

Millbury School Committee

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Date: December 20, 2017

Meeting  
REGULAR SESSION  
Minutes

18 FEB 22 AM 8:43

MILLBURY, MASS.

Present: Mrs. Nietupski, Chairperson, Mrs. Teixeira, Mr. Wilbur, Mrs. Vigneau, Nicholas Lazzaro, Student Council Representative, Mrs. Friedman, Shaw Elementary School Principal, Mr. Myers, Superintendent of Schools, Mr. Bedard, Business Manager

Absent: Mr. Plante

Time: 7:00 p.m.

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

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Mrs. Nietupski opened the meeting at 7:06pm. The Pledge of Allegiance was recited.

**1. Review and Approval of the Regular Session Minutes of November 29, 2017.**

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of November 29, 2017. Mr. Wilbur made a motion to accept the minutes of November 29, 2017, seconded by Mrs. Teixeira. All approved (4-0).

**2. Report of the Administration**

**a. Student Advisory Council First Semester Update**

Nicholas Lazzaro, and members of the SAC updated the School Committee of their recent and future initiatives. They also reported with a PowerPoint presentation on the logistics and stress level regarding half days during mid-terms at the high school and they found that half days during mid-terms will not work at Millbury Jr. /Sr. High School.

**b. Telegram & Gazette**

Mr. Myers stated that he and Mr. Bedard met with Ms. Susan Spencer, a T & G reporter, as part of an article she is writing about the school bus bidding process. Mr. Myers stated that Ms. Spencer is reporting on the fact that most school districts receive only one bid for school bus services and, therefore, have no choice but to select the single bidding provider and their costs.

**c. Administration of Naloxone**

Mr. Myers reported to the School Committee that authorization to administer Narcan is renewed annually with Dr. Achal Aggarwal, District Physician.

**Additional Item: Donation from Kerri Paquette**

Mrs. Friedman stated that Millbury 2001 graduate, Kerri Paquette, contacted each Principal on November 28<sup>th</sup>. Ms. Paquette shared with the Principals her commitment to supporting important causes and that this year she would like to pay for outstanding lunch bills for students in Millbury. The lunch debts totaled \$833.60, which is approximately 300 meals. Mrs. Vigneau made a motion to accept the donation of \$833.60 to pay lunch debts and Mrs. Teixeira seconded the motion. All approved (4-0).

**Additional Item:** Mr. Myers stated that he had a report from Mr. James Kelley, Human Resources Director, regarding his 180 Day Entry Plan. He wanted the School Committee to know he was well on his way to completing his plan.

**Additional Item:** Mr. Myers stated that he would like to thank Mr. Sal Palano and town and school officials for another successful Student Government Day.

### 3. Budget

#### a. **Community Service Learning Donation from Millbury Credit Union**

Mr. Bedard stated that each year the Millbury Credit Union donates monies raised during the “Chain of Lights” raffle to support the MHS Community Service Learning Program. He stated that this year the donation was \$490.00. Mr. Wilbur made a motion to accept the donation from the Millbury Credit Union’s raffle for \$490.00 and it was seconded by Mrs. Vigneau. All approved (4-0).

#### b. **Financial Management Planning Committee**

Mr. Bedard stated that he would like to submit on behalf of the School Committee the Capital Budget Request Form for the School Department which will be combined with the municipal capital projects. This will be used for presentations to the Town Manager, Town Meetings and warrant articles. Mr. Bedard stated that items have been taken off the report as they have been completed and all Shaw School projects have been removed due to building a new or renovated school. During Fiscal 2019 there are three projects items that should be addressed. The first item is to re-coat the outdoor athletic track at the high school for \$50,000.00. The second item is a District wide multi-purpose white activity bus that could be used for field trips, sporting events, however, it cannot be used to transport students from home to school and the driver cannot be paid nor is a special license required to drive the bus for \$55,000.00. The final item is for \$45,000 to replace pick-up truck. This is a five year plan.

#### C. **FY2018 Budget Transfer for Athletic Trainer – Vote Required**

Mr. Bedard stated that the School Department recommends transferring \$19,500 from the Instruction line to Athletics as per previous discussions. This amount will pay for the Athletic Trainer. Mrs. Nietupski asked for a motion to approve transferring \$19,500.00 from account 2000 to Athletics. Mrs. Vigneau made a motion to transfer the \$19,500 from account 2000 to Athletics and it was seconded by Mrs. Teixeira. All approved (4-0).

### 4. Old Business

#### a. **Proposed 8<sup>th</sup> Grade Field Trip to Washington DC**

Ms. Christina Smarra provided the Committee with specific details regarding the trip. Ninety-seven students have signed up to go and will be accompanied by an administrator and enough chaperones to meet the 1:10 ratio. Ms. Smarra stated that the students who have elected not to attend the trip will have a curriculum based on what the students are doing in Washington. Mrs. Teixeira made a motion to approve the 8<sup>th</sup> Grade Field Trip to Washington DC and it was seconded by Mr. Wilbur. All approved (4-0).

#### b. **Shaw Building Committee Update**

Mr. Myers updated the School Committee on the progress of the Feasibility Committee including the completion of the Request for Services (RFS) for an Owner’s Project Manager (OPM). Mr. Myers stated that the RFS is currently being reviewed by Town counsel and will be submitted to the MSBA for approval within the next two weeks.

**c. Master Plan**

Mrs. Vigneau stated that she was the School Committee's representative for the Master Plan. She stated that she was looking for suggestions from the Committee that they would want included on the survey being sent out to the community. A discussion took place and it was agreed that the four items to be included in the survey are

1. ADA Playground at Elmwood Street School
2. Shaw School
3. Athletic Fields Complex
4. Windle Field

Mrs. Vigneau also stated that she was looking for suggestions for vision and goals for the Master Plan.

**5. New Business**

**a. Proposed 6<sup>th</sup> Grade Field Trip to Camp Bournedale, Plymouth, MA**

Mrs. Friedman requested that the School Committee give initial approval for the overnight trip to Bournedale. The trip is scheduled for Tuesday, April 3<sup>rd</sup> through April 6<sup>th</sup>. Mrs. Friedman stated that they have 130 students signed up for the overnight trip. Mr. Wilbur made a motion to initially approval the field trip to Camp Bournedale and it was seconded by Mrs. Vigneau. All approved (4-0).

**b. Policy Update**

Mr. Myers stated that Mr. James Kelley, Human Resources Director would like the School Committee – Policy Sub-Committee to meet with him to clarify some of the language used in the Sexual Harassment Policy.

The FY2019 Budget will be presented at the next School Committee Meeting.

**6. Adjourn**

Mr. Wilbur made a motion to adjourn the meeting and it was seconded by Mrs. Teixeira. All approved (4-0).

**Next Meeting:**

January 10, 2018– Millbury Jr. /Sr. High School Media Center at 7:00pm

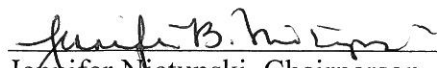
Respectfully submitted,

*Donna Freitas*

Donna Freitas

Executive Assistant to the Superintendent

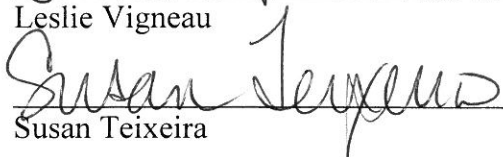
Approved:

  
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Jennifer Nietupski, Chairperson

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Kevin Plante, Vice Chairperson

  
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Leslie Vigneau

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Susan Teixeira

  
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Susan Teixeira

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Christopher Wilbur

Items in Packet:

Agenda  
Regular Minutes 11/29/2017  
Superintendent's Comments  
Document regarding Kerri Paquette  
Capital Tours Information for DC Trip  
Budget Transfer Request  
Capital Budget Request Form  
Millbury Chain of Lights Donation  
Camp Bournedale Letter