

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

RECEIVED
TOWN CLERK
14 NOV 20 AM 9:04
MILLBURY, MASS

Date: **October 8, 2014**

Present: **Mrs. Nietupski, Chairperson; Mr. Plante, Vice Chairperson;
Mrs. Vigneau, Mrs. Teixeira, Mrs. Harris-Keddy,
Ms. Gianna Okuliczki, Student Advisory Council;
Mr. Myers, 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. Review and Approval of September 24, 2014 Regular Session Meeting Minutes

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of September 24, 2014. Mrs. Vigneau made the motion to approve, seconded by Mr. Plante. All in favor (5-0).

2. Report of the Administration

Mr. Myers noted that one of the district initiatives is to review and revise school safety procedures. Part of this initiative is to provide ALICE (Alert, Lockdown, Inform, Counter and Evacuate) training, which will allow teachers to use common sense in the moment acting in the best interest of students' safety.

a. ALICE Training Presentation

Sergeant Brian Lewos of the Millbury Police Department presented a PowerPoint on ALICE training. He provided a brief overview of the training, which is a proactive response to alert staff and students without the use of codes. It includes lockdown barricade training, using technology to provide play-by-play information, counter procedures to distract and interrupt the skill set of the violent intruder, and the need to evacuate students and staff away from the danger.

He noted that ALICE is recommended by U.S. Homeland Security and IACP (The International Association of Chiefs of Police).

Sergeant Lewos took questions from the audience. Mr. Myers noted there will be a timeline set in October for ALICE training for all building principals and administrators. Faculty will be trained as part of the November Professional

Development Day. Sergeant Lewos noted that the training for students will begin at the Elmwood Street School. Mr. Myers indicated this will be done in an age-appropriate way.

Suggestions were made to train students on the use of the intercom system and include a backpack in every classroom containing a student list, parent contacts, first-aid kit, flashlights and other necessary supplies as a safety precaution. There will also be a parent night planned to inform parents on the ALICE procedures prior to having the drills with the students.

Mr. Myers thanked Millbury Chief Howell and Sergeant Lewos for their participation in taking the first steps to initiate this safety initiative.

b. MCAS 2014 Results

Mrs. Bellville presented a PowerPoint presentation on the results of the 2014 MCAS results of Millbury vs. the State. She noted the community's support of the warrant articles to support technology and the new math programs have contributed to the success of Millbury students. Other contributing factors include Common Planning Time, the District Literacy Plan, implementation of MAP testing in grades 2-10, data meetings, multiple afterschool SES (Supplemental Educational Services) programs, and 10th grade MCAS prep classes for math. Vertical alignment continues throughout the district to focus improvement on writing with shifts to the Common Core and reviewing alignment of the new math curriculum.

Mrs. Bellville stated that Millbury is currently a Level 2 district and discouraged MCAS comparison with surrounding towns. Her message was how Millbury compares with the State and if we are making significant gains to meet our target.

The presentation reviewed performance trends across both grades and cohorts. In ELA for all students, an impressive 74% of all students placed in the Advanced or Proficient category, 21% in the Needs Improvement category and 6% received a Warning. In Math, 65% of all students placed in the Advanced or Proficient category, 23% in the Needs Improvement category and 11% received a Warning. Mrs. Bellville noted there was an expected dip in the math testing due to the new math programs. In Science and Technology/Engineering for all students (grades 5, 8, 9 and 10), 62% scored in the Advanced or Proficient category, 30% in the Needs Improvement category and 7% received a Warning.

Mrs. Bellville reported on all individual school results in comparison to previous years. She noted the strengths of the district in ELA data include reading comprehension strategies, progress in open response and progress in long composition. The areas of focus include text types and purposes, struggling students, instructional practices to support the Common Core and vertical alignment. Strengths of the Math data include implementation of the new math series and Common Core alignment, number sense and expressions and equations.

The areas of focus include short answer and open response, Geometry and the 8th to 9th grade shift for Algebra I/Algebra II. In summary, Millbury continues to make gains in English Language Arts, Mathematics, and Science and Technology. Mrs. Bellville stated this will be the last district MCAS presentation as the district shifts to using the PARCC assessment.

c. Superintendent's Professional Practice Goals

Mr. Myers presented a PowerPoint to review the superintendent's five-step evaluation cycle along with his four goals, which are aligned with the district improvement plan. Every educator follows the five-step cycle for personal and professional growth. The cycle includes Self-Assessment; Analysis, Goal Setting, and Plan Development; Implementation of the Plan; Mid-Cycle Goals Review; and Summative Evaluation.

Mr. Myers proposed the following four goals:

Goal 1: Effective Entry and Direction Setting

By the spring of 2016, the district will have a broad agreement from key stakeholder groups about (a) the district's most critical needs, (b) the strategies and goals that will address them most effectively, and (c) the measures that will be used to assess progress.

Goal 2: Review and improve safety protocols throughout the school district

By early summer 2015, the district will have updated safety procedures for each school. This update will be made in collaboration with the Town of Millbury's police, fire and emergency management personnel.

Goal 3: Increase consistency and effectiveness of supervision and evaluation practices

In collaboration with the Educator Evaluation Committee, evaluators will calibrate observations, enhance feedback effectiveness, and provide greater consistency in the goal-setting process.

Goal 4: Complete the first phase of the New Superintendent Induction Program

Develop the skills in strategy development, data analysis, and instructional leadership by completing the first year of the New Superintendent Induction Program.

Mr. Myers clarified to Mrs. Vasil that the broad agreement from key stakeholders under Goal 1 will be done by working through school councils. He responded to Mrs. Harris-Keddy that Goal 1 will be a collaboration with the leadership team of 15-25 initiatives to pare down evaluator goals to set a framework.

Mrs. Nietupski questioned how the Youth Risk Survey results are used under Goal 2. Mr. Myers stated the survey measures student perceptions around bullying and risky behaviors. The survey is administered every two years.

Mrs. Harris-Keddy inquired if there will be specific team safety trainings. Mr. Myers noted that each school site will have emergency response team trained to react immediately to a threat. A safety committee will be formed to evaluate safety needs and progress in achieving safety goals.

Mr. Myers noted that the five-step evaluation cycle will include progress in meeting his goals and district improvement initiatives. He will also include evidence of his progress in meeting the four standards of Instructional Leadership, Management and Operations, Family and Community Engagement and Professional Culture. The committee will complete his summative evaluation at their first meeting in June of 2015.

Ms. Okuliczki shared highlights of the recent regional meeting of the Student Advisory Council. A common concern of students is how to cope with the expectations of moving on from year to year. A mentoring program would allow students to understand what is expected. She has discussed this with Principal Vasil, who has agreed to pair juniors with freshmen and seniors with sophomores. This mentoring will help the younger students to understand the expectations of things such as homework load and the application process for applying to college.

3. Budget

a. 2015-2016 Budget Development Timeline

Mr. Bedard presented the 2015-2016 budget development timeline, which is very similar to past years. The Leadership Team will meet on October 14 to review district goals and a budget will be developed from those goals. During the months of October and November, individual school budgets will be developed and prioritized. Completed budget requests will be returned to the business manager by Thanksgiving. The Leadership Team will meet in December to review the presented budget and prioritize additional program and staffing needs, develop warrant article priorities, and analyze any needs for tuition increases for School Lunch, Preschool and AfterCare programs. The presentation of the proposed 2016 budget will be made to the school committee on January 14, 2015. Deliberation of the proposed budget will take place during the January and February school committee meetings with the Public Hearing for the 2016 budget scheduled for February 25, 2015. All public notices will be published and a presentation will be made to the Millbury Finance Committee in March, followed by the Annual Town Meeting on May 5, 2015.

4. Old Business

5. New Business

a. Acceptance of \$425 donation from the “Cruzzin Dreams” Classic Car Show – Vote Required

Mr. Bedard requested a vote to accept a \$425 donation from the “Cruzzin Dreams” classic car show. Mr. Myers noted this is the ninth consecutive year that this donation has been made. The funds are used to provide guest speakers,

supplies and special programs educating students about the value of making healthy and safe decisions.
Mrs. Harris-Keddy made a motion to accept the \$425 donation, seconded by Mr. Plante. All in favor (5-0). Thank you notes were requested.

Mrs. Nietupski requested a congratulatory letter from the school committee to Coach DiGangi for his recent 100th victory in Cross Country.

6. Executive Session (if needed)

7. Future Topics/Events

- a. **October 1 Enrollment**
- b. **Review of 2014-2015 District Goals**
- 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**

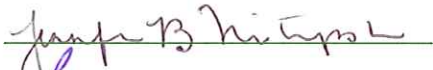
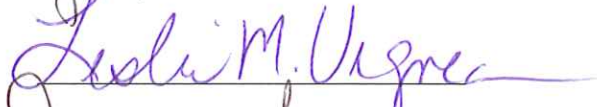


8. Next Meeting: October 22, 2014 – 6:30 p.m. Shaw School Tour
7:00 p.m. Regular Meeting-Shaw Media Center

9. Adjourn

Mrs. Vigneau made the motion to adjourn, seconded by Mrs. Harris-Keddy. All in favor (5-0). The regular session was adjourned at 8:10 p.m.

Respectfully submitted,
Sandra Femino
Sandra Femino
Executive Assistant to the Superintendent

Approved:

Items in Packet:

Draft of Regular Session Minutes of 9/24/2014

Superintendent's Goals (Goal 1, Goal 2, Goal 3, Goal 4 and Self-Evaluation)

Draft of 2015-2016 Budget Development Timeline

Hand Out at Meeting:

PowerPoint presentation of ALICE training, 2014 MCAS Results, Superintendent's Goals and Self-Evaluation