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MILLBURY, MASS.

Millbury School Committee

Date: February 14, 2018

**Meeting
REGULAR SESSION
Minutes**

Present: Mrs. Nietupski, Chairperson
Mrs. Teixeira, Mr. Wilbur, Mrs. Vigneau, Nicholas Lazzaro, Student Council Representative, Mrs. Bennett, Millbury Jr./Sr. High School Principal, Mrs. Bellville, Director of Curriculum, Ms. Ryan, Office of Pupil Services, Mr. Bedard, Business Manager, and Mr. Myers, Superintendent of Schools

Absent: Mr. Kevin Plante, Vice Chairperson

Time: 7:00 p.m.

Location: Millbury Jr. /Sr. High School Media Center

Mrs. Nietupski opened the meeting at 7:10pm. The Pledge of Allegiance was recited.

1. Review and Approval of the Regular Session Minutes of January 24, 2018.

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of January 24, 2018. Mrs. Vigneau made a motion to approve the minutes from the January 24, 2018 meeting, seconded by Mrs. Teixeira. All approved (3-0-2).

2. Proposed Trip to Iceland

Mr. Kodra requested that the School Committee grant initial approval for the planning of a trip to Iceland during April vacation 2019 for junior and senior high school students. He stated that there are 38 students interested in the trip. He also stated that as many as 44 students could participate in the trip. He also stated that along with Mrs. Bennett there would be other chaperones. The student ratio would be 8 students to 1 chaperone. Mrs. Teixeira made a motion to approve the initial planning of the trip to Iceland, seconded by Mrs. Vigneau. All approved (3-0-2)

3. Report of the Administration

a. NEASC Accreditation Update

Mr. Myers stated that the NEASC Committee at the Jr./Sr. High School have been working diligently preparing for upcoming NEASC visit on Sunday, October 21st through Wednesday, October 24th. He also stated that a meeting is scheduled for Sunday, October 21st for the School Committee to meet with the NEASC Team.

Mrs. Bennett stated that they are on schedule with the timeline for the NEASC visit. Mrs. Bennett stated that the faculty has reviewed and voted on three of the seven standards. She also stated that the remaining standards will be reviewed and voted on before June 6, 2018. Mrs. Bennett stated that they are beginning to get the school ready regarding technology and determining which staff members, students, parents or administration will be interviewed.

Mrs. Bennett explained the Learning Expectations Rubrics and the pilot process.

b. Formative Review of Superintendent's Annual Goals

Mr. Myers stated that he was on track to meet each of his five goals approved by the School Committee.

- Mr. Myers stated that for goal 1 developing a plan to integrate social /emotion learning is taking place in each building to provide an age appropriate approach to check to see if students are doing well emotionally.
- Mr. Myers stated that he is ahead of schedule in meeting the MSBA requirements and benchmarks for the Shaw School for his second goal.
- Mr. Myers stated his third goal in regards to supervision and the evaluation process across the district will always be a goal. He stated that he would continue to work with administration to calibrate teacher evaluations and to help give feedback to teachers. Mr. Myers stated that Learning Walks across the District is a great way to provide feedback to teachers. He stated that he was somewhat behind in this goal and that some of the things that were scheduled for this winter will not be done until the spring.
- Mr. Myers stated that his fourth goal RADAR which is using data to wisely invest in initiatives that will give us the greatest return for our money. He stated that he and the District are ahead of schedule. He also stated that RADAR helped prepare the leadership team to build the FY2019 Budget.
- Mr. Myers stated that his fifth goal staff and student safety would not be where it is today without the partnership we have with the Police and Fire Departments. School Resource Officer Nikki Oliveri works in classrooms, with faculty and administration to reinforce safety protocols. Mr. Myers stated that the film applied to the Elmwood Street School's windows will be applied to windows at the high school in the spring.

It was stated that the Department of Public Works has worked closely with Mr. Myers to determine the road conditions on snow days. Mr. Myers stated that the Department of Public Works has been great to work with.

c. Human Resources 90-Day Plan Update

Mr. Myers updated the Committee on Mr. Kelley's 90-Day action plan for the district. Mr. Kelley has sat in on numerous meetings regarding personnel issues. He has conducted a comprehensive review of personnel files to ensure compliance with state and federal law. He has provided a human resource best practices training for the leadership team. He has provided templates for a number of HR-related communications. He has reviewed recent case law regarding labor issues with the leadership team. He is in the process of reviewing and updating current job descriptions for all school department employees. He will review the School Committee policies regarding employee conduct and suggest amendments to certain policies. He will collaborate with the leadership team to update the employee handbooks.

d. Update Status of Snow Days Used

Mr. Myers stated that as of February 9th, the District has cancelled school due to inclement weather four times. He also stated that the District has delayed the opening of school due to unsafe travel conditions twice this year. If the District does not have to cancel school for any reason the last day of school will be Thursday, June 14th. Mr. Myers stated that last year the District cancelled school four times and had one delayed opening.

4. Budget

a. Revolving Accounts Summary

Mr. Bedard reported to the School Committee the balances of the Revolving Accounts as of December 31, 2017.

Mr. Bedard stated that the Summer School Program balance is lower than starting balance, however, the balance is typical of where we were last year and the income and expenses are the same as last year.

Windle Field and Dorothy Manor Account balances are the same as last year. Some custodian salaries come out of Dorothy Manor Account along with some of Mr. Halacy's salary. Preschool Revolving Account's income is 57,555 which is for half the year. Mr. Bedard stated that he would revise the income amount for next year's budget. Mr. Bedard stated that the Non-residential Account has very little activity we do not have any tuition in students. Mr. Bedard stated that the Aftercare Revolving Account' expenditures are a little higher than receipts. He stated that the enrollment in both schools is down a bit. He also stated that some of the deposits are lagging and did not show in December's income. However, he is not anticipating raising the tuition next year due to the large balance in the account. Student Parking Account was used to help defray the cost of repaving the parking lot. School Lunch Account balance is 20,000 lower than start of year, however, a Federal deposit for approximately 20,000 was lagging in December.

b. Student Activity Account Subaccounts

Mr. Bedard stated that each year it is not required but is the best practice that the School Committee reviews and votes on the student activity accounts for each school. He stated that Elmwood has six subaccounts, Shaw has eight and the Jr./Sr. High School has 33 sub accounts. Mr. Bedard stated that all checks are cut from Town Hall; the schools do not have checking accounts. Mr. Wilbur made a motion to approve the Student Activity Account Subaccounts at each school, seconded by Mrs. Teixeira. All approved (4-0).

c. Proposed FY2019 School Budget

Mrs. Bennett stated that two teachers will be retiring in June. One of the teachers retiring is the Visual Arts teacher and if this position is not filled there will not be a Visual Arts Programs for students in the Millbury Jr./Sr. High School. The other position is a Physical Education Teacher and if that position is not filled it will drastically reduce the availability to offer Jr. High students Physical Education or High School electives, both of which are state mandated. Mr. Myers stated that other classes would have to have larger class sizes to accommodate the students that will not have art and Physical Education.

Mrs. Bennett also stated that we are currently assessing the reassignment of dual-certified teachers to meet IEP requirements. The Jr./Sr. High School is in the beginning stages of gathering student course selections for the 2018-2019 school year. Simultaneously, we are reviewing current IEP students and their assignments for the 2018-2019 school year. We know that the incoming IEP students is two times as many students as we have graduating. The current caseload for our special education teachers is 1-20. With the increase in students we anticipate this ration to increase 1-22. As a review of student mandated needs continues through the scheduling process this spring, more information will be readily available. Mrs. Bennett stated that she need to reiterate the need for a special education teacher at the Jr/Sr. High School for compliance reasons.

Mrs. Nietupski stated that the School Committee was asked if they were considering charging fees for athletics, band, and bus transportation for the 2018-2019 school year. Mr. Mara stated that he

has discussed athletic fees at the local level and after that discussion it seems that implementation of fees is a complex and arduous task. He stated that fees impact athletic programs both positively and negatively. Mr. Mara stated that other towns have noticed a decrease in athletic participation and the number of multi-sport athletes has decreased since fees were charged to families. He also stated that it does not matter how many students participate in a program the fee is the same. All district have waivers for fees for free and reduced students. Mr. Mara stated that 36.39% of his budget is transportation. He stated that Mr. Bedard and Mrs. Bennett have been investigating the cost of a multi-activity bus to help defray the cost of athletic transportation fees. Mr. Mara stated the benefits a student receives when participating in athletics is getting fully educated and athletics provides experiences to student that enhance the classroom. Athletic participation in Millbury is higher than our neighbors. Mr. Wilbur stated he is vehemently opposed to athletic and fees of any kind. He mentioned the values he sees by having students participate in athletics. Mrs. Vigneau stated that she would not vote for fees of any kind. Mrs. Teixeira stated she thought some kids sole reason from coming to school was athletics or art and would not vote towards charging fees for students. Mrs. Nieuptski stated that the School Committee should determine if they would like to make a goal of investigating fees and study the issue for a year. She suggested holding public forums to see how the public feels regarding charging fees to students.

Mr. Bedard explained how the RADAR report regarding the number of free and reduced students in Millbury along with the number of special education students in compared with our neighbors.

Mr. Bedard stated that the FY2019 Budget has been published in the Millbury Sutton Chronicle which legally must be done. Mrs. Nietupski stated that on Wednesday, February 28th the School Committee will hold a public forum for the FY2019. She also stated that any questions can be asked at that time.

4. Old Business

a. Master Plan

Mrs. Vigneau stated that the Committee members are in the process of drafting a Master Plan survey to send to all households in Millbury. She also stated that she included some School Department requests.

b. Shaw Project Update

Mr. Myers stated the subcommittee of the building committee has focused its work on hiring an Owner's Project Manager. He stated that once the OPM is hired the building committee will move forward with a comprehensive feasibility study, including schematic designs based on the most feasible solution. Interviews for hiring an OPM are being set up for February 21st and 22nd.

5. New Business

a. School Choice Survey

Mr. Myers stated that a survey was drafted to gather data information as to why 24 families have chosen to "choice" their children to other public schools. He stated that the survey will be anonymous and will be sent to the 24 families along with a self-address stamp envelope to return the survey.

b. Draft 2018-2019 School Calendar

Mr. Myers stated that he shared a draft of the 2018-2019 school calendar with the School Committee. Mr. Myers stated that holidays, school start and end dates, vacation days, and professional development dates are documented on the calendar. He asked the School Committee to review the calendar, which will be brought up at the next meeting for questions and a vote.

6. Executive Session

7. Adjourn

Mrs. Nietupski asked for a motion to adjourn. Mr. Wilbur made a motion to adjourn, and it was seconded by Mrs. Vigneau. All approved (4-0)

Next Meeting:

February 28, 2018– Millbury Jr. /Sr. High School Media Center at 7:00pm

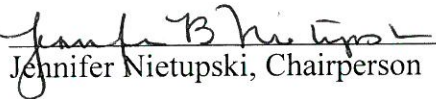
Respectfully submitted,

Donna Freitas

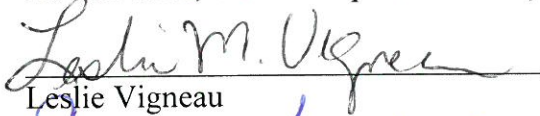
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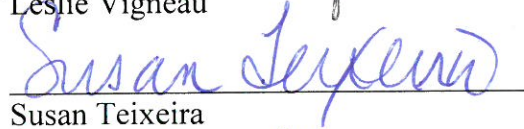
Executive Assistant to the Superintendent

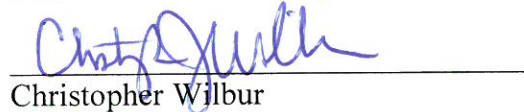
Approved:


Jennifer Nietupski, Chairperson

Kevin Plante, Vice Chairperson


Leslie Vigneau


Susan Teixeira


Christopher Wilbur

Items in Packet:

- Agenda
- Regular Minutes 2.14.2018
- Proposed FY2018-2019 School Calendar
- Memo- Student Activity Account Sub Account Listing
- Revolving Account Summary Sheet
- Bus Fees
- Athletic Fees
- RADAR Report
- MA Survey of Fees
- Athletic Fee Inquiry
- Superintendent Goals

Email

Superintendent's Comments