRESENTATION:

Mr. Liam Hurley, Director of Business Services





**Shrewsbury Public Schools  
Massachusetts 01545**

**Liam T. Hurley  
Director of Business Services**

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May 2014

To: School Committee

Subj: Health and Safety Annual Report

**Background**

Per the contract with the Shrewsbury Education Association, a Health and Safety Committee meets periodically to review issues related to working conditions in the schools.

**Summary**

The bullets below summarize the meetings as they relate to the Health and Safety Committee meetings:

- The heating imbalance is a predictable challenge for all buildings old and new.
  - Sherwood has had some repairs diagnosed and corrected
  - Other buildings reported various heating issues and were addressed as needed.
- All chairs at Sherwood are going to be replaced due to manufacturers defect.
- Some Oak window hinges were replaced.
- Elevator inspections and licenses have been applied for. The district now must wait until the state sends the inspectors
  - Sherwood elevator was not working as intended. Action taken: Repairs made by the original installation contractor
- Bob Cox, Liam Hurley, Pat Degon and Patty McCaffrey continued participating on School Safety Committee.
- School Safety/Threat Assessment checks were conducted in every building
  - Doors are now locked and not pegged
  - New entry security has been installed at: Oak, Coolidge, Parker Rd., Beal and Floral
  - Announcements through the public address systems need attention
  - Cell phone and radio reception is a challenge in some buildings
- The High School gym floor continues to be monitored. When it is a hazard it will be repaired.
- A meeting with Parks and Recreation, building administration and custodial staff is recommended to collaborate on building procedures and criteria for extra curricular activities, especially when using the gymnasiums.
- The High School café kitchen had a flood that was handled expediently and an alternative plan was put in place to continue providing meals for students during the repairs.

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

- The district was contacted from MSBA for the Beal building and the Board of Selectmen voted not to proceed. This results in a need to reapplying.

**On the horizon**

- Major summer work planned for Floral and Spring St. Schools
- Summer programs relocated to other buildings in town.
- Bob Cox continues to recommend a town wide energy policy for all town departments and for all town utilities. lights, heat, water, etc. Jackie Pratt, Selco and Kelly Finneran went to a conference in fall of 2013 for efficiency. One district presented that their energy policy is effective enough to hire a full time conservation staffer.



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **IV. Time Scheduled Appointment**  
**C. Nursing: Annual Report**

MEETING DATE: **6/4/14**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee hear an annual report on nursing services in the Shrewsbury Public Schools?

BACKGROUND INFORMATION:

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

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 AND OTHERS AVAILABLE FOR PRESENTATION:

Ms. Melissa Maguire, Director of Special Education and Pupil Personnel Services  
Ms. Patricia McCaffrey, Lead Nurse, Shrewsbury Public Schools  
Ms. Mary Popp, Nurse, Spring Street School





# Shrewsbury Public Schools

Office of Special Education  
Pupil Personnel Services  
15 Parker Road, Shrewsbury, MA 01545

Melissa Maguire, Director  
Special Education and Pupil Personnel Services

Phone: 508-841-8660  
Fax: 508-841-8661

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**Special Education and Pupil Personnel ~ Nursing Services  
Report to the School Committee  
Prepared by Patricia McCaffrey, Lead Nurse, Shrewsbury Public Schools  
May 28, 2014**

## Introduction

The Shrewsbury Public Schools Nursing Services Department plays a critical role in supporting the district's strategic priorities, one of which is the promotion of health and wellness. The school nurses support this goal daily as they work to keep students safe, healthy and ready to learn.

According to NASN, The National Association of School Nurses, "The school nurse functions as a leader and the coordinator of the school health services team. The American Academy of Pediatrics (AAP) emphasizes the crucial role school nurses have in the seamless provision of comprehensive health services to children and youth as well as in the development of a coordinated school health program. The AAP acknowledges that the school nurse facilitates access to a medical home for each child and coordinates a school health program that meets the needs of the whole child and supports school achievement (American Academy of Pediatrics [AAP], 2008). It continues to be the goal of NASN to provide children and youth with access to the primary school health care resource, the school nurse." (NASN Position Statement, Caseload Assignments, 2010).

Students in need of nursing interventions and care throughout the school day are able to attend school and succeed. Students who suffer an injury during the day seek treatment from the school nurse and most often are able to return to class. Additionally, the school nurses provide preventative care, wellness opportunities, and health education for students, staff and parents serving as a critical link between the school, home, and primary health care providers. The nurses are an integral part of the multi-disciplinary team in the schools.

## Mission Statement

The mission statement for the Shrewsbury Public Schools' Nursing Services Department is:  
To promote and advocate for the physical and emotional health and well-being of the students, families, and staff in a proactive manner, realizing different individuals will be at varying levels on the health spectrum in their pursuit of education excellence.



## School Nursing Staff

The Shrewsbury Public Schools Nursing Services employs 9 full-time nurses, 2 job-share nurses and 2 part-time nurses, providing health care services to **6,074** students and **770** staff in the Shrewsbury Public Schools. The department has a Lead Nurse that concurrently works as a full-time nurse at Sherwood Middle School. Each nurse brings a myriad of health care experience with her.

We currently have 16 substitute nurses who fill in for the regular staff nurses or accompany field trips when necessary. We continue in our attempt to recruit new subs and have invited our current substitutes to regular nursing staff meetings and professional development opportunities when appropriate. For example, this year, they were invited to our bi-annual CPR training.

## Data Management

The school nurses are responsible for maintaining the integrity and confidentiality of the student Health Record. Each student has a computerized Health Record as well as a paper file. The nurse ensures all immunizations are up to date, that state physical exam requirements are met, and that mandated screenings are accomplished, recorded and reported. Our Health Record/Log is one of the few homegrown databases in the state. This year, we worked diligently with Brian L'Heureux to institute "overwrite" protection in the Health Record and Nursing Log. We continue to make adjustments to this database trying to bring it up to par with the program most other districts use.

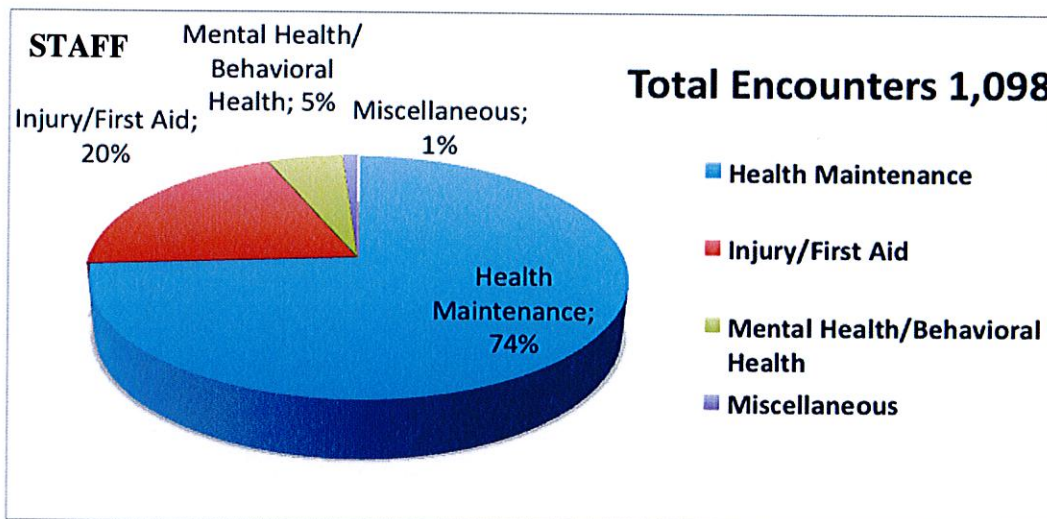
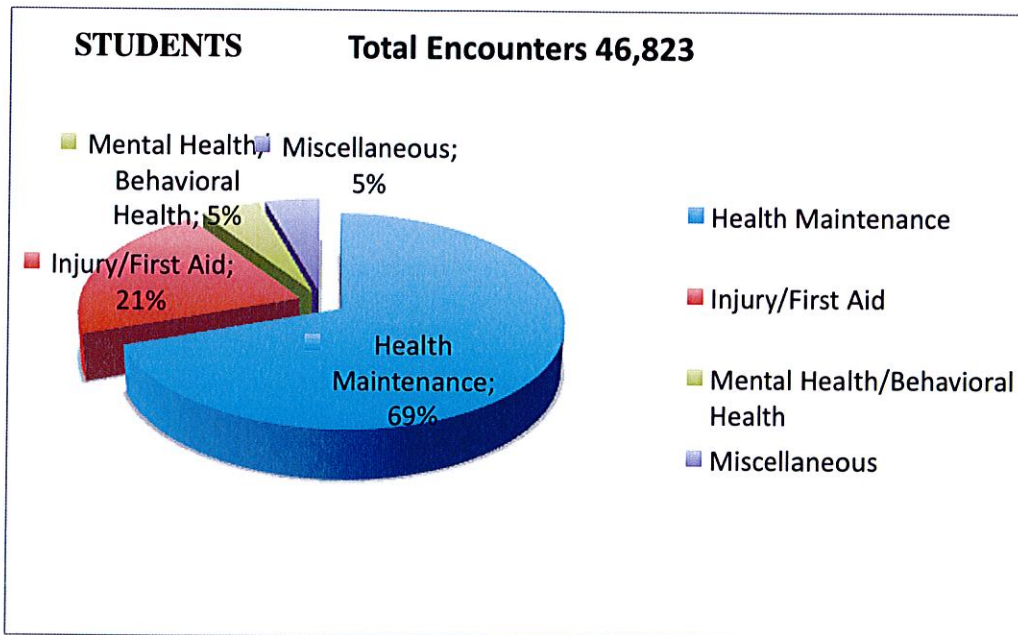
A daily nursing log is maintained for each student and staff encounter throughout the year. The log is categorized by type of visit as well as the nursing intervention performed. These visits are divided into four categories:

- Health Maintenance
- Injury/First Aid
- Mental/Behavioral Health
- Miscellaneous

An "encounter" is defined as any contact with a student during which the school nurse provided counseling, treatment, or aid of any kind. Mandatory screenings (vision, hearing and postural) are not counted as encounters. Screenings are tracked and reported separately.

Between August 28, 2013 and April 30, 2014, the Shrewsbury Public School nurses reported a total of **46,823** student health encounters and **1,098** staff health encounters. The chart below outlines the specifics of the total number of encounters for this period.

Encounter	Total # of Students	Total # of Staff
Health Maintenance	32,532	812
Injury/First Aid	9,866	216
Mental Health/Behavioral Health	2,307	58
Miscellaneous	2,118	12
<b>Total</b>	<b>46,823</b>	<b>1098</b>



**Primary Responsibilities**

- The school nurses manage a comprehensive, coordinated health service program that includes:
- Implementing the mandated health screening programs (vision, hearing, postural, and BMI)
  - Managing the school’s medication program
  - Providing first aid and emergency care to students and staff
  - Implementing disease management education for children and families with illnesses such as diabetics and asthma among others
  - Coordinating health related community outreach activities
  - Providing a safe haven for students needing additional emotional support to remain in school



## MA Department of Public Health Mandated Screenings

Massachusetts Department of Public Health mandates certain screenings for various grade levels as seen below. The screenings result in many conditions being identified, referred and treated by primary care physicians and specialists.

Screening	Total # of Students
Hearing and vision screenings required for all students grades <b>Pre-K-5, 7 and 10</b>	<b>3,846</b>
Referral for further vision evaluations	<b>382</b>
Referral for further hearing evaluations	<b>62</b>
Postural screenings required for grades 5 through 9	<b>2,394</b>
BMI (Body Mass Index) measured in grades 1, 4, (6)*, 7 and 10 <i>*(6<sup>th</sup> grade is also measured for BMI, however it is not state mandated)</i>	<b>2,321</b>
<b>Total</b>	<b>9,005</b>

### Hearing and Vision Screenings

Hearing and vision screenings are accomplished on all students in grades Pre-K – 5, 7 and 10. It may take several attempts to have some of our younger students participate in a valid screening procedure. The nurses are responsible for sending notifications to parents of any failed or questionable screenings recommending further follow up.

### Postural Screenings

The Physical Education staff weighs, measures and performs initial postural screenings. The nurses are responsible for all re-screens of students who had questionable results, failed or who were absent on the day of screening. The nurses record data in the health record and notify parents of the need for medical follow up.

During the 2013-14 school year, **505** students were re-screened by the nurses and **109** referral letters were sent to the parent or guardian of the students that failed to seek additional screening from medical professionals.

### Influenza Like Illness (ILI)

Each week, during the flu season, statistics are compiled concerning Influenza Like Illnesses in our district. This data is shared with administrators throughout the district showing trends in each school, welcoming opportunities for teaching or community notifications.

### Medication Management and Administration

There were **7,060** doses of daily prescription medications given. There are also many prescriptions given on an as needed basis. Additionally, we have Standing Orders that are reviewed and signed annually by our school physician, Dr. Tim Gibson. Each family is asked, at the beginning of each school year, to give written consent for the administration of these medicines. These include medications such as Ibuprofen, Acetaminophen, Tums, etc. as well as life-saving medications such as the administration of an EpiPen or Albuterol nebulizer treatment.

<b>Medication Administration</b>	<b>Total # of Students</b>	<b>Total # of Staff</b>
Daily Prescription Med	7,060	0
Prescription and PRN doses given as needed	9,353	689

### **Procedures/Treatments/Nursing Interventions**

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

- Respiratory Procedures (auscultation of lungs, peak flow monitoring, nebulizer treatment, oxygen saturation check).
- Diabetic Procedures (blood glucose testing, insulin pump care, carbohydrate/insulin calculations, monitoring and treatment of ketones).
- Cardiovascular Procedures (blood pressure measurement, central line care, site care, flushing).
- GI/GU Procedures (Naso-gastric, gastrostomy or other feeding tube care or usage).
- Orthopedic Procedures (Wheelchair assistance, crutch-walking instruction).
- Wound Care.
- Head Checks for Pediculosis.
- Creation and service of school evacuation plan for students with physical disabilities.
- This year, a new procedure was developed to give IV medication in school.

### **Disposition after Illness/Injury Assessment**

By addressing the immediate health needs of students and providing onsite care, school nurses support learning through improved attendance levels. After assessment and treatment by a school nurse, the majority (92%) of students visiting the nurses office with an illness or injury complaint returned to the classroom to continue their studies. This is in line with the results of a recent survey done by Massachusetts Department of Health (92-93%), despite falling short of their recommended nurse/student ratio in the larger buildings. In buildings with more than 500 students, 1 FTE and 0.1 FTE for each additional 50 students above 500 is recommended.

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

### **Emergency Calls Made to EMS**

The nurse serves to triage emergency cases. During this school year we had 10 calls to 911 for student emergencies and 3 calls to 911 for staff emergencies. In addition, we had 15 student referrals to emergency health services and 1 referral for staff.

### **Field Trips**

The nurse at each school plans for the medical needs of students attending field trips and preparing the emergency bag to include necessary EpiPens, inhalers, diabetic supplies etc. If a



substitute nurse is going on the trip, the school nurse orients the substitute nurse to the medical and/or emotional needs of the students.

**Nursing Case Management**

The Shrewsbury Public School nurses spend a significant portion of their day performing Public Health case management duties that include communication with families, school staff, and community health care providers regarding student health issues.

Type of Communications	Total # of Students
Communications with Parents or Guardians	10,929
Communications with School Staff about health issues	5,214
Communications with Community Agencies	171
Number of Student Meetings Attended	297
<b>Total</b>	<b>16,611</b>

**Individual Health Care Plans**

Students with special health care needs require nursing care management, which starts with the development of Individual Health Care Plans (IHCPs). The IHCP is developed by the school nurse in conjunction with the student’s family, physician, school staff, and relevant community health care providers. The IHCP is an individualized plan that details a student’s specific medical, nursing, emergency care, and health education needs while in school. IHCPs are reviewed on a regular basis to ensure that students receive the appropriate health care in school.

**Students with Special Health Care Needs**

The table below shows the number of physical and developmental conditions through the Shrewsbury School District. Some students may have more than one condition.

Physical/Developmental Conditions	Number of Students With Condition
<b>Allergies</b>	
Bee Stings	34
Food Allergies	406
Latex Allergies	31
Total number of students with EpiPens in Health offices	321
Asthma History	619
Inhaler in Office	196
Carries Inhaler	127
Autoimmune Disorders (Arthritis, Lupus, etc)	12
Cancer	2
Cardiac Conditions	25
Celiac Disease	21
Cystic Fibrosis	1
Diabetes	21



Inflammatory Bowel Disease (IBS, Crohns, etc)	7
Migraine Headaches	55
<b>Neurological Conditions</b>	
ADHD/ADD	433
Autism	99
Depression	70
Eating Disorders	8
Other Behavior/Emotional Conditions	168
Number of students in district with 504 plans	167

## Secondary Nursing Responsibilities

All the Shrewsbury nurses are involved with the following teams in their buildings:

- The collection of monthly report data required by Essential School Health Service Program Grant
- Attending Individualized Educational Program (IEP) and 504 meetings
- Member of Child Abuse Prevention (CAP) Team
- Member of school's Crisis Team
- Member of Medical Emergency Team (MERT)
- Create evacuation plans for our physically impaired students at the beginning of each year
- Provide Cardiovascular Health Assist – Responsible for maintenance and updating for site-based Automated Electronic Defibrillators (AED's) during school year.
- Attend weekly or twice weekly Student Support Team or Building Leadership Team meetings.
- Coordinating flu shot clinic for staff in each of the schools

The following are examples of school nurses are also involved in the teams/activities below:

- Member of School Safety and Security Committee (Lead Nurse)
- Member of School Wellness Advisory Committee (Lead Nurse)
- Member of Health and Safety Committee (Lead Nurse)
- Board of Health Emergency Preparedness Team - Flu Pandemic, Directing Emergency Medication Dispensing Sites, Anthrax and NIMS Training, and provide Emergency Shelter Staffing (SHS, Oak, Sherwood, Spring, Paton)
- Responsible for completion of MA Department of Public Health mandated Immunization, Diabetic, and Asthma Surveys as well as 911 forms (Parker Road Preschool, Beal, Little Colonials, Spring, Coolidge, Oak, Sherwood, Floral)
- Provide professional leadership to community. For example: Stroke awareness, blood pressure checks, Relay for Life, 5K road races, Health and Wellness Crew (Oak, Sherwood, Parker Road)
- Serve on the NEASC Committee (Pam Johnson, RN at SHS served as one of the committee chairs)
- Interview committee for Guidance Counselors (SHS, Oak)
- Interview committee for Nurse (Lead Nurse)
- EpiPen training for bus drivers for Evolution program (SHS)

- SHS partners with the HS Evolution Program to ensure the Health and Safety of their students.
- Volunteered at the Get Fit Adventure Offerings (SHS and Coolidge).
- Volunteer at after school events i.e. the student/faculty basketball games and the Class of 2015 Memorial 5K Race (SHS)
- Garden Committee and Sunshine Committee (Parker Road Preschool)
- Teacher Evaluation Committee (Oak)

### Tertiary Nursing Responsibilities

- Served as liaison for Transitional Housing students (all K-12 schools).
- Developed resource closet at Sherwood for Transitional Housing students and families – collecting clothing, school supplies, car seats, as well as holiday giving (all K-12 schools).
- Mentoring SHS students who are considering nursing as a career/ACE (Advanced Career Exploration) Program (Floral, SHS, Spring, Paton).
- Co-ordinate food drives, winter coat and hat/mitten, holiday giving distribution in conjunction with school based groups (all nurses are involved).
- Classroom presentations on health related subjects (all schools)
- Developing Classroom Emergency Kits – currently in Sherwood and Parker. Will be next year at Oak, Spring, Paton and Coolidge.
- Assist TV production students with timely health related interviews for viewing on local cable network (SHS, Oak and Sherwood).
- Worked to develop means to identify students of military families (all nurses)

### Essential School Health Service Program

Shrewsbury Public Schools participates as a mentored school district and receives consultation on school health services from the Northbridge School District (funded ESHS program) based on the requirements of the Essential School Health Infrastructure Grant. The grant provides opportunities for consultation in the areas of policy development, programming and interdisciplinary collaboration and develops linkages between School Health Service Programs and Community Health Care providers. This year, our Classroom Emergency kits developed in our district were presented at the Regional Lead Nurse meeting, as well as the State Lead Nurse meeting.

Some of the responsibilities inherent with the grant are to provide data to our mentoring school district. This data is used by MDPH for reports and strategic planning. The types of information included are:

- Health Service activity
- Incident reports
- Emergency referrals
- Number of diagnosed or suspected head injuries
- Medication management for students



- Medication management for staff
- Nursing assessments/interventions/procedures/treatments
- Nursing care management
- Linkages
- Wellness management
- Support groups
- Program development

### **Behavioral Health Interventions Tracking**

- Anti-Bullying intervention by district protocol
- Coping enhancement strategies
- Reassurance check-in
- Self-calming activities; Stress/anxiety reduction activities
- Emotional support
- Monitor for self-harm
- Social skills support
- Relationship guidance

In return, we receive a stipend of \$3,000 per year. These monies are used for such things as reimbursing substitute nurses so that the Lead Nurse can attend quarterly regional nurse meetings, and various equipment and supplies that are not covered under the appropriated budget. This year, we directed some of the money toward the Classroom Emergency kits.

The ESHS data that has been collected over the past several years from this grant were recently used in an article published by JAMA Pediatrics. The authors talked about the Cost-Benefit of School Nursing Services. According to the study results, “During the 2009-10 school year, at a cost of \$79.0 million, the ESHS program prevented an estimated \$20 million in medical care costs, \$28.1 million in parents’ productivity loss, and \$129.1 million in teacher’s productivity loss. As a result the program generated a net benefit of \$98.2 million to society.” They found that every dollar invested in the school nurse program saved \$2.20 per student overall and concluded that the benefit of school nursing services may well exceed the cost of those services. JAMA Pediatrics, 5/19/14.

## **Emergency Equipment**

### **EpiPens**

We continued with the program that gives free EpiPens to schools. The “EpiPen for Schools” program was made available by Mylan Speciality. We were able to take advantage of this program resulting in a savings of \$2800 to our district.

### **AEDs**

An automatic external defibrillator is a portable device used to restore normal heart rhythm to a patient in cardiac arrest. Shrewsbury Public Schools has a total of 16 AEDs with at least one AED in every preschool and elementary school (Floral and Coolidge have 2), 2 at Sherwood

Middle School, 2 at Oak Middle School (one belonging to Parks and Recreation) and 4 at Shrewsbury High School, one designated purely for the athletic trainer.

The SPS nurses are responsible for checking the AED status and the Lead Nurse works with the Town's Emergency Management Coordinator to facilitate the updates and maintenance of the equipment. This year, we have revised and updated our AED protocol.

## Professional Development

We had 1 half professional development day where Dr. Tim Gibson presented on Pediatric Pearls, and Dr. Jennifer Bram presented on the "5-2-1-0 Let's Go" initiative. We have another full day scheduled for June 6<sup>th</sup> where Melissa Maguire will present the first half of Mental Health First Aid and Section 504.

## Health and Wellness Opportunities



Sherwood Middle School introduced the "**5210 Let's Go Initiative.**"

*Coordinated by Patty McCaffrey, RN and Pam Catino, Health and Wellness Crew Co-chairs*

What does 5-2-1-0 stand for?

It means:

5 or more servings of fruits and vegetables

2 or less hours of recreational screen time

1 hour or more of physical activity

0 sugar sweetened beverages –drink more water and lowfat milk.

**"A Visit from the Dentist,"** *Coordinated by Sandy Sorenson, RN at Floral Street School*

Dr. Alisa Feldman, a dentist in Shrewsbury for over 30 years presented an interactive program to practice correct dental hygiene to 9 First Grade classes.

**"Taking Root at Parker Road Preschool"** *Coordinated by Kristin Stewich, RN at Parker Road*

The school garden at Parker Road has been a huge success and the students continue to be engaged. This project is a collaborative effort with Home Depot of Shrewsbury. Recently the students enjoyed the fruits of their labor with a healthy snack of swiss chard.

## Goals for Next Year



Some of the goals that we have already identified for next year are:

- We plan to have Medical Emergency Teams in each school that will be coordinated by each building's nurse.
- We hope to introduce the 5-2-1-0 Let's Go initiative district wide and work with community agencies to expand and involve after school programs, childcare centers, health care providers, etc.
- All nurses will be using the new Evaluation Tool that has an adaptation rubric for nurses, recommended by the Massachusetts School Nurse Organization, Northeastern University's School Health Unit, and the MDPH.
- We hope to develop an orientation program for substitute nurses.
- We are hoping to find ways to train substitute nurses to document on our Electronic Health records.
- We hope to continue revising and updating current policies and procedures as necessary.



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **IV. Time Scheduled Appointment**  
**D. Food Services: Annual Report**

MEETING DATE: **6/4/14**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear an annual report on the Food Services program for 2013-2014?

**BACKGROUND INFORMATION:**

Each spring an annual report on the status of our Food Services program is provided. Ms. Nichols and Mr. Hurley will provide this report. Please see the enclosed document for details.

**ACTION RECOMMENDED:**

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

**STAFF AVAILABLE FOR PRESENTATION:**

Mr. Liam Hurley, Director of Business Services  
Ms. Beth Nichols, Director of Food Services



**Shrewsbury Public Schools  
Massachusetts 01545**

**Beth Nichols**

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To: School Committee

2013-2014 Food Service Department Executive Summary

**Overview**

The Food Service Department's goal is to serve nutritional and appetizing meals to our customers. The Department is committed to interacting with courtesy and respect toward our diners. The Food Service Department is committed to supporting a positive learning environment and promoting the District's strategic priority of Health and Wellness.

**Offerings**

The Food Service Department offers:

- A School Lunch Program for grades K-12
- Breakfast at the Coolidge, Middle and High Schools
- Kindergarten and Preschool Snack Program
- Extended Day Program
- Catering and Vending Services.

**Staff**

The Department has a Food Service Director, a 25 Hour per week Administrative Assistant and 40 union employees: 19 full time (over 20 hours and benefit eligible) and 21 part-time. All employees participate in trainings throughout the school year. All of the employees are Serve Safe certified. All employees are certified in Allergen Training. This year, 20 employees participated in a Red Cross Training: Restaurant Emergency Training and received certification. Also all Managers maintained their Level I Certification through the national office of the School Nutrition Association. Level I Certification requires 30 hours of professional development every 3 years.

**Substitutes**

For the past few years the Department has faced the challenge of a declining substitute labor pool. This lack of substitutes adversely impacted the quality of the program and challenged the resources of already reduced staffing levels at the schools. The pay rate of \$8.33 was an impediment to hiring substitute staff. After surveying neighboring towns it was recommended to the School Committee that the sub rate be raised to \$10.10 an hour to make our rates competitive with close proximity towns. The School Committee approved this increase.

Additionally the resources we had been using to find potential substitutes were outdated. Barb Malone our Human Resource Director suggested using School Spring to advertise these positions on the web. This new recruitment tool yielded many competent individuals that we were able to hire as subs.

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

We now have a list of competent and available substitutes who are available as needed to ensure the daily quality of our programs.

### **Menus**

Many menu choices are offered daily at the various schools. Students are able to use the salad/fruit bars with the purchase of a meal or as a meal in itself. A variety of fresh fruits and vegetables are offered daily. All grains offered are whole grain products. Minimal à la carte items are sold in the district and meals are prepared on site. All meals served meet USDA nutritional requirements. Staff serve 1884 lunches daily.

Our Menus are posted online, in each school cafeteria and local newspapers.

### **Lunch Prices**

Lunch prices are \$3.00 at the Elementary School, \$3.25 at the Middle Schools and \$3.50 at the High School. Adult lunch price is \$4.00. Lunch prices were last raised \$.25 in the 2012-2013 school year. No price increase is recommended for next year. Currently Elementary School students can purchase a meal with cash or a prepaid meal ticket and Middle and High School students can pay cash or debit their point-of-sale (POS) account.

### **Mandated Breakfast Program at Coolidge Elementary School**

The Food Service Program was mandated under Chapter 69: section 1C Massachusetts General Laws to serve breakfast at the Coolidge Elementary School at the beginning of this school year. Coolidge School was newly mandated under this law to serve breakfast because: 40% of the lunches served at the school level two years prior were served to students that qualify for free and/or reduced meals, and a combined total of 50 or more free and reduced price applications were on file at the school site one year prior (October 2012).

- Coolidge Cafeteria offers a variety of hot and cold entrees choices, fruits, vegetables, milks and grains daily. Breakfast is offered at no charge for free eligible students, \$.30 for reduced eligible students and \$1.30 for full price paid students. This new program was marketed to families by the Food Service Department, the school principal and the Extended Day Program. In the month of September: 407 free, 2 reduced and 42 paid breakfasts were served. Participation in and excitement about this program have been consistent throughout the year.

### **Marketing**

A district wide bimonthly email: What's on the Menu? is emailed to all school families in Shrewsbury. The monthly issues feature: Nutritional Information, Menu Highlights, Special Promotions (Ticket Book Discounts, Ticket Drawings for Prizes and Drawing Winners), News and Recipe Contests. Many families have taken advantage of the money saving promotions. The monthly drawings have created quite a bit of excitement with our diners and we believe has helped promote our program to families. Additionally winning recipes have been served and recognized on our lunch menus. Next year themed events at the schools will highlighted in the email.

### **Harvest of the Month**

Shrewsbury Food Service participated in the Massachusetts Farm to School Project – Massachusetts Harvest of the Month Campaign, which promoted a different Massachusetts-grown crop each month in the school cafeterias across the state, from September 2013-February 2014. The program's goal was to encourage healthy food choices by increasing students' exposure to seasonal fruits and vegetables while also supporting local farmers and building excitement about school lunches. Students in our district sampled: tomato salads spinach pear salads, kale chips, carrot soups and baked squash, etc.

- September: Tomatoes
- October: Pears
- November: Apples
- December: Kale
- January: Carrots
- February: Winter Squash

### **Commodities**

The Food Service Department receives funding called entitlement dollars to purchase commodity foods which supplement the District's food costs. The entitlement dollars we receive are based on the number of reimbursable meals we serve each year and provide funds for 10%-20% of food costs. For the coming 2014-2015 school year we received \$.2325 cents per meal which equaled \$122,474 in entitlement dollars.

This year and in past years we received a monthly offering of commodities to choose from. We were not able to maximize our dollars due to the products offered and preferences of our students. An example is canned sweet potatoes; a product offered that our students would not eat.

The Commodity Program has significantly changed for the 2014-2015 school year. We will be able to choose the products we want offered to us monthly to meet our menu needs. In addition to a customized monthly order sheet for our district we will be able to divert as many dollars of this entitlement to diversion and up to 10% of these funds to the Department of Defense (DOD) Fresh Produce Program. Districts have been empowered to spend their entitlement dollars to meet their menu needs. Our district will allot \$12,248 to the DOD program, \$87,139 to products offered monthly and use \$23,087 for diverted products (Tyson Chicken Products, Cain's Salad Dressings etc.) Due to these changes we will be able to spend all of our entitlement dollars to help defray Food Costs in the 2014-2015 school year.

### **Legislation**



Some sections of the Healthy, Hunger-free Kids Act of 2010 that will impact our program have still not been finalized. Section 306, professional standards for school food service, will establish a program of required education, training and certification for all school Food Service Directors and has not yet been finalized. Section 103, Direct Certification for children receiving Medicaid benefits, is in a pilot stage to determine the potential and feasibility of this requirement. Shrewsbury is a pilot site in Massachusetts. Lastly Smart Snacks standards for competitive foods will be implemented in the Fall of 2014. These standards are less restrictive than Massachusetts standards already implemented. These standards will have no effect on our current à la carte program.

Nationally the School Nutrition Association (SNA), representing 55,000 school nutrition professionals, is calling on Congress to include language in the Fiscal Year 2015 Appropriations Bill to provide flexibility under USDA regulations for foods and beverages sold in school. "SNA members support the Healthy, Hunger-Free Kids Act, but some of the USDA's regulations go too far, actually pushing students away from healthy school meals and threatening the financial viability of school meal programs." "Since new nutrition standards for school meals took effect, more than one million fewer students choose school lunch each day, an unintended negative consequence of standards designed to promote healthier diets for all students.

Declining participation strains meal program budgets by reducing revenue for schools already struggling to manage the increased cost of preparing meals under the new standards. SNA's *2013 Back to School Trends Survey* found that in the 2012-2013 school year 47% of school meal programs reported revenue declined, while more than nine of ten reported food costs were up.

The House Republicans are proposing a bill to allow lunch and breakfast programs to opt out of regulations if they are losing money. "The House Appropriations Committee said that waiver language is in response to requests from schools. On May 27, 2014, the House Appropriations Committee voted to allow school districts to temporarily opt out of dietary requirements. School Nutrition Association says that almost half of school meal programs reported declines in revenue in the 2013-2014 school year and 90% said food costs were up."

### **Intern**

This year the Food Service Department again partnered with Framingham State University's Coordinated Program in Dietetics and provided an internship for 9 weeks to a food and nutrition student. This student contributed significantly to our program. Megan Rohr contributed content to the Department's bimonthly, What's on the Menu? email for next year. She also created new commodity recipes, did productivity studies, created training materials for the new Point of Sale (POS) System and did training sessions with the staff on the new POS System.

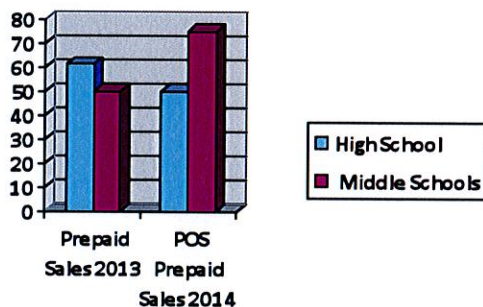
### **Point of Sale (POS)**

Meal Magic was chosen to be our new Point of Sale System. This new system was launched at Sherwood Middle School, October 21, 2013, at Oak Middle School October

28, 2013 and at the High School February 5, 2014. This system allows students and school staff the flexibility to use cash or a debit system. This system offers parents the convenience of prepaying any amount of cash on their child's account and offers the students and staff the convenience of not needing cash. It also provides confidentiality for students who receive free or reduced price lunches due to their economic status.

The implementation went smoothly at all schools. All schools extended the lunch times the first few days the system went live. Students and cafeteria staff were familiar with and proficient using this new system within a few days. Transactions take slightly longer with this new system. Account debits are faster than cash transactions. Bimonthly promotions are marketed and offered to increase money on account transactions.

Disappointingly this new system has not increased participation at these schools. Participation has remained about the same at the Middle and High Schools as compared to last year. There has been an increase in prepaid sales over cash transactions at the Middle Schools but a decrease at the High School. Parents and students who eat school meals are embracing the convenience of a cashless system at the Middle Schools and are opting to put money on account. At the High School we have seen a decrease in prepaid sales as compared to last year's prepaid ticket sales.



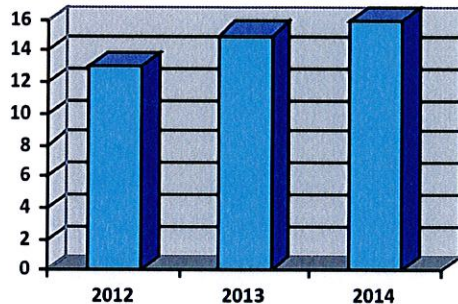
This system has many back office advantages: easier reporting, easier and more accurate management of the mandated yearly verification of free and reduced applications, online free and reduced application submission and processing and easier management of charge sales. Reports take less time and are less error prone. The free and reduced online application is easier to fill out and won't allow submission of an application until it is complete. The approval is faster and more accurate based on information provided. Additionally the manual and time consuming tracking of charges has been eliminated. The system tracks charges and emails parents when their child has a negative balance. Parents receive these emails until the charges have been paid.

Meal Magic was costly to implement. It cost \$15,000 at the High School and \$11,000 at Oak Middle for equipment and licensing fees. The cost of implementing at Sherwood was covered by the Sherwood Building Project. Each year license fees are charged per register. The cost of yearly license fees is \$225 per register and \$695 for back office software. Yearly license fees at these schools and at the district office will cost \$3,700 each year.



### District Free and Reduced

The free and reduced percentage has been increasing in Shrewsbury Public Schools. As of May 2014, 730 students were eligible for free lunch and 249 students were eligible for reduced lunch out of 5,688 students who can participate in the meal program.



This increase may be an indication the continued repercussion the state of the economy has had on some families. Additionally we captured more families eligible because of the Direct Certification process, the expanded Direct Certification with Medicaid Pilot Program and contracting with Level Data Services so that eligible families did not have to apply separately for subsidized lunches.

The Direct Certification Process was required by the passage of the Healthy, Hunger-Free Kids Act of 2010, and began in school year 2012-2013. The process requires nutrition programs to download free and reduced eligibility data from the Department of Health and Human Services minimally three times per school year and match that information to students in local school systems. We captured 332 students at the onset of the school year and additionally more each time this report was subsequently run.

Under the Healthy, Hunger-Free Kids Act of 2010 the U.S. Department of Agriculture's Food and Nutrition Service is conducting a demonstration project that adds Medicaid to the list of programs that directly certify students for free meals under the National School Lunch and Breakfast Program. In demonstration sites, direct certification will be offered to students who receive Medicaid, live in a household where a child receives Medicaid or are members of family with income as measured by Medicaid. Massachusetts is one of 6 states piloting this program and Shrewsbury is 1 of 150 school districts in the state participating in this pilot. This certification had to occur between March 24 and April 15, 2014. The district captured 100 additional students who qualified as free under this process.

Lastly the District entered into a contract for service with Level Data. This service provides data synchronization between systems including Powerschool and Meal Magic One of the features of this software is that it notes discrepancies in household member eligibility (where some children are free or reduced while others are paid). These discrepancies can be caused by families not listing all children on an application, not listing a child under the correct section of an application etc. Level Data generates reports daily for the Food Service Department to review. The recent first report that was run



noted 30 children who should have been free or reduced eligible that were not. These children and families were notified that they qualified for free or reduced meals.

It should be noted that the district receives federal reimbursements for lunches sold under the subsidized lunch program.

### **Participation**

District Participation has decreased this year compared to last year at the Elementary, Middle and High Schools. District Participation includes free, reduced and full price meals. District participation was 33% through April 2014 as compared to 38% for school year 2012-2013. District paid participation has also decreased at the Elementary, Middle and High Schools this year. The District's paid participation has decreased from last school year from 33% (2013) to 28% (2014). The district's Free participation has decreased from last school year from 77% (2013) to 67% (2014). The District's reduced participation has decreased from last school year from 67% (2013) to 58% (2014). The Food Service Department has served fewer meals per day on the average this year as compared to last year. Through April 2014, 1884 meals per day are being served compared to 2208 per day in the 2012-2013 school year. The Food Service Department is serving 324 less meals on the average per day than last year. The decline is probably a reflection of the economy and impact of the new legislation which took effect last school year 2012-2013.

"Since new nutrition standards for school meals took effect, more than one million fewer students choose school lunch each day, an unintended negative consequence of standards designed to promote healthier diets for all students. Declining participation strains meal program budgets by reducing revenue for schools already struggling to manage the increased cost of preparing meals under the new standards. SNA's *2013 Back to School Trends Survey* found that in the 2012-2013 school year 47% of school meal programs reported revenue declined while more than nine of ten reported food costs were up."

### **Financials**

The School Food Service Department is projected to have a year ending loss of (\$45,427) and a revolving account balance of \$25,008. Revenue has decreased \$68,290 in FY14 compared to year end 2013. The Food Service has served 324 less meals per day as compared to 2013. This decrease in meals served has decreased our annual revenue by \$162,000. Vending sales have also decreased \$10,328 (\$56,175 FY 13 vs. \$45,847 FY 14). An increase in Catering Revenue of \$24,000 (\$46,600 FY 13 vs. \$70,000 FY 14), an increase in à la carte revenue of \$20,426 (\$125,551 FY 13 vs. \$145,977 FY 14) and an additional \$.06 Meal Compliance Reimbursement of \$26,000, additional Breakfast Sales and Reimbursements at Coolidge, and the increase in available funds due to more money being put on account at the Middle Schools have helped offset this projected revenue loss due to less lunch meal revenue. Food costs have increased slightly as a percentage of sales compared to last year. Staff has managed food costs well as the price of food has increased and the cost of implementing the new regulations has increased our cost. The cost of labor has remained about the same despite a 2% union negotiated increase and the

addition of a 19.75 hour position at the High School which was needed due to the implementation of the new POS System. Transactions take slightly longer with the new system. Other costs have increased. This was due to the purchase of Meal Magic POS which cost \$29,700 to implement this year.

	<u>FY11</u>	<u>FY12</u>	<u>FY 13</u>	<u>FY 14 Actual through 5/27</u>	<u>FY 14 Projected</u>
<u>Beginning Balance</u>	\$ .61	\$96,429	\$56,809	\$70,435	\$70,435
<u>Revenue</u>	\$1,792,580	\$1,722,620	\$1,600,498	\$1,382,208	\$1,532,208
<u>Labor</u>	\$850,798	\$845,262	\$765,621	\$653,919	\$765,565
<u>Food</u>	\$710,467	\$729,083	\$680,559	\$632,885	\$658,849
<u>Other</u>	\$134,886	\$187,894	\$140,692	\$141,978	\$153,221
<u>Total Expense</u>	\$1,696,151	\$1,762,239	\$1,586,874	\$1,417,661	\$1,577,635
<u>Surplus/(Deficit)</u>	\$96,429	(\$39,620)	\$13,624	(\$35,453)	(45,427)
<u>Ending Balance</u>	\$96,429	\$56,809	\$70,435	\$34,982	\$25,008

**\*FY11 \$180,00 in Health Insurance Benefits included in Labor**

**\*FY12 \$180,00 in Health Insurance Benefits included in Labor**

**\*FY13 \$130,200 in Health Insurance Benefits included in Labor**

**\*FY14 \$130,200 in Health Insurance Benefits included in Labor**

### **Threats**

Many variables can impact the Food Service Program. The Department is faced with the effect the economy has on participation and revenue as well as the recent legislation that is impacting overall participation and revenue. Food and fuel prices are rising and are expected to continue to rise next year. A lot of our equipment is old and we continuously face repair and replacement costs. Labor cost will increase 2% the next year as determined by contract negotiation. Currently only 13 of the 21 benefit eligible employees are enrolled in the Town Health Insurance Plans. If those eligible decided to enroll in a health insurance plan, the Food Service Department would need to incur those costs.

### **Goals**

My goal is to run a financially successful program and to maintain and better our nutritional standards. Other goals that I would like to achieve:

- Implement District Charge Policy
- Increase Program Participation
- Continue positive momentum with marketing campaign
- Examine rollout of POS at Elementary Schools
- Explore and if feasible provide online fee transactions for families.

The last two goals will have a financial impact on the food service program that must be analyzed closely to understand the benefits. Other school department funds may be required if the food service department is to install the POS systems in the schools.



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **IV. Time Scheduled Appointment**                      MEETING DATE: **6/4/14**  
**E. Special Education Parent Advisory Committee: Annual Report**

**SPECIFIC STATEMENT OR QUESTION:**

Will the School Committee hear an annual report on SpEd PAC services in the Shrewsbury Public Schools?

**BACKGROUND INFORMATION:**

1. Each year, the SpEd PAC provides an update on their activities as the formal representative parent group advising the district on issues and concerns related to special education services.
2. Ms. Paula Collins and Ms. Michelle Wentzel, co-chairs of the SpEd PAC, and Ms. Melissa Maguire, Director of Special Education and Pupil Personnel, will present this information and be available for questions regarding their work in strengthening the partnership between the parents of special education students and the school district.
3. A report will be provided under separate cover.

**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:**

Ms. Melissa Maguire, Director of Special Education and Pupil Personnel Services  
Ms. Paula Collins, Co-Chairperson of Special Education Parent Advisory Committee  
Ms. Michelle Wentzel, Co-Chairperson of Special Education Parent Advisory Committee





SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **V. Curriculum**

MEETING DATE: **6/4/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: VI. Policy

MEETING DATE: 6/4/14

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **VII. Budget**

MEETING DATE: **6/4/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **VIII. Old Business**

MEETING DATE: **6/4/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:





SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **IX. New Business**

MEETING DATE: **6/4/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:

STAFF AND OTHERS AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



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

MEETING DATE: **5/28/14**

SPECIFIC STATEMENT OR QUESTION:

Will the School Committee approve the minutes of the School Committee meeting on April 30, 2014?

BACKGROUND INFORMATION:

1. The minutes will be provided under separate cover.

ACTION RECOMMENDED:

That the School Committee vote to approve the minutes of the School Committee meeting on April 30, 2014.

STAFF AVAILABLE FOR PRESENTATION:

Ms. Erin Canzano, Secretary



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **XII. Executive Session**

MEETING DATE: **6/4/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION:



SHREWSBURY PUBLIC SCHOOLS  
SCHOOL COMMITTEE



ITEM NO: **XII. Information Enclosures**  
ITEM NO: **XIII. Adjournment**

MEETING DATE: **6/4/14**

SPECIFIC STATEMENT OR QUESTION:

BACKGROUND INFORMATION:

ACTION RECOMMENDED:

STAFF AVAILABLE FOR PRESENTATION: