

Millbury School Committee

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Date: April 11, 2018

2018 JUL -5 AM 9:32

Meeting
REGULAR SESSION
Minutes

MILLBURY, MASS.

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

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

Mrs. Nietupski opened the meeting at 7:05pm. The Pledge of Allegiance was recited.

1. Review and Approval of the Regular Session Minutes of March 28, 2018.

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of March 28, 2018. Mr. Wilbur made a motion to approve the minutes from the March 28, 2018 meeting, seconded by Mrs. Teixeira. All approved (4-0-1).

4. Report of the Administration

a. Millbury 2018 Representative to Project 351

Mr. Myers stated that Elizabeth Mitchell, Class of 2022, is Millbury's ambassador to this year's Project 351. Elizabeth shared her experiences as Millbury's ambassador at this year's Project 351 kickoff event on Monday, January 15th with the School Committee.

b. National Junior Honor Society Induction Ceremony

Mr. Myers stated that 25 new members were inducted into the National Junior Honor Society. Mr. Myers stated that advisors, Mr. Reno, and Mr. Baldini made the event very special.

c. Millbury Jr./Sr. High School's Unannounced Evacuation Drill

Mr. Myers stated that on Monday, April 2nd the Jr./Sr. High School students and staff participated in an unannounced evacuation/relocation safety drill. The drill began with a stay in place, then went into a lock down and then an evacuation. Mr. Myers stated that because of the collaborative assistance from the Millbury Police, Fire, Highway, and EMS personnel, who were on hand to assist with the drill and ensure students' safety as we evacuated on foot to St. Brigid's Church. Mr. Myers stated that it was a tremendously successful unannounced evacuation/relocation safety drill. Millbury's K-9 unit and K-9 units from Worcester and Leicester conducted a safety search while the school was empty and found nothing inappropriate. Mr. Myers also stated that AA transportation, picked up students and staff at St. Brigid's and returned them to school. He also stated that assemblies were held last month to review the safety drill protocols with the students and staff.

d. Review of Upcoming Special Ed Civil Rights & ELE Audit

Tiered Focused Monitoring (formerly Coordinated Program Review)

- All LEAs receive full CPR every 6 years
- LEAs submit self-assessment including student record review and policy documentation

- Onsite review focuses on areas of concern identified in self-assessment
- Findings of non-compliance result in corrective action
- All LEAs receive a mid-cycle review every 3 years
- Special education only
- Focuses on identified areas of non-compliance

Review Outcome

- Assesses the degree to which LEAs are meeting state and federal regulations
- Results in a plan for correcting non-compliance within one year

Millbury was originally scheduled for a Coordinated Program Review (CPR) in 2018-2019. Therefore, we are in Group A of the 2018-2019 Cohort

The Special Education/Civil Rights review will include:

- Data Collection and Submission for
 - Indicator 11: Child Find/Evaluation Timelines
 - Indicator 12: Part C to Part B Transition
 - Indicator 13: Secondary Transition

The Review will include:

- Data Collection and submission for indicators 11, 12, and 13
- Student Record Review
- Document Review in primarily Special Education with some Civil Rights criteria
- Parent Survey

English Learner Education

- The student record review sample size depends on the LEA's total EL population

Timeline for Self-Assessments

- Special Education and Civil Rights due May 15th
- English Language Learner due May 31st
- Educational Stability Program Review due June 1st

e. DESE Special Education Review

Ms. Ryan stated that in November, the Department of Elementary and Secondary Education reviewed the Special Education Program Entitlement Grant 240 and the special Education Program Improvement Grant 274. Through this review the auditors examined the requirements under IDEA specially calculations for Excess Costs, Proportionate Share and Coordinated Early Intervening Services. As part of this review, DESE staff reviewed the districts compliance of our Maintenance of Effort, Coordinated Early Intervening Services and Significant Disproportionality, Proportionate Share calculations, Excess Costs requirements and reviewed accounting records. Regarding DESE's review of the District's Maintenance of Effort for compliance and eligibility under IDEA-2004 Maintenance of Effort refers to the district's responsibility to maintain the required level of effort and spend at least the same amount in the current year for special education costs that was spent in the comparison year. DESE's observation indicated that the district met MOE compliance standard in FY17.

Regarding the review of use of funds to support Coordinated Early Intervening Services and Disproportionality: utilizing funds for coordinated early intervening services is voluntary or required. The district has chosen not to voluntarily use part of the 240 grant for Early Intervening Services and no significant disproportionality was identified. No exceptions were noted

Regarding the District's Proportionate Share calculations: the District is required to determine eligibility of students enrolled by their parents in private schools, within Millbury or participating in approved homeschool programs. The District calculates the amount of grant 240 funds to be used to serve identified private school or homeschool students. The District maintains a list of these students. For FY17, Millbury had one private school student eligible for special education services. The District reached out to the private school regarding services and/or professional development trainings; however, the district did not receive a response from the private school. Funds not expended are carried over into the following fiscal year, under the two-year grant carry forward provision. DESE's observation found the district in compliance with IDEA-2004 proportionate share regulations.

Regarding the District's compliance of Excess Cost requirements under IDEA-2004: Excess Cost calculation is required each year to determine the minimum amount the District must spend for education of students with IEPs before using Entitlement Grant 204 funds and that these costs are specific to special education needs. DESE's observation indicates that the District has not calculated Excess Costs and was unaware of the requirement. They also noted that most districts are grappling with this new calculation. Going forward, the District will plan to calculate excess costs and implement appropriate procedures.

Regarding the review of accounting records and expenditures: DESE reviewed general ledgers, supporting documentation and approved budgets. DESE's observation indicated that line items and account descriptions accurately reflect detailed general ledger amounts and account descriptions.

The District will continue to participate in DESE sponsored webinars and workshops, as well as review technical assistance advisories in order to maintain compliance. Additionally, the District will continue to monitor these calculations on an annual basis.

f. Lion's Club Donation

Mr. Myers stated that Mrs. Angela Avramidis, Millbury High School Nurse will be training every senior to become CPR and AED certified before graduation. Mr. Myers stated that the Lion's Club has donated \$1,600 for the purchase of mannequins. Mrs. Vigneau made a motion to accept \$1,600 to purchase mannequins, seconded by Mr. Wilbur. Mrs. Teixeira, Mrs. Vigneau, Mrs. Nietupski, and Mr. Wilbur approved. Mr. Plante abstained. (4-0-1).

Reminders:

Mr. Myers stated that the Millbury Parents Club will have their textile drive on April 28, 2018 at the Elmwood Street School from 9a -1p.

Mr. Myers stated that the Millbury High School play "Mary Poppins" will take place on Thursday, April 12, 2018 at 7:00pm, Friday, April 13, 2018 at 7:00pm and Saturday, April 14, 2018 at 2p.

4. Budget

a. Melanson and Heath's FY2017 End of Year DESE Financial Report Audit

Mr. Bedard stated that this report outlines the auditors' findings regarding the school department's end of year Department of Elementary and Secondary Educational financial reports. He stated that there was one audit finding. The special education tuition cost was recorded in column 4 under private day schools instead of column 3 under collaborative schools. Mr. Bedard stated that this finding has been corrected.

b. FY2019 Budget Update – Proposed Proposition 2-1/2 Override

A discussion took place regarding the proposed proposition 2-1/2 override. It was stated that the Town Manager is supposed to take this up on the floor at the town meeting the override is for \$297,000 and that neither the School Committee nor the Superintendent were notified of the override. Mr. Plante stated that the lack of communication between the town and the school department is not very good. Mr. Wilbur said he was vehemently opposed to an override. Mrs. Vigneau and Mrs. Teixeira agreed with Mr. Wilbur.

c. FY2019 Budget Reductions

Mr. Bedard stated that the teachers' salary line change after the budget is set by about \$28,000 per year. This money must be allocated each year because teacher take courses and change lanes or get their masters and their salaries increase after the budget is set.

Mr. Bedard updated the School Committee on the reductions the School Department will cut to get to the 2.51% increase. He handed out a spreadsheet that itemized additional cuts to materials and supplies, savings from departures, eliminating most middle school sports, and reductions of positions or parts of positions. The reduction represents a loss of 3.6 FTE's.

Mr. Myers stated that it will be very difficult to find a .4 French teacher. He also stated that these cuts will not be available for next year and if anything we may need to add a bus back into the schedule. He also stated that he is very uncomfortable with some of the School Department's budget coming from free cash.

Mr. Jon Adams, Davis Road, stated that the Chapter 70 funds has increased for FY2019. A discussion took place regarding the amount and what that would do to the reductions. Some of the cuts may be eliminated or possibly not using free cash to supplement the School Department's budget. Mr. Wilbur stated that he would like to clarify that the School Committee never voted for a budget increase of 5.22%. He stated that this was false information and that the only budget the School Committee voted for was a 3.9% increase over last year's budget.

It was determined that the School Committee would not vote for the 2.51% increase until Mr. Bedard verifies the increase in Chapter 70 funds.

c. Authorization to include High School and Elmwood Street School in Solar RFS for the Town

Mr. Bedard stated that the town is looking to include Elmwood and the High School for possible roof solar panels. He stated that Johnson Structural Engineering, Inc. performed a structural analysis on the Elmwood Street School in 2013. The report stated that in some areas the roof are sufficient to support the proposed solar panels, while other areas do not have a sufficient load capacity. Mr. Bedard stated that the solar panels should only be installed in the shaded areas of the high school and the Elmwood Street School. Mr. Wilbur made a motion to approve the town doing an investigation if feasible to install solar panels at Millbury Jr. /Sr. High School, Elmwood Street School and Dorothy Manor School, seconded by Mr. Plante. All approved. (5-0).

d. Morning Care Pilot Program – Elmwood Only

Mr. Bedard stated that Morning Care Program will provide parents the opportunity to drop their children off as early as 6:30a. The program will be supervised by Michelle Gauthier, the Elmwood Aftercare Director and her staff. It will have a cap of 150 students and a tuition of \$30 per week. This program will be offered to aftercare families and next year will expand to include all families. Mr. Bedard stated that they have received interest from 30 families.

5. Old Business

a. Master Plan Update

Mrs. Vigneau stated that as of a week ago the Committee had received 200 surveys. The due date is April 13th.

b. Shaw Project Update

Mr. Myers stated that the Board of Selectman signed the contract with Hill International and the Committee is on to the next phase; finding a design firm. The next meeting is April 18th at 7:00pm in the Millbury Jr/Sr High School's media center.

c. School Choice Survey Results

Mrs. Bellville stated that she sent out 42 school choice surveys and received 16 back. She stated that many were because of child care and that 5 indicated it was peer pressure. Mrs. Bellville stated the District Leadership Team is looking at data which involved issues with other students. They are making their programs regarding social and emotional issues stronger.

Mrs. Nietupski stated that this is the last meeting for Mr. Plante. She thanked Mr. Plante for his service as a member of the School Committee and stated that they will miss him and wish him the best in his future endeavors.

Mr. Jon Adams, Davis Road, stated that he does not understand why Mr. Wilbur stated that the School Committee did not vote on the 5.22% increase over last year's budget when there was an article in the Chronicle stating that the School Committee voted to approve a 5.22% increase over last year's budget. Mr. Adams suggested that the School Committee discuss budgets in Executive Session so that wrong information is not being discussed throughout the town. Mrs. Nietupski stated that all budget discussions are done in open session. Mr. Myers stated that the FY2019 Budget prepared by the School Department takes into account everything necessary to continue to give Millbury students the same education as they did a year ago. He stated that he would be negligent if he did not prepare a budget that would continue to service the students of Millbury.

6. Executive Session

7. Adjourn

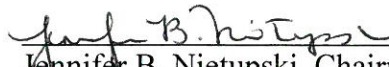
Mrs. Nietupski asked for a motion to adjourn. Mr. Plante made a motion to adjourn, and it was seconded by Mr. Wilbur. All approved (5-0)

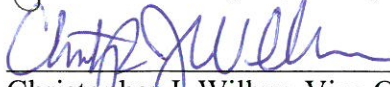
Next Meeting:

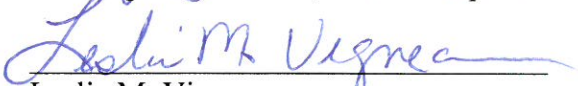
April 25, 2018– Millbury Jr. /Sr. High School Media Center at 7:00pm


Respectfully submitted,
Donna Freitas
Donna Freitas
Executive Assistant to the Superintendent

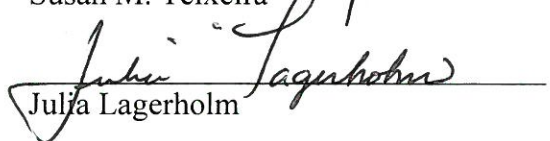
Approved:


Jennifer B. Nietupski, Chairperson


Christopher J. Wilbur, Vice Chairperson


Leslie M. Vigneau


Susan M. Teixeira


Julia Lagerholm

Items in Packet:

- Agenda
- Regular Minutes 3.28.2018
- Special Education Review Letter
- Melanson & Heath FY2017 End of year DESE Financial Report Audit
- Leadership Team Potential Budget Reduction Worksheet
- National Junior Honor Society Program
- Johnson Structural Engineering Letter
- Windle Field Scoreboard Photo
- Email
- Superintendent's Comments