

Millbury School Committee

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Date: October 26, 2016

Meeting  
REGULAR SESSION  
Minutes

16 DEC 15 AM 9:16  
MILLBURY, MASS

Present: Mrs. Nietupski, Chairperson; Mr. Plante, Vice Chairperson  
Mrs. Vigneau, Mrs. Teixeira, Mr. Wilbur  
Mr. Myers, Superintendent of Schools  
Mr. Bedard, Business Manager  
Ms. Ryan, Director of Pupil Services  
Mrs. Bellville, Director of Curriculum

Time: 7:00 p.m.

Location: Raymond E. Shaw Elementary School Media Center

A tour of the Raymond E. Shaw Elementary School guided by Mrs. Friedman and students; Sean Varney and Sadie Stone.

Mrs. Nietupski called the meeting to order at 7:05pm followed by the Pledge of Allegiance.

**1. Review and Approval of the Regular Session Minutes of September 28, 2016.**

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of October 12, 2016. Mrs. Teixeira made the motion to approve the minutes from the September 28, 2016 meeting, seconded by Mr. Plante. All in favor (4-0). Mr. Wilbur abstained.

**2. Report of the Administration**

**a. Student Council Report**

John Reumann, President and Rachel Hjort, Vice President reported that NHS has 31 new members and that the Varsity Math Team coached by Mr. Pasceri has started again after five years of not having a team. The first meet is November 30<sup>th</sup> at Wachusett High School. Millbury socks are for sale for \$15.00 each. There are Community Service Learning Grants available at the high school office. The deadline is November 10<sup>th</sup>. Mrs. Vigneau asked how students would feel about bringing Civics classes back to the high school.

**b. Review of the Southern Worcester County Educational Collaborative 1<sup>st</sup> Quarter Report.**

Quarterly updates are required in accordance with MGL CH 40 §4E(c), which states that "each member of the board of directors shall be responsible for providing information and updates on the activities of the collaborative on a quarterly basis to the member's appointing school committee...at an open meeting." Mr. Myers reported that the positive trend has continued under new leadership. They have shored up their finances. They have recently been audited with no findings. We have three students that attend SWCEC full time. Mr. Myers stated that SWCEC is providing great resources for students and additionally for Professional Development.

**c. New Residential Building**

Mr. Myers and Mr. Bedard gave a brief summary of the new housing developments in Millbury along with pictures to see the size of the homes being built and how it will affect the schools regarding

enrollment numbers. Mr. Myers stated that Mr. Bedard has visited each sub division and that he and Mr. Bedard met with the Mr. Kevin Flynn, Interim Town Planner to discuss the subdivisions. Mr. Bedard stated that there will be approximately 500 new homes built. He stated that 65 are now occupied. Mrs. Neiptupski asked if there was any way to predict the amount of children that would be entering the schools. Mr. Bedard stated that NASDEC was working on projections for future enrollment numbers. He also stated that in addition to what is in our schools now and roughly based on the US Census each household has approximately 0.9 children and this would impact Millbury's school enrollment by an increase of 203 students. During the meeting with the Town Planner, Mr. Flynn he suggested we look 3-5 years in the future for the most impact to Millbury's enrollment.

<b>Location</b>	<b>Planned</b>	<b>Completed</b>
<b>Casa Verde Subdivision</b> (off of Oak Pond Ave.)	93 homes (3 bedrooms)	20 homes occupied
<b>Autumn Gate Circle</b> (off of Grafton Street)	27 homes (2-3 bedrooms)	15 homes occupied
<b>Stratford Village</b> (off of Burbank Street)	49 homes (3 bedrooms)	6 being framed now
<b>Jessica Drive</b> (off of Herricks Lane)	28 homes (3 bedrooms)	Clearing land
<b>Howe Ave Condominiums</b>	72 units (2 bedrooms)	Clearing land

Mr. Wilbur asked if the MSBA took into account the amount of new developments being built in Millbury. Mr. Myers stated that during the site visit he mentioned the new developments and that they were very interested and wanted more information. Mr. Myers also stated that the other two schools, Elmwood Street School and Millbury Junior/Senior High School could not adjust to higher enrollment numbers. Shaw is the only school that could adjust with a new or renovated building.

Mr. Myers stated that the MSBA would be visiting our schools along with all schools in the state to determine the Building Assessment and Condition of each building. He stated that this does not affect the Shaw School's Statement of Interest, this is done regularly. Mr. Bedard stated that they visited 8 years ago and would be visiting us again on October 27, 2016 and that they will tour each building checking the systems, technology, and how classrooms are used in each building. They will then rate each building with a 1, 2, or 3 and issue a report to each school district.

Mr. Myers stated that he had emailed the School Committee members two articles regarding class sizes and student achievement. He would like those two articles included in the discussion during the December meeting.

Mr. Myers provided the School Committee with a visual of the state of Massachusetts showing which communities' School Committees have voted to oppose lifting the cap on charter schools.

### **3. Budget**

#### **a. FY 2016 DESE End of Year Financial Report**

Mr. Bedard stated that the Financial Report had been submitted to the Department of Elementary and Secondary Education which includes all financial information for last year. Melanson and Heath will audit and send us a report.

#### **b. FY 2016 Expenditure Report 2016-2017**

Mr. Bedard stated that the Beginning Balance was 20,647,200.00. The remaining balance is 1.8 million. Mr. Myers stated that the acting Town Manager could not appoint the new Human Resource position they had to wait until the new Town Manager was hired. He stated that they have discussed the job posting and that the position will be posted sometime in January. Mr. Bedard stated that the Long Term Sub Account had a large number encumbered which would be for long term subs for maternity leaves, family medical leaves etc. not the day to day subs. There is an overage in the Instructional Assistant Account due to move in students that need 1:1 or ABA assistants. A grant should be coming to help defray the costs of these positions. The Instructional Technology Account shows a balance which is ongoing for purchases such as a server, lap top cart, and upgrade the telephone system. Maintenance Salaries has an overage, however, this includes a person that retired this year and once his salary is removed from the account (we are not obligated to pay him the remainder of his salary) this will take care of the overage. The new wall that divides a classroom at Shaw School was taken out of the Special Projects Accounts along with HVAC duct cleaning at Elmwood, painting jobs, inspection of gyms, and door replacements. Also not encumbered as yet, the new softball benches.

Mr. Bedard stated that the Elmwood Street School boilers are up and running. The project is not complete since they still have to tie in the conversion with the Honeywell System. He also stated that they are in the process of applying for rebates to help defray the cost. At the town meeting \$190,000 was approved for the boiler project and \$159,000 has been used. However, a valve was found not functioning and the cost to replace is \$4,400.

A discussion took place regarding the cost savings from the new boilers and how close is the Town of Millbury to their goal of reducing energy cost by 20% in 2016. Mr. Bedard stated he expected to see a major improvement with energy costs and that all three schools had LED outside lights and that will also lead to energy saving.

**4. Old Business**

Mrs. Vigneau praised the Civics Panel for Seniors Program. She stated that it was a phenomenal program with great questions and answers.

**5. New Business**

Mr. Myers stated that he would like to present to the School Committee with a broad view of his Self-Assessment and goals. He stated he would like the members to have questions or suggestions for the next meeting.

Mr. Myers provided the School Committee with his Self-Evaluation and Goals for 2016-2017.

**District Objectives & Initiatives**

- Student Learning
- Staff Development & Support
- Family Community and Engagement
- Student & Staff Safety

A discussion took place regarding what an example of Family Community and Engagement would be. An example would be to bring non-English speaking parents to Ms. Ryan’s ELLPAC meetings where tutors are available and resources are made available for them to help them feel comfortable taking a vested interest in their child’s education.

**Superintendent’s Goals for 2016-2017**

**Goal 1** – Develop and strengthen our capacity to use assessment data to inform instruction practices, meet individual students’ needs, and improve student achievement.

**Goal 2** – Increase consistency and effectiveness of supervision and evaluation practices across the district.

**Goal 3** – Review and improve safety protocols throughout the school district.

**Goal 4** – Develop the skills in strategy development, data analysis, and instructional leadership by completing the final year of the New Superintendent Induction Program.

**Goal 5** – In collaboration with the District Leadership Team, participate in an ESE-sponsored two-year program, entitled *Resource Allocation and District Analysis Reports (RADAR)* to develop research and analysis protocols to promote more strategic budgeting decisions.

Mr. Myers gave an update on the Veteran’s Day activities on Thursday, November 10<sup>th</sup> in each school. He stated that at the high school Mr. Forcier will be awarded his high school diploma. He dropped out of Millbury High school in his junior year to join the military.

- 6. Next Meeting:** November 9, 2016 – MHS Media Center 6:30pm Tour/7:00pm meeting  
November 17, 2016 – Policy Subcommittee Mtg. @ Supt.’s Conf. Room 5:00 p.m.

## **7. Adjourn**

At 8:05 pm Mrs. Nietupski asked for a motion to adjourn the meeting. A motion was made by Mr. Wilbur and it was seconded by Mr. Plante to adjourn the meeting at 8:05pm. All in favor (5-0).

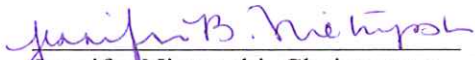
Respectfully submitted,


*Donna Freitas*

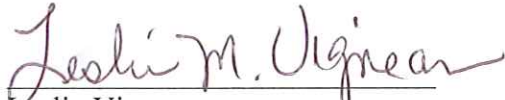
Donna Freitas

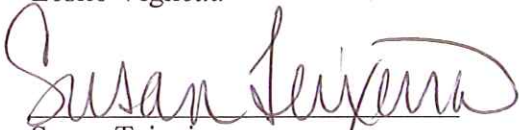
Executive Assistant to the Superintendent


Approved:

  
Jennifer Nietupski, Chairperson

  
Kevin Plante, Vice Chairperson

  
Leslie Vigneau

  
Susan Teixeira

  
Christopher Wilbur

Items in Packet:

Draft of Regular Session Minutes of October 26, 2016  
Superintendent's Report  
SWCEC Quarterly Report #1  
Residential Development Projects Status Summary w/photos  
FY2016 DESE End of Year Financial Report  
FY2016 Expenditure Report  
Thank you letter – Leonard Marino

Handouts at the Meeting:

Graph of Massachusetts School Committees opposed to #2  
Superintendent's Self-Evaluation  
Superintendent's Goals