

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

**Date:** February 11, 2015

**Present:** Mrs. Nietupski, Chairperson; Mr. Plante, Vice Chairperson;  
Mrs. Vigneau, Mrs. Teixeira, Mrs. Harris-Keddy,  
Mr. Myers, Superintendent of Schools;  
Mr. Bedard, Business Manager  
Mrs. Bellville, Director of Curriculum, Instruction & Assessment  
Mrs. Ryan, Director of Pupil Services  
Mrs. Vasil, Principal, MHS

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MILLBURY SCHOOL COMMITTEE

**Absent:** Ms. Gianna Okuliczki, Student Advisory Council

**Time:** 7:00 p.m.

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

Mrs. Nietupski called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

**1. Review and Approval of the January 14, 2015 Regular Session Meeting Minutes**

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of January 14, 2015. Mrs. Vigneau made the motion to approve, seconded by Mr. Plante. All in favor (5-0).

**2. Request from The Lions' Club – Mr. Ron Marlborough**

Mr. Ron Marlborough, Co-Chairman, accompanied by Mr. Joe Coggins, Chairman of the Millbury Lions' Club July 4<sup>th</sup> Carnival, formerly requested exclusive use of Windle Field from June 28 through July 11, 2015. The Carnival will take place on July 1, 2, 3, and 4<sup>th</sup>, with a raindate for fireworks on Sunday, July 5<sup>th</sup>. The two-week span is required for set up and take down of the carnival equipment.

Mrs. Vigneau made the motion to approve, seconded by Mr. Plante. All in favor (5-0).

**3. Report of the Administration**

**a. Student Council Report**

Seniors Tea Bourdeau and Shannon West, members of the Millbury Student Council, updated the Committee on recent and upcoming school events.

**b. January PD Update**

Mrs. Bellville updated the Committee on a successful January PD Day held on January 16<sup>th</sup>. Internal presenters included Millbury teachers Carol Cooney, Karla Belliveau and Coleen Thomas-DeBari. A session on setting up and using Twitter

accounts was provided by Millbury high school students. Other sessions included ALICE training for the Junior/Senior high school staff, K-2 Early Numeracy, Inclusion Strategies, Lexia training, Grades 3-6 Fractions, and a team of teachers working on the Acceptable Use Policy for students. Mrs. Bellville noted that this concludes the Professional Development Days for this school year. However, several programs are being held after school hours including a Mental Health Series, Excel training, Elmwood Book Club, and ESL training.

Mr. Myers complimented Mrs. Bellville on her efforts in providing a variety of professional development that addresses specific needs of staff.

**c. Safety Update**

Mr. Myers updated the Committee on ALICE training at the Junior/Senior High School during the January Professional Development day. He noted the collaborative effort of Sergeant Lewos along with Sergeant McFaul of Millbury, Sergeant Minardi of Grafton, Officer Picard of Auburn and Officer Cowan of Sutton. The training included running through worst case scenario events, barricading doors for any inside/outside intruder, and proper use of the intercom system. ALICE training will be conducted at Elmwood Street School on March 10<sup>th</sup> and the Shaw School on March 24<sup>th</sup>.

Mrs. Vigneau questioned the status of funds from the safety grant. Mr. Myers stated the grant was frozen temporarily with funds delayed only one week. Starting the first week of March, the SRO pilot program will be in each school. This practice will establish relationships in the building and set protocols for the full time SRO officer starting in the fall.

**d. 2<sup>nd</sup> Quarterly Report from AVC and 2013-2014 Annual Report from SWCEC**

Mr. Myers provided an overview of the quarterly report from Assabet Valley Collaborative and the 2013-2014 Annual Report from Southern Worcester County Education Collaborative. Mr. Myers has joined the interview committee for the executive director of SWCEC.

**e. Update/Status of Snow Days Use**

Mr. Myers updated the Committee on the 5 days missed due to inclement weather, unsafe traveling or time for clean-up of the streets and sidewalks. Currently, our last school day is Thursday, June 25<sup>th</sup>. Mr. Myers presented a few options open for discussion if the district has to use the remaining 2 snow days:

1. Preserve long weekends during April vacation but institute ½ days for the other 3 days. Mr. Myers has approached this subject with the Teachers' Union president, who is open to conversation but if prior commitments have been already been made, staff will need to be held harmless.
2. Time can be made up on Saturdays, possibly ½ days. Transportation will not be affected since we already pay for 183 instruction days.
3. There are 180 required instructional days set by DESE. Since Millbury's calendar includes 183 instructional days, 3 of the days can be converted to

professional development days for staff. This will eliminate the cost of transportation for the 3 days.

Mrs. Teixeira questioned if option 1 has been polled with staff. Mr. Myers noted there will be a district wide meeting following February break. She noted that in Worcester an extended period of instruction time (45 minutes/day) has been added during the month of March.

Mrs. Harris-Keddy questioned which option is less expensive. There will be a cost savings on the bus run if teaching days are converted to professional development days. Mr. Plante noted many students and teachers will be on the Europe trip during April vacation. Mr. Myers stated any resolution will involve a collaborative effort with the union.

Mrs. Nietupski questioned the status of the roofs in the district. Mr. Bedard noted all of the school roofs have been reviewed and do not present any problems at this time. The Business Office has some ice dams that will be addressed during February vacation.

**f. District Accountability Review**

Mr. Myers thanked the Committee for their time meeting with the District Accountability Review team. He also thanked Mrs. Bellville for handling the schedule. Mr. Myers noted that the district should be receiving a draft report shortly and the final report is due within 6-8 weeks, which will be shared with the Committee. Two items of note include Millbury's exemplary mentoring program and the collaboration with the MTA on matters of educator evaluation, problem solving and meeting with representatives across the district to address concerns.

**g. Approval of Student Trip to MMEA Music All State Festival 3/19-3/21/2015**

Mr. Myers invited Dan Ferreira, Millbury music teacher and band/jazz director to the podium. Mr. Ferreira introduced Angel Osorio Pizarro and informed the Committee of Angel's acceptance into the Massachusetts Music Educators Association (MMEA) All-State Festival on March 19-21, 2015 at the Boston Seaport Hotel. Angel will work with a renowned choral conductor and perform at Symphony Hall. Mr. Ferreira will be accompanying Angel to the festival and will also be attending the Music Education Conference. Angel performed a solo in Italian, which was part of his audition for the festival. Angel is currently a senior and will be attending Yale University in the fall. Angel expressed his appreciation for Millbury's music department headed by Mr. Ferreira and Mr. Ryan Sullivan, chorus director.

Mrs. Nietupski requested a motion to approve the overnight field trip. Mr. Plante made the motion to approve, seconded by Mrs. Vigneau. All in favor (5-0).

**4. Budget**

**a. FY2016 Proposed School Budget – Discussion/Questions**

Mr. Bedard stated the FY2016 proposed school budget is now available on the district website under the business section. He also informed the Committee the notice for the Public Hearing being held on February 25<sup>th</sup> will be posted in the Millbury-Sutton Chronicle. Since Massachusetts has a new governor, an extra month is allowed for the development of the governor's budget and is expected sometime at the end of February or beginning of March. State aid for Millbury is expected to increase from the FY2015 budget.

Mr. Myers and Mr. Bedard attended a recent health insurance meeting and reported they are working with consultants at Fallon Health to keep down increases for next year. The district is not expected to switch insurance carriers.

**b. FY2015 School Budget Expenditures Update**

Mr. Bedard updated the Committee on the FY2015 Expenditure Report. Expenditures include overtime for recent weather conditions, increased utility costs, and increased Special Education tuition placements. Mr. Bedard mentioned the possibility of using the Special Education extraordinary relief program, available when tuition costs increase more than 25 percent. The district is also looking to absorb a decrease of \$14,300 in the Kindergarten Grant, where the allocation went from \$65,500 down to \$51,200, which is used to cover salaries for kindergarten personnel.

**c. Maintenance Update**

Mr. Bedard updated the Committee on the repair of one of three boilers at Elmwood Street School. The Massachusetts School Building Authority (MSBA) has an accelerated repair program for windows, roofs and boilers that are over 20 years old. The three units at Elmwood are only 14 years old but are not of the best quality and may need to be replaced. Mrs. Harris-Keddy questioned the status of the of the high school boilers and if they are from the same manufacturer. Mr. Bedard will look into the matter.

**d. Revolving Account Update**

Mr. Bedard provided a Revolving Account summary (quarterly update) through January 31, 2015 listing balances and expenses for all revolving accounts. Four of these accounts are used to offset salaries in the budget. Mr. Bedard noted the athletic account is trending up because most expenditures come at the end of the year. The student parking account has decreased due to the \$25,000 expense for driveway sealing and crack filling over the summer months. Mr. Bedard stated that the lease agreement for Dorothy Manor expires at the end of 2016, which will require going out to bid. Pakachoag Acres has been renting the facility since 1993. Potential maintenance updates to the property include window replacements.

**e. Full-time Pre School Rate Approval**

Mr. Bedard referred the Committee to his memo outlining the current Pre-School rates of \$115 per month for two half-day sessions per week and \$160 per month for three half-day sessions per week. The memo proposes adding a full-time, full day Pre-School session for the coming school year at a rate of \$650 per month.

The program will include a half-day program 4 days per week for \$210 per month, and a half-day program 5 days per week for \$260 per month. The full day program will include employee's children first, and offer a lottery for remaining slots. There may also be availability to extend the full-day offering outside of the district.

Mrs. Nietupski requested a motion for the Committee to vote on the proposed rates of \$650 per month for the full-time, full day Pre-school program, \$260 per month for a 5 day, half-day per week program and \$210 per month for a 4 day, half-day per week program. Mr. Plante made the motion to approve, seconded by Mrs. Teixeira. All in favor (4-0). Mrs. Vigneau abstained from the vote as she is a member of the Millbury Federated Church which runs a similar Pre-school program.

## **5. Old Business**

### **a. Policy Subcommittee Update**

Mrs. Teixeira updated the Committee on the Policy Subcommittee Meeting held on January 15, 2015. Members included Dorothy Presser, MASC Field Director; Mrs. Nietupski, Mr. Myers, Mr. Bedard and Mrs. Teixeira. The Subcommittee is currently reviewing Section A policies to determine if they are up to date or require revision either through the MASC model or another version. All sections will be adopted as completed, unless there is cause to adopt a policy immediately.

### **b. Approval of 2015/2016 School Calendar**

Mrs. Nietupski stated the Committee is revisiting the approval of 2015/2016 calendar. Mr. Myers stated the proposed calendar includes an additional 3 half-days for professional development, as mandates through state and local initiatives require providing additional support and guidance to deliver best teaching and learning practices for students. The calendar begins a full week earlier than the contract normally allows, as this coming year's calendar has only 1 day in last week of August. The Teachers Union has graciously approved this agreement. Mr. Myers noted adding a day off for observance of Good Friday was not included as it presents a mixed message to not enforce the letter of the contract and come back with another day off, along with treading carefully on observing any religious holiday in particular in the calendar.

Mrs. Nietupski requested a motion to accept the 2015-2016 school calendar. Mrs. Teixeira made the motion to approve, seconded by Mrs. Vigneau. All in favor (5-0).

### **Homeschool**

Mrs. Vigneau addressed a concern with a family of five homeschooled children who have not reported for the 2014-2015 school year. Mrs. Bellville stated the family has received multiple mailings and that the family has most likely moved since they have always responded in the past.

**6. New Business**

Mrs. Nietupski announced the next School Committee Meeting on February 25<sup>th</sup> will start at 7:00 p.m. with the Public Hearing regarding the FY 2016 budget, followed immediately by the regular meeting.

**7. Executive Session**

At 8:20 p.m., Mrs. Nietupski stated: *“The School Committee will vote to move into Executive Session, in accordance with MGL Chapter 30A, S21 (a) (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.”*

Mrs. Nietupski requested a roll call vote to move into Executive Session:

Mrs. Teixeira – Yes

Mrs. Vigneau – Yes

Mrs. Nietupski – Yes

Mr. Plante – Yes

Mrs. Harris-Keddy – Yes

**8. Future Topics/Events**

**a. Mass Insight/MMSI Presentation**

**b. Review and Acceptance of Section A of School Committee Policies**

**9. Next Meeting:** February 25, 2015- FY2016 Budget Public Hearing  
7:00 p.m. – MHS Media Center

**10. Adjourn**

The regular meeting session will reconvene following the Executive Session to adjourn.

Respectfully submitted,

*Sandra Femino*

Executive Assistant to the Superintendent

Approved:

Jeffrey W. Nichols  
Kathleen M. Harris Kelly  
Leslie M. Vignea  
Susan Seymour

Items in Packet:

Draft of Regular Session Minutes of 1/14/2015

FY2015 Expenditure Report

Revolving Account Summary – 1/31/2015

Memo from R. Bedard dated 2/6/2015 re New Full-time, Full Day Pre School Tuition Rate

DRAFT of 2015-2016 School Calendar