

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

15 NOV 12 AM 8:41
MILLBURY, MASS
TOWN OF MILLBURY

Date: August 26, 2015

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: 7:00 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. Report of the Administration

a. Opening Day Update

Mr. Myers briefed the Committee on opening day noting the preliminary enrollment at 1777. An update will follow after October 1, which is the official number reported to DESE. Mr. Bedard is monitoring the bus routes and will be notifying affected families of any bus changes later in September.

b. Annual Appointment of District Grievance Officers and Alternate – 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. Mrs. Nietupski requested a motion to approve; Mrs. Vigneau made the motion, seconded by Mr. Plante. 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. Mrs. Nietupski requested a motion to approve; Mrs. Vigneau made the motion, 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. Mrs. Nietupski requested a motion to approve; Mrs. Vigneau made the motion, seconded by Mr. Plante. All in favor (5-0).

This information is also available on the district website.

c. Report on New Teacher Orientation

Mrs. Bellville reported on the August 19th and 20th orientation, welcoming ten of the twelve new teachers to the district along with their mentors. Nikki Oliveri, the new School Resource Officer, attended both days. Educator evaluation training, safety overview, technology training, and a Millbury bus tour was provided. Mrs. Bellville thanked Millbury staff Stephanie Delucia, Mark Sutphen and Jennifer Kephart for their assistance, and thanked Mrs. Nietupski and Mrs. Vigneau for attending orientation on the morning of August 19th.

d. Update on Summer PD

Mrs. Bellville reported on the three professional development offerings in June and two days in August. The district provided mentor training for six new mentors on August 18th. Mrs. Bellville noted there are currently twenty-seven staff in the district with mentors.

e. FY2016 Grants Update

Mrs. Bellville updated the Committee on the six grants that are overseen in her office – Title I, Title IIA, Innovation Fund (new this year), Safety Grant, Academic Support Grant and Kindergarten Grant. Ms. Kate Ryan updated the Committee on the four Special Education grants overseen through her office – IDEA Special Education Entitlement Grant, SPED Program Improvement Grant, Early Childhood Special Education Program Improvement Grant and the Early Childhood Special Education Entitlement Grant.

Mr. Myers noted two additional items:

- Gianna Okuliczki was reappointed by the Student Advisory Council to represent the student body of Millbury Junior/Senior High School
- Pamela Higginbottom, head custodian at the R.E. Shaw Elementary School, recently spruced up the entrance of the building. A thank you letter will be sent on behalf of the Committee.

2. Budget

a. Maintenance Update

Mr. Bedard provided a maintenance update by school:

- MHS: Water main break on August 19, 2015 was repaired by Aquarion’s contractor, repair of parking lot fencing, and sprucing up the high school courtyard
- Elmwood: Installation of kitchen rooftop variable speed drive, brush cleaning along parking lot and playground, installation from the DPW of new sewer pump station (Mr. Bedard will follow up on the timeline for completion).
- Shaw: Brush clearing, installation of basic building perimeter security system
- District wide: WAN (Wide Area Network) upgrade installation, Energy Fair scheduled for October 3 along with the towns of Sutton and Auburn, and completion of summer projects including inspections of all fire alarms, sprinklers and fire extinguishers.

Mr. Bedard noted receipt of notice of fines on expired elevator certificates, even though there is a backlog of state inspections. The school’s legal counsel will help formulate a response to the most recent notice of August 7th.

b. Financial Procedures Manual

Mr. Bedard produced the Financial Procedures Manual as a resource available to the secretarial and administrative staff to safeguard our assets, implement School Committee and Town policies, comply with State and Federal laws, and produce timely and accurate financial

documents. It is used for internal controls, documentation, longevity, and consistency with payroll policies and procedures. The manual is also available on the district's website.

Vote to Declare Surplus and Allow the Sale of Hearing Impairment Device to Outside District

Mr. Bedard requested a vote to declare a hearing impairment device valued at approximately \$1,500 that was purchased by the district last year for a student who is now going to another district as disposable property and consideration to vote for resale of the item to the student's new district. Mrs. Nietupski requested a motion to declare the hearing impairment device as disposable property. Mr. Plante made the motion, seconded by Mr. Wilbur. All in favor (5-0). Mrs. Nietupski requested a motion to pursue the sale of the hearing impairment device to the new school district. Mr. Plante made the motion, seconded by Mr. Wilbur. All in favor (5-0).

c. Kindergarten Grant

Mr. Myers thanked Senator Moore and his office for his efforts in advocating the return of funds through the Kindergarten grant, which was cut under the Governor's proposal.

d. Acceptance of Wheelabrator Donation – Vote Required

Mr. Bedard noted receipt of a gift of \$5,000 to be used to support the district's partnership with Mass Insight and to expand and advance our Advanced Placement offerings. Mrs. Nietupski requested a motion to accept the gift. Mrs. Teixeira made the motion, seconded by Mrs. Vigneau. All in favor (5-0). A thank you letter was requested on behalf of the Committee.

Mr. Myers explained the district's partnership with Mass Insight. The purpose is to aggressively increase enrollment and exposure in AP courses. It includes world class professional development for teachers and Saturday study sessions for students in AP English, Math and Science. This partnership has a 3-year fee to participate which was not included in our budget. Mr. Myers acknowledged that along with Wheelabrator's donation, generous contributions through Millbury banks are supporting the AP initiative. He also thanked AA Transportation for providing free transportation to all nine Saturday study sessions. Thank you letters will be sent on behalf of the Committee. Mr. Myers will notify the Committee of the upcoming AP pep rally date.

3. Old Business

a. School Committee Policies Update

Mrs. Teixeira updated the Committee on the June 18th meeting, which covered Section G Personnel. The next meeting is scheduled for September 24th. The Policy Committee hopes to present the revised policy book in its entirety by the end of this school year. It will also be published on the district website

4. New Business

a. Interest Based Bargaining Training – Vote Required

Mr. Plante suggested the Committee vote on the Interest Based Bargaining after they have completed the training. Mrs. Nietupski requested a motion to approve the training. Mr. Plante made the motion, seconded by Mrs. Teixeira. All in favor (5-0).

Mr. Myers and Mrs. Kach will determine a list of dates for the training to include members of the School Committee along with selected MTA members.

b. Release of Executive Session Minutes

Mrs. Nietupski noted the annual review of the Executive Session minutes includes five sets of minutes. Three meetings dealt with personnel issues and those minutes cannot be released. Two meetings dealt with negotiation of Mr. Myer's contract and those minutes can be released. Mrs. Nietupski requested a motion to release the Executive Session Minutes of March 25, 2015 and April 8, 2015. Mrs. Vigneau made the motion, seconded by Mrs. Teixeira. All in favor (4-0). Mr. Wilbur abstained.

c. School Committee Goals – Review Draft

Mrs. Nietupski opened discussion for revisions to the draft of the School Committee goals. She proposed the following changes:

- Goal 1, Number 5, the vote to approve IBB will come after the training.
- Also, the School Committee cannot initiate the negotiations; they need to wait for a letter from the MTA.
- Goal 3, 1, Mrs. Nietupski will draft a letter from the School Committee to the BOS to be added to their agenda to support the Statement of Interest for the new Shaw School.
- Goal 4, 2, Mrs. Nietupski requested to include SRO officer Nikki Oliveri to be included under Person(s) Responsible for safety updates at School Committee meetings.

Mrs. Nietupski requested a motion to adopt the five goals with the changes mentioned. Mr. Plante made the motion to accept the goals with said changes, seconded by Mrs. Vigneau. All in favor (5-0). School Committee Goals will be available on the district website.

5. Executive Session (if needed)

6. Future Topics/Events

- a. Review of 2015-2016 District Goals
- b. District Enrollment

7. Next Meeting: September 9, 2015 – MHS Media Center

8. Adjourn

At 7:55 p.m., Mrs. Nietupski requested a motion to adjourn. Mrs. Teixeira made the motion, seconded by Mrs. Vigneau. All in favor (5-0).

Respectfully submitted,

Sandra Femino

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Executive Assistant to the Superintendent

Approved:

Jeanne B. Higgins

Susan Sexton

Kevin Plant

Christy J. ...

Items in Packet:

Memo from R.Bedard dated 8.21.15 re: Maintenance

Memo from R.Bedard dated 8.21.15 re: MPS Manual of Financial Procedures

MPS Manual of Financial Procedures

Executive Session Minutes from 3.25.15 and 4.8.15 (SC only)

Draft of School Committee Goals 2015-2016

Draft of School Committee Year-Long Agenda Items