

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS

Date: September 11, 2013

Present: Mrs. Nietupski, Chairperson, Mr. Borowski, Vice Chairperson,
Mrs. Vigneau, Mr. Corey, Mr. Plante, Mrs. Hitchcock,
Superintendent of Schools, Mr. Bedard, Business Manager

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. Approval of Regular Session Meeting Minutes of 8/28/2013

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of August 28, 2013

Mr. Borowski made the motion to accept, seconded by Mr. Corey. All in favor (5-0).

2. Report of the Administration

a. Welcome and Introduction of Administrative Team and New Faculty

Mrs. Hitchcock introduced two new additions to the district Leadership Team:

Mrs. Jennifer Bellville, Director of Curriculum, Instruction and Assessment

Ms. Kate Ryan, Director of Pupil Services

Principal Sue Frederick of Elmwood Street School introduced new staff:

Sarah Kakish, Grade 3 Special Education Teacher

Emilie Laughton, Grade 3 Teacher

Rachael Walbridge, Grade 3 Teacher

Katherine Nicholas, Long Term Preschool Substitute Teacher

Principal Miriam Friedman, the new principal of RE Shaw Elementary School introduced new staff:

Andrew Tuccio, Assistant Principal

Jessica Madrigal, Classroom Imagine Nurse

Principal Mandy Vasil of Millbury Memorial Jr./Sr. High School introduced new staff:

Matt Pasceri, Math Teacher

Mark Blessington, Engineering/Technology Teacher

Gregory Przygoda, Special Education Math Teacher

Bonnie Nieves, Science Teacher

Erin Molnar, Long Term Substitute Special Education Teacher

Mrs. Hitchcock requested the School Committee members introduce themselves.

b. 2013-2014 District Goals/Initiatives

Mrs. Hitchcock presented a Power Point on the District Goals and Initiatives for 2013-2014. This year, action steps are being implemented to accomplish the goals. She noted that many of them are multi-year goals which began last year. These have been developed by the district Leadership Team with input from the teachers and staff.

Mrs. Hitchcock informed parents and community members that the District Goals/Initiatives are also available on the school's website.

The following six goals and action steps were presented:

Technology Goal, Data Driven Decisions Goal, Common Core Goal, Professional Development Goal, Educator Evaluation Goal and Communication Goal

I. Technology Goal:

Implement the first year of the Millbury 3-year Technology Plan as submitted to and approved by the DESE.

Action Steps include:

Phase I – Summer 2013

Elmwood: Classroom and lab computer replacement

Shaw: Classroom and lab computer replacement

Jr/Sr High School: Business and CAD lab computer replacement

Phase II – Sept-Oct 2013

Jr/Sr High School: Replacement of classroom teacher computers

Phase III – Oct-Dec 2013

Upgrade of remaining classroom and lab computers, office computers, etc.

Phase I has been completed, with the addition of a second computer lab at the RE Shaw School. Mrs. Hitchcock stated that Millbury has been selected to participate in the PARCC (Partnership for Assessment of Readiness for College Careers) pilot program in grade 4 and the upgraded technology is crucial to our participation.

Mr. Bellville, the district's IT Director, decided on implementing Phase 3 of the action steps for Technology at the beginning of this school year as much of our curricula should be delivered electronically. Phase II will be delayed until October-November in order to receive the best pricing on computers. We are purchasing eighty-four computers and will save \$30 per computer. The upgrades under Phase III will precede the replacement of computers under Phase II.

Mrs. Hitchcock noted there is one year left under the three-year technology warrant articles with the third year focus on wireless internet throughout the district.

Other technology action steps included the increase in technology literacy levels of all staff, addition of one new computer lab at Shaw School (now completed), and the purchase and installation of new software (SIF) to support the student information system (X2/Aspen) required by the DESE.

II. Data Driven Decisions Goal

This goal ensures the district will analyze student assessment data, as well as evaluate educator, school and district performances as a means to improve student learning outcomes and the quality of instruction in every classroom.

Action Steps:

- Establish District-Determined Measures for grades K-12 that will become a component of the Millbury Educator Evaluation System.
- Expansion of the MAP assessment into grades 2 and 10 in order to assess individual student performance three times per year as required by the District's Literacy Plan, and to help forecast MCAS performance and serve as a District-Determined Measure
- Provide Professional Development opportunities that instruct educators on how to analyze data to drive instruction
- Develop, identify and implement benchmark assessments K-12 and use for decision making to inform instructional practices

III Common Core Goal

The District will integrate Common Core Standards in order for students to gain knowledge in Mathematics and English Language Arts, to transfer this knowledge to Career Readiness at all grade levels, and to increase the number of students ranking Proficient and Advanced in all subgroups, Special Education, ELL and low income on MCAS. Mrs. Hitchcock noted that DESE has figured out that the general education students have done well and progressed over the years. The difficulty rests with the high need subgroups. Multiple action steps in Mathematics and ELA were outlined.

IV. Professional Development Goal

The District will provide high quality professional development to all staff. Mrs. Hitchcock thanked the School Committee for maintaining five full days of professional development in the school year.

Professional Development Action Steps were outlined.

Develop a district-wide Professional Development Committee representing all staff to identify and design professional development in the following disciplines:

- Delivering Effective Mathematics Instruction
- Providing Appropriate Instruction for ELL in General Education Classrooms (RETELL)
- Embedding Writing in all content areas
- Utilizing appropriate Technology as Instructional Tools in the Classroom
- Understanding the Functions of X2/Aspen Student Information System
- Utilizing Data to Drive Instruction

- Implementing the Educator Evaluation System. Mrs. Hitchcock noted that we are now on year two of implementing the Evaluation System as mandated for districts receiving Race To the Top funding. We are now obligated to evaluate the remaining 50% of staff. This was a main reason for hiring the two assistant principals at the Elmwood and Shaw Schools.

Creating a 2-year calendar of professional development aligned with the district and school improvement plans.

V. Educator Evaluation Goal

The District will implement year two of the Millbury Educator Evaluation System. Mrs. Hitchcock noted the entire group (18 people) who designed the Educator Evaluation System will gather on September 23rd to reassess the plan, design and implementation schedule.

VI. Communication Goal

The District will continue to improve communication with and outreach to all stakeholders including families, community members, colleagues, and between schools. Mrs. Hitchcock acknowledged the support of the Millbury community on the support of the two warrant articles for mathematics textbooks and technology upgrades.

Action Steps:

- Improve engagement with parents/guardians by providing timely follow-up, quarterly building-based newsletters and events to encourage meaningful two-way dialogue
- Encourage school staff participating in community-wide events
- Continue to post pertinent and informative documents/information to the Schools and District websites
- Identify effective opportunities for cross-building and vertical communication

Mrs. Hitchcock suggested the committee take a vote on acceptance of the district goals.

Mr. Borowski questioned what type of tracking is being done throughout the year for the committee to monitor these goals. Mrs. Hitchcock stated that she has been doing that, but suggested having more presentations by principals after the second round of MAP testing (which is done 3 times per year). School newsletters also provide information on cultural fairs and open up lines of information based more around community interaction and eliciting feedback. Mrs. Nietupski noted that the websites have improved greatly and the importance of keeping them up to date. She questioned if the district goals will be the same as the Superintendent's goals. Mrs. Hitchcock stated that is appropriate and is done in many other communities. Mr. Borowski agreed that the district goals are a baseline but that a conversation needs to take place with the superintendent to determine if there are any other goals. Mr. Borowski made the motion to accept the District Goals for 2013-2014, seconded by Mr. Plante. All in favor (5-0).

c. Partnership for Assessment of Readiness for College Careers Pilot Location

Mrs. Hitchcock noted a new test will supersede the MCAS test in the future. Eventually all school buildings in Massachusetts will provide this computerized test for every student. While some districts are not ready to do that, we are ready to implement the PARCC pilot program. Millbury will be testing students in grade 4 in two classes, ELA/Math. These performance based assessments are done in late winter and include an end of the year assessment.

Mrs. Nietupski noted the memo states that other states are also participating in the pilot program, and questioned if this is nationally or state based. Mrs. Hitchcock responded that it is a nationally based assessment. No student will participate in the entire PARCC assessment (it will be either ELA or Math). An accommodations manual for special needs student will be available.

d. MCAS Accountability Status

Mrs. Hitchcock reported on the recently released MCAS ratings. In 2013, the Jr./Sr. High School was at Level 2. They made improvements in common planning time for all teachers and department heads analyzed the data for improvements. This year, the high school received a Level 1 status. The Shaw School maintained Level 1 status. The Elmwood Street School dropped to a Level 2 status. Mrs. Hitchcock noted one of the issues at Elmwood is that only students in grade 3 are tested. The implementation of MAP testing in grade 2 will help to determine the student needs for improvement. Mrs. Nietupski asked if this brings the district to a Level 2 rating. Mrs. Hitchcock concurred that it is always based on the lowest level status. Mr. Borowski asked when the school committee can expect the MCAS report findings from the principals. Mrs. Hitchcock has scheduled this for the last meeting in October.

e. Overview of Student Handbooks

Mrs. Hitchcock briefly reported on the major changes to the Student Handbooks by school:

Elmwood Street School

- Addition of terminology Gender Identity and Homelessness added to many of the policies (this will be done district-wide)
- School cancellations added “if there is a morning delay there will be no AM preschool.”
- New procedures for bus/dismissal routine
- Defined snacks for birthday/holiday celebrations
- Changes in wording on transportation procedures
- Updated requirements for immunizations

RE Shaw Elementary School

- Cited Mass General Laws in the Attendance section
- New procedures for bus/dismissal routine
- Electronic equipment consequences have been replaced with deemed appropriate
- Defined snacks for birthday/holiday celebrations
- Locker replacement cost changed from \$5 to \$7

- Tobacco use expanded to “prohibited within school buildings...” to “prohibited on all school property, including buses, at all times.”
- Updated requirements for immunizations
- Transportation “Policy” has changed to “Regulations”
- School bus regulations were updated to reflect new bus riding regulations

Millbury Jr./Sr. High School

- Increase in rigor for honor roll recognition
- Cited Mass General Laws in the Attendance section
- Dismissal policy revised to minimize excessive dismissals
- Loss of credit has added additional bullets
- Administrative Detention has added consequence
- Discipline Reports have same consequences, new format
- Dress code policy has been revised
- Drug/Alcohol Policy has added “minimum” of, which allows administration to increase the number of suspended days if deemed necessary
- Electronic Devices and Cell Phones – Change in 1st offenders can pick up their cell phones if it has been confiscated
- Student Support Center – Added to the school program last year but was not listed in handbook
- Possible infractions leading to an Outside Suspension (same as previous, different layout)
- Athletic Code of Conduct – added to handbook

f. Review of DESE’s Final Coordinated Program Review Report

Mrs. Hitchcock reported on the Review of the Department of Elementary and Secondary Education’s Final Coordinated Program Review. The report reviewed the district’s compliance with Special Education, English Language Learners and Civil Rights laws and regulations. The report covered Special Education and Civil Rights, with no factual inaccuracies. Suzanne Shaw of Program Quality Assurance met with Mrs. Hitchcock and Ms. Kate Ryan, Director of Pupil Services. She stated that “Millbury provides quality Special Ed and ELL services.” Areas of concern included required forms and notifications pertaining to a student’s IEP. Document translations are required to be kept in the student folders. The new Civil Rights law requires non discrimination based on gender identity and homelessness. Mrs. Hitchcock noted that we are now required to add Gender Identity and Homelessness as a protected class in the description of program services, extracurricular activities and hiring. She stated that several of our policies will be amended and brought to the committee for approval.

Mrs. Nietupski questioned if the DESE provides information on corrective action according to their findings. Mrs. Hitchcock noted that districts are allowed discretion on how to implement the regulation/law. She stated that the district will send an action plan to DESE by Tuesday, September 17th, followed by sending them appropriate documentation (forms, etc.) within a three-month period, and the PQA will follow up on the changes within six months, and again in two years.

The ELL program review will be received under separate cover.

3. Budget

a. Acceptance of Donation of Furniture from Echo Therapeutics – Vote Required

Mr. Bedard reported on the generous donation of office furniture from Echo Therapeutics out of Franklin, Massachusetts, along with the help of Mrs. Bellville, Director of Curriculum and Instruction and Mrs. Pat Siimes of the Shaw School. The furniture is in excellent condition and is being used in the Superintendent’s conference room and the new reception area at the RE Shaw Elementary School.

b. Acceptance of Donation to MHS Student Activities Account of \$500 from Mr. Jeffrey Waxman and \$100 from Force Electric – Vote Required

Mr. Bedard reported that Mr. Tom Bresnahan, Assistant Principal of Millbury Jr./Sr. High School, is starting a Student Incentive Program and has received a \$500 donation from Mr. Jeffrey Waxman and a \$100 donation from Force Electric out of Dracut. The \$600 will be used to seed the Student Incentive Program.

Mr. Hitchcock reported on the donation of school supplies from Gorette’s Supermarket to Judy Bastarache, Media Specialist at the Elmwood Street School. She noted the generosity of general manager, Gary Francis, is always appreciated. Mrs. Nietupski commended the district’s administrators who continually seek these donations for our students.

Mr. Borowski made the motion to approve all three donations, seconded by Mrs. Vigneau. All in favor (5-0). Letters of appreciation will be sent to all concerned.

4. Old Business

Mr. Bedard followed up on the ADA bathroom project at the RE Shaw School. The project had to go out to bid again, and we have received three new bids. The low bid is for \$8,150 from R.A. Burns Construction out of Charlton, Massachusetts. They are the same firm that did the renovations to the reception area at Shaw. Mr. Bedard recommended a vote to approve this low bid from R.A. Burns Construction for \$8,150. Mr. Borowski made the motion to approve, seconded by Mr. Plante. All in favor (5-0).

5. New Business

6. Executive Session, if needed

7. Future Topics/Events

- a. District Enrollment
- b. Presentation of 2013 MCAS Data

8. Next Meeting:	September 25, 2013	Elmwood Street School 7:00 p.m. School Tour begins at 6:30 p.m.
	October 9, 2013	MHS Media Center 7:00 p.m.

9. Adjourn

Mrs. Nietupski called for a motion to adjourn the meeting at 8:10 p.m. Mr. Borowski made the motion to adjourn, seconded by Mr. Plante. All in favor (5-0).

Respectfully submitted,

Sandra Femino

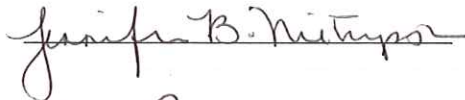
Sandra Femino

Executive Assistant to the Superintendent

Approved:









Items in Packet:

Draft of Regular Session Minutes of 8/28/2013

Memo dated 8/28/2013 on New Staff

Power Point of District Goals and Initiatives 2013-2014

Email dated 9/4/2013 on Spring 2014 PARCC Field Test Sample

Memo from R. Bedard dated 9/4/2013 on School Committee Acceptance of Donations

Letter to K. Gobron dated 8/28/2013 from J. Nietupski, Chairperson of Millbury School Committee

Hand Outs at Meeting:

Updated Memo of 9/10/2013 on New Staff

Letter to R. Spain, Town Manager, dated 9/6/2013 on Safety of Walkers