

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

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MILLBURY, MASS.

**Date:** June 8, 2016

**Present:** Mrs. Nietupski, Chairperson; Mr. Plante, Vice Chairperson  
Mrs. Vigneau, Mrs. Teixeira, Mr. Wilbur  
Mr. Myers, Superintendent of Schools  
Mr. Bedard, Business Manager  
Mrs. Bellville, Director of Curriculum, Instruction & Assessment  
Ms. Ryan, Director of Pupil Services  
Mrs. Trahan, Mrs. Bottiglieri

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

**Location:** Millbury Junior/Senior 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 Regular Session Minutes of May 25, 2016 and the Executive Session Minutes of May 25, 2016**

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of May 25, 2016. Mrs. Teixeira made the motion to approve, seconded by Mrs. Vigneau. All in favor (5-0).

Mrs. Nietupski noted any changes, additions or deletions to the Executive Session Minutes of May 25, 2016 will have to be made in Executive Session. Mr. Wilbur made the motion to approve, seconded by Mr. Plante. All in favor (5-0).

**2. Report of the Administration**

**a. Promising Practices Breakfast Award Recipients**

Mr. Hall introduced Elmwood Street School teachers Elizabeth Trahan and Nicole Bottiglieri as Millbury's recipients of the Promising Practices Award presented annually by the Blackstone Valley Superintendents' Consortium at the Asa Waters mansion. Mrs. Trahan and Mrs. Bottiglieri were selected for implementing and training teachers in the Daily 5 literacy program at Elmwood Street School. They provided a brief overview of the Daily 5 to the Committee.

**b. Summer 2016 Professional Development**

Mrs. Bellville briefed the Committee on the numerous Professional Development opportunities being offered over the summer. This year, some of the courses will be offered for "Woolie" credit.

**c. Review of Assabet Valley Collaborative 3<sup>rd</sup> Quarter Report**

Mr. Myers provided the Committee with the quarterly report from Assabet Valley Collaborative. He noted the quality services and support that AVC provides to our students and also to our central office administrators through job alike groups and services. The Collaborative is well run and financially sound.

**d. Superintendent’s Evaluation: Review of Evidence**

In anticipation of the upcoming superintendent’s evaluation, Mr. Myers provided the Committee with an update on progress made in achieving his four professional practice goals for the year and evidence to support adherence to the standards and indicators of the superintendent’s rubric.

*Letters of appreciation were requested to be sent to Liz Trahan and Nicole Bottiglieri.*

**3. Budget**

**a. French River and TEC Educational Collaborative Bid Results – Vote Required**

Mr. Bedard referred to his memo to the Committee on the French River and TEC Educational Collaborative bid results. The French River Bid pertains to competitive bidding on behalf of twenty-three school districts in the Worcester County area for copy paper, classroom supplies, technology supplies, custodial supplies and athletic supplies. The TEC Collaborative bid pertains to competitive bidding from multiple vendors for school lunch supplies and milk. This bid was coordinated through our Food Services Director.

Mr. Bedard recommended that the Committee vote to accept all the FREC bids and the TEC bid as outlined in his memo. Mrs. Nietupski requested a motion to approve both bids. Mr. Plante made the motion to approve, seconded by Mr. Wilbur. All in favor (5-0).

**b. Acceptance of Donations – Vote Required**

Mr. Bedard informed the Committee of four donations received from local agencies to be used towards the school day and evening speaking fees for the Substance Abuse Awareness event with Chris Herren:

Millbury Parents Club	\$1,000
Spectrum Health Systems	\$1,000
AdCare Hospital	\$1,000
Worcester Division of Public Health	\$1,000

Mrs. Nietupski requested a motion to approve the acceptance of all four donations. Mrs. Vigneau made the motion to approve, seconded by Mr. Plante. All in favor (5-0).

*Thank you letters will be sent.*

**c. Maintenance Update**

Mr. Bedard provided an update on maintenance projects in the District including the installation of a new flag pole at the Elmwood Street School athletic field. Other major projects paid for from the “Maintenance – Special Projects” line item were listed:

- Shaw Security System
- Painting: Shaw cafeteria, Shaw offices and MHS exterior catwalk area
- Refinishing gymnasium floors
- Jr. High School Science lab stools
- MHS auditorium lighting and rigging inspection and repairs
- HVAC system installation for the new Director of Pupil Services area
- Building supplies needed for the new rooms in the new Director of Pupil Services area
- Purchase three window air conditioning units for Shaw, as per student need
- Elmwood Street School HVAC duct cleaning
- Various exterior and interior door replacement and repairs

Mrs. Vigneau noted the rising increase in some revolving accounts and questioned if some of these funds can be allocated. Mr. Bedard noted that an increase in salaries can come out of the Preschool Revolving account, along with funds for the installation of a classroom whiteboard over the summer months.

**Additional Item:**

Mr. Bedard announced the selection of the District's new Facilities Director, Mr. Paul Halacy of the Northbridge Public Schools. He will officially begin in the District on July 1, 2016

**4. Old Business**

**5. New Business**

**6. Executive Session**

At 7:35 p.m., Mrs. Nietupski requested a roll call vote to: *move into Executive Session, in accordance with MGL Chapter 30A, §21 (a) (2) 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.*

Mrs. Teixeira – Yes

Mrs. Vigneau – Yes

Mrs. Nietupski – Yes

Mr. Plante – Yes

Mr. Wilbur - Yes

**7. Future Topics/Events**

- a. Superintendent's Evaluation (*anticipated June 22, 2016*)
- b. School Handbooks (*anticipated June 22, 2016*)

**8. Next Meeting:** June 9, 2016 – 5:30 p.m. Policy Subcommittee-Superintendent's Conf. Room  
June 22, 2016 – 7:00 p.m. Millbury Jr./Sr. High School Media Center  
July 11, 2016 – 5:30 p.m. Superintendent's Conference Room

**9. Adjourn**

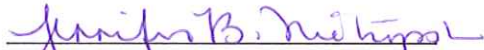
Respectfully submitted,

*Sandra Femino*

Sandra Femino

Executive Assistant to the Superintendent

Approved:

  
Jennifer Nietupski, Chairperson

  
Kevin Plante, Vice Chairperson

  
Leslie Vigneau

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Susan Teixeira

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Christopher Wilbur

Items in Packet:

Draft of Regular Session Minutes of May 25, 2016  
Draft of Executive Session Minutes of May 25, 2016  
Memo from R.Bedard Re: French River and TEC Educational Collaborative Bid Results  
Memo from R.Bedard Re: Acceptance of Donations  
Memo from R.Bedard Re: Maintenance Memo  
Letter to DESE Re: School Choice Vote for 2016-2017

Handout at Meeting:

Superintendent's Evaluation – Evidence  
Proposed 2016-2017 SC Dates