

Millbury School Committee

Date: March 22, 2017

**Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS.

Present: Mrs. Nietupski, Chairperson
Mrs. Vigneau, Mrs. Teixeira, Mr. Wilbur
Mr. Myers, Superintendent of Schools
Mr. Bedard, Business Manager
Mrs. Bellville, Director of Curriculum,
Ms. Kate Ryan, Office of Pupil Services
Mr. Nicholas Lazzaro, Student Advisory Council Representative

Absent: Mr. Kevin Plante, Vice Chairperson

Time: 7:00 p.m.

Location: High School Media Center

The Pledge of Allegiance was recited.

1. Review and Approval of the Regular Session Minutes of March 1, 2017, March 8, 2017 and Executive Session Minutes of March 1, 2017, and March 8, 2017.

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of March 1, 2017. Mrs. Vigneau made a motion to accept the minutes of March 1, 2017 and it was seconded by Mrs. Teixeira. All approved (4-0).

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of March 8, 2017. Mrs. Vigneau made a motion to accept the minutes of March 8, 2017 and it was seconded by Mrs. Teixeira. All approved (4-0).

Mrs. Nietupski asked for any changes, additions or deletions to the Executive Session Minutes of March 1, 2017. She stated that any changes must be made in Executive Session. Mrs. Vigneau made a motion to accept the Executive Minutes of March 1, 2018 and it was seconded by Mrs. Teixeira. All approved (4-0).

Mrs. Nietupski asked for any changes, additions or deletions to the Executive Session Minutes of March 8, 2017. She stated that any changes must be made in Executive Session. Mrs. Teixeira made a motion to accept the Executive Minutes of March 8, 2018 and it was seconded by Mrs. Vigneau. All approved (4-0).

2. Report of the Administration

a. Report of the Millbury Student Council

McKenna Kennedy and John Reumann updated the School Committee on events, graduation and athletics at the high school.

b. Superintendent's Mid-Cycle Review

Mr. Myers outlined his progress in achieving each goal, and also areas where additional attention was needed.

Goal 1: Develop and strengthen our capacity to use assessment data to inform instructional practices, meet individual students' needs, and improve student achievement.

Mr. Myers stated that the District has made great progress in strengthening its reflective, data-driven culture. The work of our teachers to gather, review, and make sense of data – and more importantly, using it to modify instruction to improve achievement, has been a major focus across the District. As the Committee has seen in updates this winter from the Leadership Team and from our instructional coaches. Mr. Myers stated that he is on target to meet this goal.

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

Mr. Myers stated that he is confident that he is on track to meet this goal, however, there is much more work to be done. The goal is to achieve a greater degree of calibration among evaluators across the district, so that they share similar areas to focus on and give feedback about, and to make sure the feedback is uniformly useful. Mr. Myers stated that the leadership team has worked as a team to conduct learning walks in each of the schools so that through observation and discussion we might develop a more calibrated approach to giving feedback.

Goal 3: Review and improve safety protocols throughout the district.

Mr. Myers stated that a great deal of progress has been made in making the schools safe over the past two years, and this year we've continued to improve. With the leadership of our SRO, Nikki Oliveri, and the District Safety Committee, we have practiced our safety protocols across the district, including our ALICE protocol, and several other initiatives, such as an unauthorized intruder drill, and evacuation drills. This spring, we are planning to collaborate with the Millbury Police Department and the Millbury Fire Department to conduct a full relocation drill, where students will progress from a stay-in-place to a lockdown, then a building evacuation to an alternate site. The purpose of the drill is to identify logistical problems. Parents and area residents will be notified ahead of time when this drill is conducted.

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

Mr. Myers stated that his last Superintendent Induction meeting is scheduled for Thursday, March 23, 2017 which concludes the three-year program.

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

Mr. Myers stated that the district's RADAR team has attended a series of trainings, conference calls, and has also met as a group to use the department's guidance and enrollment and financial data to help improve our decision-making process to be more effective and cost-efficient.

Mrs. Vigneau asked if the collaboration with the building principals to conduct a joint observation for the purpose of calibrating feedback had been rescheduled. Mr. Myers stated that they are in the process of rescheduling.

Mrs. Vigneau asked that now Goal 4 the New Superintendent Induction Program was completed would Mr. Myers find another mentor. Mr. Myers stated that the Program only provided a mentor for the first 2 years and, therefore, he started mentoring with former Superintendent Tony Bent last year.

Mr. Wilbur asked how the coaches and co-teaching will improve instructional data. Mr. Myers stated that the gaps in student achievement for students with IEP's are not closing. The students are being moved on with the same gaps in the next grade. A co-teaching model will allow all students to remain in the classroom and to receive the same exposure to content as the other students. Mr. Myers stated that the coaches are bringing data to the teachers to improve instruction by lesson planning, modeling and/or working with students.

Mr. Wilbur also suggested that under Goal 3 (*All schools will conduct an "unauthorized" visitor exercise and debrief about the results*) should never be completed. Mr. Myers stated that he agreed and that this exercise will be ongoing.

Mrs. Teixeira asked for clarification regarding a Stay In Place verses a Lockdown. Mr. Myers stated that a Stay In Place is to lock the classroom door and continue teaching. A Lockdown is when you shut off the lights, move to the safe spot, barricade the door. Mr. Myers stated that a Lockdown drill has been practiced with the staff and Police Department at each school, however, not with students.

Mrs. Nietupski stated that now Goal # 4 the New Superintendent Induction Program has been completed, what next? Mr. Myers stated that he would like to participate in a program that keeps him current and will investigate professional development opportunities.

c. Update of Human Resource Position

Mr. Myers stated that there is a complete job description ready to advertise for this position. Mr. Myers gave a special thanks to Jude Cristo, who deserves all the credit for creating a comprehensive job description that captures all of the schools and the town's needs.

d. Update on Professional Development and Grants

Mrs. Bellville stated that March 8, 2017 was the last full day of professional development and gave a brief review.

Mrs. Bellville gave a brief update regarding Title I and Title IIA. She also stated that the district received the STEM High-Quality Career Pathways for Students Grant for the Elmwood Street School.

3. Budget

a. Student Activity Account Subaccount Listing

Mr. Bedard stated that according to the Massachusetts Department of Elementary and Secondary's (DESE) Student Activity Account's Agreed Upon Procedures and Audit Guidelines, it is best practice, though not required, for the local School Committee to approve each student activity account subaccount on an annual basis. The subaccounts are the individual account listings that comprise the school's total student activity account. The Elmwood Street School has 5 subaccounts, the Shaw School has 8 subaccounts and the Millbury Jr./Sr. High School has 31 subaccounts.

Mrs. Nietupski ask for a motion to approve the subaccounts in all three schools. Mr. Wilbur made a motion to approve the subaccounts for each activity account in all three schools and Mrs. Vigneau seconded the motion. All approved (4-0).

b. Disposal of Surplus Equipment

Mr. Bedard stated that the district owns a 2006 Ford F350 White 7D special education wheelchair van that is no longer used for a special education route. It is currently being stored at the high school. Mr. Bedard stated that this van is beyond its useful life and requires expensive repairs.

Mrs. Nietupski asked for a motion to declare the van as surplus equipment. Mrs. Vigneau made a motion to declare the van as surplus equipment and Mr. Wilbur seconded the motion. All in favor (4-0).

4. Old Business

a. Policy Subcommittee Update

Mrs. Teixeira stated that on April 6, 2017 will probably be the last Policy Subcommittee meeting and they will have completed updating all policies. The policies will be put on the School Committee's website.

b. Shaw Building Project Update

Mr. Myers stated that the Board of Selectman met to authorize a warrant article before the town election on April 25, 2017 and the Town Meeting on May 2nd to authorize the School Department to proceed with a Shaw Feasibility Study. The School Department will form a School Building Committee to move forward with the Feasibility Study. Mr. Myers stated that if anyone was interested in serving on this Committee they can send a letter to his office for consideration. Mr. Myers explained that each Building Project document is listed on the website. Mr. Myers stated that on April 8th at 11:00am and April 11th at 6:00pm there will be an Open House at Shaw Elementary School, which will consist of an overview of the process and a tour.

c. Costa Rica Trip

Mr. Myers recommended that the School Committee approve a field trip to Costa Rica. This was first discussed last year with a preliminary School Committee approval. Mr. Myers stated that about 42 students will leave on April 13, 2017 and return on April 19, 2017. There will be six chaperones including Mrs. Bennett. Mrs. Vigneau made a motion to approve the Costa Rica Trip and Mrs. Nietupski seconded the motion. Mrs. Teixeira and Mr. Wilbur sustained. All approved (2-0-2).

d. School Committee Goals Program Review

Goal 1 – Negotiations Mr. Myers stated that there was a delayed start but the School Committee is well on their way to completing this goal with the SEIU.

Goal 2 – Assessment Mr. Myers stated that the School Committee has received updates from the coaches from all the schools. This goal will be completed as planned.

Goal 3 – Safety Mr. Myers stated that this goal will be completed on time.

Goal 4 – School Choice Mr. Myers stated that all School Committees must hold a public forum to vote to determine if a school district will become a school choice district. Mr. Myers stated that research on class sizes has been completed and now we need feedback from the community. He stated that the principals from each school will be invited to present to the School Committee regarding class sizes. He also stated that he would look into like area schools that are school choice and gather information regarding experiences each district has had with school choice.

All items will be completed before the vote in early May.

5. New Business

6. Executive Session (if needed)

Mrs. Nietupski stated that the School Committee would be going into Executive Session in accordance with MGL Chapter 30A Section 21 (a) 3, to discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the government's bargaining or litigating position, and the Chair so declares. Mrs. Nietupski took a roll call:

- Mrs. Teixeira – Yes
- Mrs. Vigneau – Yes
- Mrs. Nietupski – Yes
- Mr. Wilbur - Yes

6. Next Meeting:

April 12, 2017 Regular Session Millbury High School Media Center 7:00pm

7. Adjourn

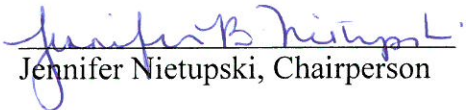
Respectfully submitted,

Donna Freitas

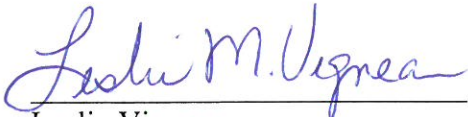
Donna Freitas

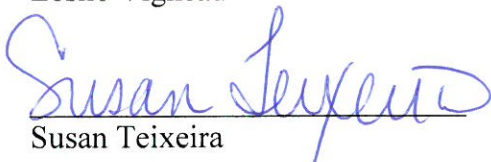
Executive Assistant to the Superintendent

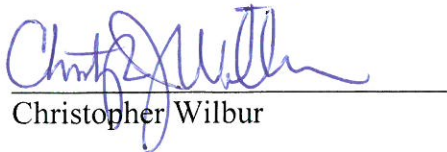
Approved:


Jennifer Nietupski, Chairperson

Kevin Plante, Vice Chairperson


Leslie Vigneau


Susan Teixeira


Christopher Wilbur

Items in Packet:

Minutes from Special Session March 1, 2017
Minutes from March 8, 2017
Executive Minutes from March 1, 2017
Executive Minutes from March 8, 2017
Superintendent's Comments
Superintendent's Goals
School Committee's Goals
Memo regarding Student Activity Sub Accounts
Memo regarding 2006 Ford Van
Letter from Carole Chiras –Support of Shaw
Letter to parents regarding Shaw School Project
FAQ regarding the Shaw School Project
Memo regarding SEIU Proposal
Upcoming Events – April
PowerPoint – Trip to Costa Rica

Handouts

Grant announcement
Status on title I and Title IIA Grants