

Millbury School Committee Meeting
REGULAR SESSION
Minutes

16 MAR 17 AM 8:56

MILLBURY, MASS.

Date: October 14, 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
Ms. Ryan, Director of Pupil Services

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 September 23, 2015 and Executive Session Minutes of September 23, 2015

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of September 23, 2015. Mr. Wilbur 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 September 23, 2015 will have to be made in Executive Session. Mr. Wilbur noted a change that will be discussed in Executive Session.

2. Report of the Administration

a. Review and Approval of District Goals

Mr. Myers presented a PowerPoint on the District Objectives and Initiatives for 2015-2018. This three year plan also serves as the basis for the superintendent's goals, each school's improvement plan, administrators' goals, and teachers' goals. The proposed four categories are:

1. Student Learning
2. Staff Development and Support
3. Family & Community Engagement
4. Student and Staff Safety

Mrs. Nietupski requested a motion to approve the proposed District goals. Mr. Plante made the motion to approve, seconded by Mr. Wilbur. All in favor (5-0).

b. Review and Approval of Superintendent's Annual Goals

Mr. Myers shared his five-step evaluation cycle along with his four goals for the 2015-2016 school year. He welcomed feedback and requested approval to move forward with his goals.
Goal 1: Effective use of Assessment Data to improve instruction and student achievement
Goal 2: Supervision and Evaluation
Goal 3: Student and Staff Safety

Goal 4: New Superintendent Induction Program

Mrs. Nietupski requested a vote to accept the superintendent's goals for 2015-2016. Mrs. Vigneau made the motion to accept, seconded by Mrs. Teixeira. All in favor (5-0).

c. October 1 Enrollment

Mr. Myers reported on the October 1 enrollment noting a stable trend in the District. The Committee will be provided with enrollment projection through 2025 at a future meeting. The Committee discussed the dip in enrollment of students at Blackstone Valley Tech. Mr. Myers is exploring alternative opportunities with the Carpenter Trade Union and area restaurants and banks to help fill the gap of students who do not get placed at BVT.

Mr. Myers is also looking into developing programs here in Millbury for a robotics program.

d. Data Team Meetings

Mr. Myers noted one of the Committee's goals is focused on monitoring assessment data to improve student achievement. Mr. Hall and Mrs. Friedman shared their data meeting experiences and the methods being used in each building to address student needs. Both schools conduct their formal data meetings three times per year, although the data is part of ongoing discussions in each building. Instructional Coach, Liz Trahan, has been working daily with staff to help assess data.

Mr. Myers noted that Mrs. Bennett is just starting this process at the high school.

e. Learning Walk Training

Mr. Myers noted the second part of 2-part training was recently provided by Bruce MacDonald, a consultant with the Department of Elementary and Secondary Education. This training supports our efforts to engage in learning walks in the district and provide feedback on best practices and areas where we may need to support our teachers.

Additional Comments:

- Mr. Myers provided three photos of Windle Field depicting disrepair of the sign and rusted and bent gates. Mr. Myers and Mr. Bedard met with Millbury resident, Bruce Nicholas, who has proposed refurbishing the gate and sign with in-kind donations. A copy of his proposal will be provided at a future date for the Committee's consideration.
- Mr. Myers has received MCAS preliminary results but will wait until PARCC scores are released in November to share with the Committee.
- Mr. Myers commended the JV and Varsity volleyball teams for taking part in the Labor Day volleyball jamboree held at Blackstone Valley Tech. They joined with area schools to raise funds for a Millbury student in need of medical care. The Committee requested a letter of thanks to Mike McKeon, Pat Mara, Michelle Polissack and Renee LaVallee for their efforts.

3. Budget

a. FY2016 Expenditure Report

Mr. Bedard provided the Committee with the first quarter expenditure report explaining areas showing a decrease or increase in funding.

b. FY2017 Budget Development Timeline

Mr. Bedard presented a budget timeline to the Committee for 2016-2017. The timeline will be posted on the school's website.

c. Student Activity Accounts

Mr. Bedard provided an overview of the FY2014 Student Activity Accounts review done by Roselli and Clark. This review is conducted every three years. Mr. Bedard noted new guidelines by DESE to tighten up procedures and policies. The audit determined seven findings, none of which were deemed to be a material weakness. Mr. Bedard informed the Committee that procedures are now in place to correct these findings moving forward.

Mr. Bedard informed the Committee of two additional items:

- National school bus safety week is October 19-23 and he encouraged the public to be aware of bus safety
- A legal ad will be place for proposals for the lease of Dorothy Manor, which will be expiring in June. The current tenant is Pakachoag Acres.

4. Old Business

5. New Business

a. Acceptance of \$430 donation from the "Cruzzin Dreams" Classic Car Show – Vote Required

Mr. Myers noted that thank you letters have been sent to the organizers of the "Cruzzin Dreams" Classic Car show for their recent donation of \$430. This is the tenth year that the District has received a donation from the event. The funds help to benefit programs for students to make healthy and safe decisions. Mrs. Nietupski requested a motion to accept the donation. Mrs. Vigneau made the motion to accept, seconded by Mr. Wilbur. All in favor (5-0).

Mr. Plante noted some concerns raised about soccer games at Elmwood:

1. There is currently no place to fly the flag properly when playing the national anthem. Mr. Myers stated he is working with Mr. Bedard to solve this problem. Bids are being solicited.
2. Students practicing prior to 6:00 p.m. are using port-o-johns. He suggested coaches be given a key in order to allow access to the building when necessary.
3. There is currently no scoreboard available. Mr. Plante noted solicitation of a scoreboard is a possibility. However, he did not want this to interfere with the upcoming warrant article regarding the updating of fields. A solar score board may be an alternative and the item can be revisited in the spring. Mr. Bedard noted he would be interested in a solar based scoreboard for cost-saving purposes.

6. Executive Session

At 8:40 p.m., Mrs. Nietupski made the motion to take a roll call vote to move into Executive Session, in accordance with MGL Chapter 30A, Section 21(a), 2, to conduct strategy sessions in preparation for

negotiations with non-union personnel and 3, to discuss strategy options in anticipation of upcoming collective bargaining with the Millbury Teachers' Association.

Roll Call Vote:

- Mr. Wilbur – yes
- Mr. Plante – yes
- Mrs. Nietupski – yes
- Mrs. Vigneau – yes
- Mrs. Teixeira - yes

7. Future Topics/Events

- a. Restraint Policy – First Reading
- b. Senior Final Exams Half Days – Vote Required
- c. PARCC/MCAS Update

- 8. Next Meeting:** **October 27, 2015 - BOS Meeting 7:00 p.m.**
 October 28, 2015 – Shaw (6:30 p.m. Tour / 7:00 p.m. Meeting)
 November 18, 2015 – MHS (6:30 p.m. Tour / 7:00 p.m. Meeting)

9. Adjourn

The regular meeting session was adjourned following Executive Session.

Respectfully submitted,

Sandra Femino

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Executive Assistant to the Superintendent

Approved:

Joseph B. Nietupski
Kevin Clark

Lestli M. Vigneau

Susan Seyfer
Christina

Items in Packet:

- Draft of September 23, 2015 Regular Session Meeting Minutes
- Draft of September 23, 2015 Executive Session Meeting Minutes
- District Improvement Plan 2015-2018
- Superintendent's Self-Evaluation October 2015
- Superintendent's Goals 2015-2016
- School Committee Goals 2015-2016
- October 1 Enrollment Comparison
- FY2016 Expenditure Report
- 2016-2017 Budget Development Timeline
- Roselli and Clark's MPS FY2014 Student Activity Accounts Agreed upon Procedure Review

Thank you Letters (3)

Hand-outs at Meeting:
Preliminary Spring 2015 MCAS Results by Achievement Level
MPS District Objectives & Initiatives PowerPoint
Photos of Windle Field