

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

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MILLBURY, MASS.

**Date:** April 28, 2016

**Present:** Mrs. Nietupski, Chairperson, Mr. Plante, Vice Chairperson  
Mrs. Vigneau, Mrs. Teixeira, Mr. Wilbur  
Ms. Gianna Okuliczki, Student Advisory Council  
Mr. Myers, Superintendent of Schools  
Mr. Bedard, Business Manager  
Mrs. Bellville, Director of Curriculum, Instruction & Assessment  
Ms. Ryan, Director of Pupil Services

**Time:** 7:30 p.m.

**Location:** Millbury Junior/Senior High School Media Center

Mrs. Nietupski called the meeting to order at 7:30 p.m. followed by the Pledge of Allegiance.

**1. School Committee Reorganization**

**School Committee Chairperson Nomination**

- Mr. Myers chaired the meeting and took nominations for School Committee chairperson. Mrs. Vigneau nominated Mrs. Nietupski as chairperson, seconded by Mr. Plante. All in favor (5-0).

**School Committee Vice Chairperson Nomination**

- Mrs. Nietupski chaired the meeting and took nominations for School committee vice chairperson. Mr. Wilbur nominated Mr. Plante as vice chairperson, seconded by Mrs. Teixeira. All in favor (5-0).

**School Committee Member Authorized to Sign Payroll Warrants**

- Mrs. Nietupski noted that Mr. Plante is the current School Committee member authorized to sign payroll warrants. Mr. Plante agreed to continue as the authorized member to sign payroll warrants. Mrs. Vigneau made a motion to authorize Mr. Plante to sign payroll warrants, seconded by Mrs. Teixeira. All in favor (5-0). Mrs. Nietupski requested volunteers for the alternate position. Mrs. Vigneau volunteered. Mr. Plante nominated Mrs. Vigneau as the alternate School Committee member authorized to sign payroll warrants, seconded by Mr. Wilbur. All in favor (5-0).

**2. Review and Approval of the Regular Session Minutes of April 13, 2016**

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of April 23, 2016. Mr. Plante made the motion to approve, seconded by Mr. Wilbur. All in favor (5-0).

**3. Report of the Administration**

**a. Student Council Report**

There was no Student Council Report.

**b. Update on Substance Abuse Prevention Event**

Mr. Myers briefed the Committee on the Substance Abuse Prevention Event with Guest Speaker, Chris Herren, which took place on Wednesday, April 27, 2016. The evening event featured a panel discussion hosted by Senator Michael Moore along with representatives from Spectrum Health Services, Recovery High School, Learn-to-Cope, the Attorney General's Office, and AdCare Hospital of Worcester. Gianna Okuliczki updated the Committee on the afternoon presentation by Chris Herren to students in grades 7 through 12, which was well received and focused on helping students with families struggling with addiction.

### **c. ELL/Sped Update**

Ms. Ryan reported to the Committee on the District's ELL population which is currently at sixty-nine students speaking sixteen different languages. An Immigration Celebration was held on Wednesday, April 13<sup>th</sup> at the Millbury Public Library. The event was supported by a Community Service Learning grant and featured ethnic stories, traditions and food. In January, the District participated in ACCESS testing, with results due in late May of 2016. Parents of ELL Students will be provided assistance to complete paperwork for the upcoming school year on an appointment basis. An ELL website has been added to our District website as a resource for parents, students and staff. ELL PAC meetings continue to be held in the District.

In March, DESE performed a Mid-Cycle review of numerous Special Education files and performed staff interviews. Ms. Ryan will update the Committee once final results are received. The District's school psychologists have been providing in-district professional development to support our staff in earning the required 15 PDPs in the area of special education. The Special Education Parents Advisory Council (SEPAC) will be holding a meeting on Tuesday, May 24<sup>th</sup> at 6:30 p.m. in the Elmwood Street School Community Room. The River Financial Group and Attorney Brenden King from Estate Preservation Law Offices will be available to provide information to families to support special needs planning. Flyers have been sent home and families are encouraged to contact the Special Education office to RSVP. The Extended School Year program for eligible Special Needs students will be held from July 5 through August 11, 2016, with no sessions during the week of July 25<sup>th</sup>. The program will offer lunch. Additional information will be mailed to students in the upcoming weeks.

### **Additional Items:**

- Mr. Myers reported on the Town Election held at the Millbury Junior/Senior High School on April 26<sup>th</sup> with 1567 registered voters casting their ballots.
- Bag2School Textile Recycling event is scheduled for Elmwood Street School on April 30<sup>th</sup> from 9:00 a.m. to 3:00 p.m. with profits to fund special events.
- The Millbury Parents Club 5K will be held on May 1<sup>st</sup>, with registrations taken up until the start of the event at 9:00 a.m.

## **4. Budget**

### **a. Acceptance of Donation from Aquarion Water Company – Vote Required**

Mr. Francis King of Aquarion Water Company spoke on the donation of a second hydration system donated by the Company. The first system was installed in Millbury High School in 2013 and has filled over 30,000 reusable water bottles. Aquarion recently installed a second station in the Millbury High School weight room along with the donated services of Reliable Plumbing. On behalf of Aquarion, Mr. King stated they are proud to be part of raising student awareness and creating an environmentally conscious school. Mrs. Nietupski requested a motion to approve the donation. Mrs. Vigneau made the motion, seconded by Mr. Plante. All in favor (5-0).

Thank you letters will be sent to Aquarion Water Company and Reliable Plumbing of Millbury.

**b. Mass Insight Donation – Vote Required**

Mr. Bedard requested the Committee consider accepting a donation from the Millbury Credit Union for \$2,500 to support Millbury High School's partnership with MassInsight. This donation brings the total donations from area businesses to \$12,500 for the program, along with in the in-kind donation from AA Transportation for busing.

Mrs. Nietupski requested a motion to accept the \$2,500 donation. Mr. Plante made the motion to accept the donation, seconded by Mrs. Vigneau. All in favor (5-0).

Thank you letters will be sent to all donators.

**c. FY2015 End of Year DESE Financial Report Audit**

Mr. Bedard provided the Committee with the FY2015 End of Year Financial Report Audit prepared by Roselli and Clark. The audit had no findings or material weaknesses.

**5. Old Business**

Mrs. Vigneau commended the work of Millbury High School teachers Pam Graves and Paula Woelfel with the Community Service Learning organization sponsoring the recent Immigration Celebration at the Millbury Public Library.

Mrs. Vigneau requested a list of Senior Projects.

**6. New Business**

Mrs. Nietupski requested Mr. Myers prepare his evidence for the Superintendent's evaluation for the scheduled June 8<sup>th</sup> Committee meeting, with the final evaluation done at the June 22<sup>nd</sup> meeting. It was agreed that Mrs. Nietupski will serve as the collator and the Superintendent will provide evidence against the accepted goals for 2015-2016.

**a. Facilities Director Search**

Mr. Bedard announced the retirement of Facilities Director, Chet Hanratty as of the end of April 2016. A search is underway for his replacement with preferred qualifications to include a Bachelor's Degree and five years of experience. The position is anticipated to be filled by July 1, 2016.

**b. Annual Appointment of District Grievance Officers and Alternates for 2016-2017 – Vote Required**

Mr. Myers noted that in accordance with our District policies AC, ACA, ACAB, and ACE, the Committee will annually vote to appoint employees in the district to serve as District Compliance and Grievance Officers.

**i. Title IX Grievance Officer**

Mr. Myers nominated Millbury Junior/Senior High School principal, Mrs. Tara Bennett as the Title IX Grievance Officer. Mrs. Nietupski requested a motion to approve. Mr. Plante made the motion to approve, seconded by Mr. Wilbur. All in favor (5-0).

**ii. Sexual Harassment Grievance Officer and Alternate**

Mr. Myers nominated Director of Pupil Services, Ms. Kate Ryan as the Sexual Harassment Grievance Officer and Business Manager, Mr. Rick Bedard, as the alternate. (This appointment may change once the Town/School Human Resource

manager is hired.) Mrs. Nietupski requested a motion to approve. Mr. Wilbur made the motion to approve, seconded by Mr. Plante. All in favor (5-0).

**iii. Title II Compliance Officer**

Mr. Myers nominated Director of Pupil Services, Ms. Kate Ryan as the Title II Compliance Officer and Director of Curriculum, Instruction and Assessment, Mrs. Jennifer Bellville, as the alternate. Mrs. Nietupski requested a motion to approve. Mrs. Vigneau made the motion to approve, seconded by Mrs. Teixeira. All in favor (5-0). This information will be available on the district website and will be posted in all student handbooks.

**7. Executive Session (if needed)**

**8. Future Topics/Events**

- a. Promising Practices Breakfast Award Recipients (*anticipated 5/25/2016*)
- b. Annette Ellis, Lions Club Youth Speech Finalist (TBA)
- c. Webster Tuition Agreement – Annual Review (*anticipated 5/25/2016*)
- d. School Choice Vote (*anticipated 5/25/2016*)

**9. Next Meeting: May 10, 2016 – 7:00 p.m. Millbury Junior/Senior High School Media Center**

**10. Adjourn**

At 8:05 p.m., Mrs. Nietupski requested a motion to adjourn the meeting. Mr. Plante made the motion to adjourn, seconded by Mr. Wilbur. All in favor (5-0).

Mrs. Nietupski invited the public to attend the Annual Town Meeting being held on Tuesday, May 3, 2016 at the Millbury Junior/Senior High School auditorium beginning at 7:00 p.m.

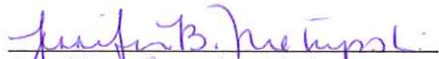
Respectfully submitted,

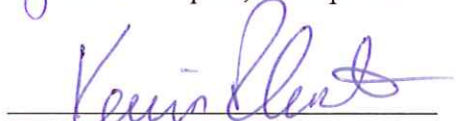
*Sandra Femino*

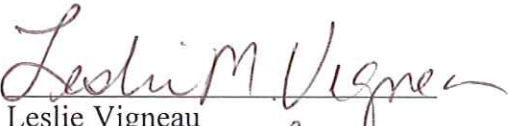
Sandra Femino

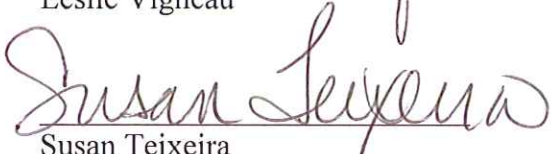
Executive Assistant to the Superintendent


Approved:

  
Jennifer Nietupski, Chairperson

  
Kevin Plante, Vice Chairperson

  
Leslie Vigneau

  
Susan Teixeira

  
Christopher Wilbur

Items in Packet:

Draft of Regular Session Minutes of April 13, 2016

Roselli & Clark's FY2015 End of Year DESE Financial Report Audit