

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

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MILLBURY, MASS

**Date:** September 10, 2014

**Present:** Mrs. Nietupski, Chairperson;  
Mrs. Vigneau, Mrs. Teixeira, Mrs. Harris-Keddy,  
Ms. Okuliczki, Student Advisory Council;  
Mr. Myers, Superintendent of Schools;  
Mr. Bedard, Business Manager

**Absent** Mr. Plante, Vice Chairperson

**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 August 20, 2014 Regular Session Meeting Minutes and August 20, 2014 Executive Session Meeting Minutes**

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of August 20, 2014. Mrs. Vigneau made the motion to approve, seconded by Mrs. Teixeira. All in favor (4-0)

Mrs. Nietupski noted that any changes, additions or deletions to the Executive Session Minutes of August 20, 2014 will have to be made in Executive Session. Mrs. Teixeira made the motion to approve, seconded by Mrs. Harris-Keddy. All in favor (4-0)

**2. Report of the Administration**

**a. Welcome and Introduction of Administrative Team and New Faculty**

Principals introduced their new staff along with a short biography.

Elmwood Street School: Dana Burke, Technology and Computer Teacher;  
Allyson Rottman, Music Teacher

RE Shaw Elementary School: Tonia Alger, School Psychologist; Kim Bengtson, Grade 6 Math and Science Teacher; Michelle Charron, Grade 5 Reading, Writing and Social Studies Teacher; Eric Gervais, Technology Teacher; John Mistretta, Grade 4-6 Math Teacher

Millbury Jr./Sr. High School: Tim Rucho, History Teacher; Kim McArdle, Reading Intervention Teacher; Christina Foley, Business Teacher; Chloe Przygoda, English Teacher; Lindsey Charron, Special Education Teacher; Victoria Arend, French Teacher; Stacey Vangos, .6 Mathematics Teacher; and Anne Thompson, Junior High Assistant Principal

A ten minute social followed introductions. The meeting was resumed at 7:35 p.m.

**b. Overview of Student Handbooks**

Mr. Myers introduced principals to speak to the outlined changes in each of the school handbooks.

Elmwood Handbook: Mr. Hall noted updates to the discipline procedures to reflect Massachusetts state laws and subtle changes to regulations regarding snacks.

Shaw Handbook: Mrs. Friedman spoke to changes in consequences in the discipline component that is subject to change as of January 2015. Updates were made to the names of new school committee members and superintendent, parent pick up and dismissal information, accessibility of signature pages for parents, changes to the music program, and updates to BMI notification.

MHS Handbook: Mrs. Vasil noted a long list of changes mainly in line with new discipline and attendance mandates, PARCC testing for grades 7&8, and small changes to the dress code. She also noted a change in the tobacco policy to address E-cigarettes and hookah pens. A shift was made from the inside suspension room to alternative learning center; and as a direct response to junior high parental requests, a specific section for junior high school with items specific to that grade level was added. Mrs. Vasil indicated the high school went from issuing two separate handbooks for the high school and junior high school for cost savings.

Mrs. Nietupski questioned if there is collaboration on the dress code throughout the district. Mrs. Vasil noted that schools are currently sharing information and looking into the possibility of a district-wide handbook with common factors that will make the translation process more cost productive.

Mrs. Nietupski questioned if there is a cell phone problem at Elmwood. Mr. Hall noted there is not, as did Mrs. Friedman at the Shaw School. Mrs. Vasil noted the use of cell phones have been an issue at the high school and was discussed with Assistant Principal Bresnahan and the handbook committee in the spring. Social media for responsible activities is now being piloted for cell phone use during lunch and for personal reasons. Mrs. Vasil noted that so far things are running smoother and they are also encouraging teachers to use cell phone for educational purposes in classroom. She stressed that this is not a necessity; but an option for students in helping to be responsible, digital citizens.

Ms. Okuliczki commented that students like the new pilot and appreciate cell phone use at a reasonable level noting no abuse of the privilege.

Mr. Myers noted a moral obligation for students to grow as these devices are no longer cell phones, but personal computers. He stated that we need to be mindful

about on how to use them in a responsible and productive way. The district's infrastructure is well suited to accommodate many devices and network security is still in place.

**c. District Enrollment**

Mr. Myers reported the district enrollment statistics as of September 4, 2014. The number of 1790 compares closely to last year's number of 1776 from the October 1 enrollment. He stated that once the official October 1 numbers are available, a complete breakdown by grade will be provided.

**d. Millbury High School Europe Trip: April 16-24, 2015**

Mrs. Vasil noted the high school Europe trip started 3 years ago to France and Spain and last year's trip was to Italy. This year, the proposed nine day trip is to London and Dublin. The tentative departure date is April 16, 2015. Mrs. Vasil stated that forty-four students are currently signed up for the trip. Mrs. Teixeira questioned the eligibility requirements. Mrs. Vasil stated there are no specific requirements, but typically students from grades 10, 11 and 12 attend. She did relay that they do not anticipate taking the Europe trip next year, as they plan to alternate yearly with the MHS band trip making it more financially suitable for families. Mrs. Vasil stated that the price of the trip is \$3200 which includes insurance and excursions, transportation, accommodations and meals (other than lunch). The chaperone ratio is 7:1.

Mrs. Nietupski requested a motion for preliminary approval of the trip to London and Dublin. Mrs. Vigneau made the motion for preliminary approval, seconded by Mrs. Teixeira. All in favor (4-0). Mr. Myers indicated that Mrs. Vasil will return to update the committee on final details and will then seek the Committee's final approval for the trip.

Mrs. Vasil also stated fundraising is done to help to defray costs in tips and transportation while in Europe and for the purchase of uniform jackets for all who are attend the trip.

**e. September 9, 2014 Town Election: Update**

Mr. Myers reported on the Town Election held on September 9<sup>th</sup> at the Millbury Jr./Sr. High School. A total of 1075 Millbury residents were in the building's gymnasium without incident. Mr. Myers thanked Town Clerk, Mrs. Davolio, for her organization of the event. The major change this year was closing one of the two entrances and using only the rear entrance closest to the gym. The two recommendations noted were:

1. Work to provide more handicap parking
2. Reroute students during dismissal time

Mr. Myers stated that the next election on November 4<sup>th</sup> will be a Professional Development day in the district.

### **Unused Literature Textbooks**

Mr. Myers requested the committee consider declaring 84 textbooks with old copyright dates as surplus. They have not been in use for years and are of no value for resale. If declared surplus, the Big Hearted Books & Clothing Inc. will make a donation to our district based on book weight and redistribute the materials to people who can use them. Mrs. Teixeira made the motion to declare the textbooks as surplus, seconded by Mrs. Harris-Keddy. All in favor (4-0)

### **3. Report of the Student Advisory Council Representative to the School Committee**

Gianna Okuliczki of the Student Advisory Council provided updates on the recent leadership conference held on August 21st, orientation for 7<sup>th</sup> and 9<sup>th</sup> graders, fall sports, Chemical Awareness Night on September 2<sup>nd</sup>, and the first Millbury football game scheduled for Friday, September 12<sup>th</sup>. A guidance information night for the parents of seniors will be held on September 23<sup>rd</sup>. Parent-Teacher conferences will be held on Wednesday, October 1<sup>st</sup>, and the Junior High dance will be held on Friday, September 26, with proceeds benefiting Junior High merit trips.

Mrs. Nietupski questioned if the guidance parent night is extended to parents of juniors as well. Mrs. Vasil stated there is no reason not to and agreed that starting the process in junior year can be beneficial.

### **4. Budget**

#### **a. AA Transportation Update**

Mr. Bedard updated the committee on working with the new transportation contractor, AA Transportation, to resolve the timing of bus runs and reconfiguring bus routes. Mr. Bedard thanked parents and staff for their patience with these adjustments. Specifically, he mentioned changes to buses 3, 5 and 6. He also reported that the district is contracted with Van Pool for Special Education transportation. The Vendetti Bus Company, contracted through Blackstone Valley Technical High School, provides transportation for Millbury students attending BVT.

Ms. Okuliczki expressed student concern with overcrowding on some buses. She will provide Mr. Bedard further information as to bus numbers and routes.

### **5. Old Business**

#### **a. School Committee Policies Review**

Mrs. Nietupski stated the policies review was requested previously, and is also part of Mr. Myers' goals as superintendent. Mr. Myers noted that most of the district policies are circa 1987/1988 and have not been updated with the district's new needs and priorities. He indicated a service is available through MASC with guidance for major sections and offers a cross walk to compare our existing policies and student handbooks with a model policy book to identify gaps and conflicts that are not reflected accurately. This work will involve a policy subcommittee working with Dorothy Presser of MASC. The subcommittee will meet every six weeks and bring changes before full the full committee for approval. The recommended timeframe is 18-24 months to complete the review. The policies will be also be posted online.

Mrs. Nietupski noted that as chair she will serve on the subcommittee along with Mrs. Teixeira. Mrs. Harris Keddy made the motion to approve the subcommittee, seconded by Mrs. Vigneau. All in favor (4-0).

Mr. Myers indicated the total cost of \$10,500 will be billed over three consecutive years and that we will have the ability to update policies in the future. It was recommended that Mr. Myers reach out to Dorothy Presser to join the subcommittee. Mr. Bedard noted that there is currently funding available to cover the first payment. It was agreed to investigate funding and to table the conversation for the next meeting.

**6. New Business**

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

**8. Future Topics/Events**

- a. Review of 2014/2015 District Goals
- b. MCAS Results
- c. Coordinated Program Review
- d. McKinney-Vento Homelessness Act
- e. PARCC Update
- f. Bring Your Own Device (BYOD) Policy
- g. Proposed Revisions to District Wellness Policy

**9. Next Meeting: September 24, 2014 (6:30 p.m. Tour of Elmwood Street School/7:00 p.m. Meeting)**

**10. Adjourn**

Mrs. Teixeira made the motion to adjourn the meeting at 8:25 p.m., seconded by Mrs. Harris-Keddy. All in favor (4-0).

Respectfully submitted,

*Sandra Femino*

Sandra Femino

Executive Assistant to the Superintendent

Approved:

Leda M. Yigra  
Susan J. J. J.

Joseph B. McIntyre  
Arthur W. J. J.

Items in Packet:

Draft of Regular Session Minutes of 8/20/2014  
Draft of Executive Session Minutes of 8/20/2014  
Proposed School Committee Dates August 2014-June 2015  
2014-2015 Proposed School Committee Dates  
School Handbooks (3)  
Enrollment Statistics as of 9/4/2014  
Information on Educational Tours  
Policy on Student Travel  
Memo from K. Ryan on McKinney-Vento Act

Hand-Out at Meeting:

Memo dated 9/10/14 from Superintendent Myers re: Unused Literature Textbooks