

Millbury School Committee

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Date: June 27, 2018

Meeting
REGULAR SESSION
Minutes

2018 OCT 11 PM 2:37
MILLBURY, MASS.

Present: Mrs. Nietupski, Chairperson, Mrs. Vigneau, Mrs. Lagerholm, Mrs. Teixeira, Mr. Bedard, Business Manager, and Mr. Myers, Superintendent of Schools

Absent: Mr. Wilbur, Vice Chairperson

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

Time: 7:00 pm

Mrs. Nietupski opened the meeting at 7:02pm. The Pledge of Allegiance was recited.

1. Review and Approval of the Regular Session Minutes of June 13, 2018

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of June 13, 2018. Mrs. Vigneau made a motion to approve the minutes from the June 13, 2018 meeting, seconded by Mrs. Lagerholm. All approved (4-0).

2. Review and Approval of the Executive Session Minutes of June 13, 2018.

Mrs. Nietupski tabled this item as there were changes to the Executive Session Minutes of June 13, 2018 and any changes must be made in Executive Session.

1. Report of the Administration

a. MASBO President's Award for 2018

Margaret Driscoll and Anne Gulati of the Massachusetts Association of School Business Officials, (MASBO) presented the 2018 President's Award to Mr. Bedard. The President's Award recognizes a MASBO member who has contributed to the growth and improvement of the profession; his or her investment of time and skills have greatly improved school efficiency. The President's Award is given in recognition of an individual's outstanding contribution to his or her school district, community and MASBO.

Mr. Bedard stated that along with the award was a \$1,000 check from the sponsor RISO, Inc. to be given to a local educational charity or initiative of his choice. He stated that he was giving the check to the Business Department at the Millbury Jr./Sr. High School.

Mr. Jonathan Cunha, Business Teacher, stated that he would use the funds towards field trips to local business for as many business students as possible.

Mrs. Nietupski asked for a motion to accept the \$1000.00 donation from RISO, Inc. Mrs. Vigneau made a motion to accept the \$1,000 donation and it was seconded by Mrs. Lagerholm. (All approved 4-0).

b. Approval of School Physician

Mr. Myers stated that the Millbury Public School District has contracted with Dr. Aggarwal for the past several years. He stated that this has been a very positive relationship. Mr. Myers stated that Dr. Aggarwal provides many services to the Millbury Public Schools. Mrs. Nietupski asked for a motion to approve Dr. Aggarwal as the School Physician for the 2018-2019 school year. Mrs. Lagerholm made a motion to approve Dr. Aggarwal as the School Physician for the 2018-2019 school year, seconded by Mrs. Teixeira. All approved (4-0).

4. Budget

a. Elmwood Street School Donation

Mr. Bedard stated that the Elmwood Street School has received an anonymous donation for \$50,000. He stated that the donor has donated previously to the Elmwood Street School in the amounts of \$50,000 for technology and \$15,000 for the library, music and art departments. He has now totaled \$115,000 in donations which breaks down to \$225.00 per student.

Mr. Hall stated that the donation will be used towards expanding technology devices and will also purchase smartboards for some classrooms. Mr. Hall stated that the donation stipulates the funds must be used for students. Mrs. Nieptuski asked for a motion to approve the \$50,000 donation to the Elmwood Street School. Mrs. Teixeira made a motion to accept the \$50,000 donation and it was seconded by Mrs. Lagerholm. All approved (4-0).

b. Surplus Instructional Materials

Mr. Bedard stated that new ELA textbooks had been purchased, therefore the existing textbooks and instructional materials have become obsolete. He stated that he was working with Follet to determine if the books had any value. Mr. Bedard stated that the existing textbooks and instructional materials are town property and before he could move forward the School Committee must vote to declare them as surplus. Mrs. Lagerholm made a motion to declare the existing ELA textbooks and instructional materials surplus, seconded by Mrs. Vigneau. All approved (4-0).

c. Multi-Functioning School Activity Vehicle

Mr. Bedard stated that the white bus has been ordered and there is a 90 day delivery. He also stated that he reviewed Auburn Public School's policy and made some revisions. He stated that he removed the checklist under pre-trip and post-trip inspection and it will be listed under procedures. Mr. Bedard asked if the School Committee could consider this to be the first reading of the policy. Mr. Bedard stated that the policy defines conditions of appropriate use of the Millbury Public Schools' multi-function activity bus. The bus is not for personal use. The employee driving the bus cannot be paid to drive the bus. The bus is an extension of the school. Employees may not operate the vehicle under the influence of alcohol, illegal drugs, or any controlled substance. Employees are prohibited from possessing open alcoholic containers. Cell phones and hand held devices are prohibited while driving the vehicle. Mr. Bedard stated that a training will be conducted with employees that will drive the vehicle, and the training will include a mandatory video. He also stated that a schedule will be created and a mandatory sign-out sheet will be used. It was stated that the language used in this policy should be the same language that is used in other policies regarding tobacco, alcohol use, or drugs. Mr. Bedard stated that the employees driving the bus will be insured by the town. He stated that a sign will be posted in the window stating this bus is in use or this is an empty vehicle. This system makes sure no child is left on a bus. Mr. Bedard stated that all three schools may use the vehicle. He also stated that the signature page included in the policy will be removed and added to procedures.

Additional Item: Mr. Bedard stated that in regards to closing the books, encumbrances are obligations the District must pay. The teacher salary line encumbrances would be high because some teachers choose to get paid on a 12 month cycle rather than a 10 month cycle. Therefore, the District is obligated to pay teacher salaries through August, even though the fiscal year ends June 30th.

5. Old Business

a. Master Plan Project Update

Mrs. Vigneau stated that the Committee has not met since the last report she gave at the School Committee meeting on June 13th. She asked the members of the Committee if they wanted her to continue being the representative on the Master Plan Committee. Mrs. Nietupski asked for a motion to approve Mrs. Vigneau as the School Committee representative on the Master Plan Committee. Mrs. Teixeira made a motion to approve Mrs. Vigneau as the School Committee representative on the Master Plan Committee, seconded by Mrs. Lagerholm. Approved (3-0-1).

b. Shaw Project Update

Mr. Myers stated that the MSBA Designer Review Panel identified Turowski2 Architecture and Miller, Dyer, Spears, Inc. as Millbury's preferred designer candidates. Both firms will be interviewed in Boston on July 10th. A decision will be made after the interviews. Mr. Myers stated that the feasibility study will begin and public forums will be scheduled.

c. Review of School Committee Goals

Goal 1 – Raymond E. Shaw Elementary School Building Project – Mr. Myers stated that Action Steps were very aggressive. He stated that the Completion of the Project Module 2: Project Team will be completed after the hiring of an architect. Mr. Myers stated that Action Steps: 1. The School Committee will review proposed grade configuration proposals and seek community support. 2. The School Committee will oversee the completion of Project Module 3: Feasibility Study. Mr. Myers stated that both action steps should continue into the 2018-2019 school year.

Goal 2 – Assessment

Mr. Myers stated that instructional coaches, principals, and Mrs. Bellville have reported on how data is driving instruction in each school. Mrs. Bellville has reported on professional development targeting the use of data. Mr. Myers stated that this goal has been completed.

Goal 3 – Safety

Mr. Myers stated that safety will always be a goal. He stated that the District Safety Committee has reviewed and is in the process of updating the District Emergency Response Plan. He stated that the plan is being condensed and designed to be more user friendly so that information can easily be found. The Plan will be included in the teachers' GO BAGS. He stated that other emergency procedures will be included in the each schools handbooks. Mr. Myers stated that this Action Step should continue into 2018-2019.

Goal 4 – School Choice

Mr. Myers stated that the School Committee reviewed current enrollment in the district. They held a public forum to get feedback from the community. Mr. Myers stated that the School Committee completed each action step. He also stated that he would give quarterly updates regarding how school choice has affected the Millbury Public Schools, which will give the School Committee more information for when they vote next year regarding School Choice.

Mrs. Nietupski stated that she wanted to include a goal concerning fees. She stated that the School Committee wants to review the pros and cons of charging students fees for participation in sports, band, drama etc.

6. New Business

Mrs. Nietupski stated that a new Budgetary Committee has been formed between chairpersons from the Finance Committee, Board of Selectman, and School Committee. She also stated that each Committee will elect another member to serve on the Committee. Mrs. Nietupski stated that they would like the Town Manager, Town Finance Director, the Superintendent, and the School Business Manager to attend each meeting. Mrs. Nietupski stated that the Budgetary Committee will meet quarterly. She also stated that the School Committee has until the September 12th meeting to elect another member to serve on the Budgetary Committee.

6. Executive Session

Mrs. Nietupski stated that the Committee would be moving into Executive Session for two reasons.

1. *In accordance with Chapter 30 A, Section 21 (a) (3) of the MA General Laws, the Millbury School Committee will vote to move into Executive Session to conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct collective bargaining sessions or contract negotiations with non-union personnel.*
2. *In accordance with Chapter 30 A, Section 21 (a) (3) of the MA General Laws, the Millbury School Committee will vote to move into Executive Session to conduct 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. Lagerholm – Yes
Mrs. Vigneau – Yes
Mrs. Nietupski – Yes

7. Adjourn

Next Meeting:

July 9, 2018 – Millbury Jr. /Sr. High School Media Center at 5:00pm

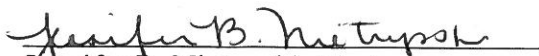
Respectfully submitted,

Donna Freitas

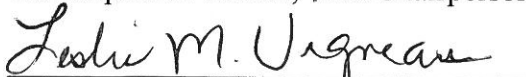
Donna Freitas

Executive Assistant to the Superintendent

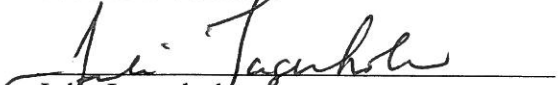
Approved:


Jennifer B. Nietupski, Chairperson

Christopher J. Wilbur, Vice Chairperson


Leslie M. Vigneau

Susan M. Teixeira


Julia Lagerholm

Items in Packet:

- Agenda
- Regular Minutes 6/13/2018
- Executive Session Minutes 6.13.2018
- Memorandum of Agreement
- Donation Letter
- Before School Care Flyer
- Letter to AA Transportation
- Memo from Rick Bedard
- Multi-Function School Activity Vehicle Use School Committee Policy