

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS.

Date: **October 22, 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
Mrs. Bellville, Director of Curriculum, Instruction & Assessment
Mrs. Ryan, Director of Pupil Services
Mrs. Friedman, Principal of Raymond E Shaw School**

Time: **7:00 p.m.**

Location: **Raymond E. Shaw School Media Center**

Mrs. Friedman provided a school tour beginning at 6:30 p.m.

Mrs. Nietupski called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

1. Review and Approval of October 8, 2014 Regular Session Meeting Minutes

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of October 8, 2014. Mr. Plante made the motion to approve, seconded by Mrs. Harris-Keddy. All in favor (5-0).

2. Report of the Student Council

Seniors Shannon West and Tea Bourdeau provided an update on school happenings and future events at the high school.

3. Report of the Administration

a. October 1st Enrollment, Including Historical Data

Mr. Myers reported the official October 1st enrollment numbers and provided the last five year trends by grade. Millbury's enrollment of 1800 students excludes 25 outplaced students. Mr. Myers noted that NESDEC's enrollment projection is 1800 school age students for Millbury for the next five years. Mrs. Nietupski inquired about the PreK program numbers. Mrs. Ryan noted that we currently offer half-day PreK programs and this poses an inconvenience for most families. This item will be discussed as part of the upcoming budget process.

b. Review of 2014-2015 District Goals/Initiatives

Mrs. Bellville reviewed the District Goals and Initiatives for the 2014-2015 school year, with the addition of a safety goal.

- The District completed the first year of the 3-year Technology Plan as submitted to and approved by the DESE. Budget priorities for technology are being planned along with updates to the Student Acceptable Use Policy. The District is continuing to provide technology related professional development with ASPEN (formerly X2) and Google site training
- The District implemented MAP assessments in grades 2 through 10 and continues to assess students and hold data meetings on MCAS results
- 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 numbers of students ranking Proficient and Advanced in all subgroups on MCAS
- Curriculum mapping continues with vertical conversations in grades PreK-12
- The District Literacy Team will meet four times and share out to the district a revised Literacy Plan.
- A partnership with WPI for implementation of STEAM (Science, Technology, Engineering, Art & Design and Mathematics) education in grades PreK-12
- Implementation of PARCC for grades 3-8
- MKEA (Massachusetts Kindergarten Entry Assessment) training for PreK and Kindergarten teachers
- Algebra I and Algebra II textbook review to align with the Common Core (this is a focus for upcoming budget)
- Five days of professional development provided for staff along with more opportunities for after school trainings for staff
- The District will implement Year 2 of the Millbury Educator Evaluation System with a focus to improve ancillary staff rubrics for evaluation
- Continued improvements in communication with and outreach to all stakeholders including families, community members, colleagues and between schools

c. District Literacy Plan

Mrs. Bellville provided an overview of the revised District Literacy Plan for 2014-2019. The committee members include Andrew Hall, Gilda Hannen, Elizabeth Trahan, Joan Bellerose, Miriam Friedman, Brenda Platts, Jessica Pontbriand, Cheryl Schonberg, Mandy Vasil, Tom Bresnahan, Christine Slater, John Hillier, Marisa Cote, Tim Rucho, Karin Raffa, Kate Ryan and Jennifer Bellville.

Mrs. Bellville noted the approach of the committee is to vertically align with the District's Goals and Initiatives with a focus on data meetings, a management system to utilize data assessments such as TestWiz, parent outreach, curriculum guides and a consistent writing curriculum.

d. Update on October 10, 2014 Professional Development Day

Mrs. Bellville provided an update on the October 10th Professional Development Day. Offerings included in-house trainings by Eric Gervais, Eddie Earnest and Dana Burke on Google Sites; Coleen Thomas-DeBari on supporting ESL learners; Keri Vokes on Mental Health; Bonnie Nieves worked with elementary teachers in Science, It's Elementary; Audra Brunell led Yoga-strategies for learners and for staff; and Liz Trahan worked with teachers on phonics instruction. Outside presenters included a representative from Aspen/X2 for grade book training; Sarah Ward of Cognitive Connections presented to approximately 100 staff on Executive Functioning; a trainer from Lexia on utilizing the new Common Core 5 Lexia and the District Attorney's office presented on Cyber-bullying and mandated reporting. There was also 504 training, guidance curriculum mapping, speech exit and entry criteria and ACE (Behavior Management System) trainings.

Mrs. Bellville noted that 99% of staff loved the new model with a menu option for training selection. The November Professional Development Day will focus on ALICE and ASPEN trainings. The menu selection process will return in January. Mrs. Bellville stated the total cost per person came to \$19.00 for the day.

Mr. Myers noted the Student Advisory Council expressed interest in presenting at the January Professional Development Day on using social media through Twitter.

e. Coordinated Program Review Update

Mrs. Ryan provided an overview of the District's progress of the 2013 Coordinated Program Review of our Special Education, Civil Rights and English Language Learners programs. This is done in all school districts and charter schools in the state every six years, with a mid-cycle special education follow-up visit three years after the CPR. Our mid-cycle follow-up visit will take place during the 2015-2016 school year, and the next full Coordinated Program Review will be during the 2018-2019 school year.

The final report stated that the District was found to partially implement 13 of the 59 special education criteria and 13 of the 26 civil rights criteria. The mandatory one-year compliance date was August 14, 2014. In order to correct the special education criteria, staff will and have participated in trainings to expand their knowledge about the laws along with professional development sessions.

Mrs. Ryan noted that under ELL, there were 3 criteria not implemented and 4 partially implemented. She stated that 2 of the 3 criteria not implemented were immediately resolved (license requirements and equitable facilities). The mandatory one-year compliance date is April 21, 2015.

Mrs. Ryan reported that the most important correction required for the civil rights review was the revision of the non-discrimination statement to include homelessness and gender identity as protected categories. Another important

correction is the translation of district documents and maintaining such documents in the student files. Millbury currently has 9 different languages.

At this time, the district has corrected all 26 criteria in the areas of special education and civil rights. In regards to ELE corrective action, the first progress report was submitted on September 29, 2014. The district has corrected 4 of the 7 non-compliance areas. The second progress report is due on or before January 15, 2015. She stated that the Coordinated Program Review is available on the DESE website and through links on the Millbury website. Mr. Myers noted the CPR requires tremendous amount of work to process and meet deadlines.

f. McKinney-Vento Homelessness Act

Mrs. Ryan provided information on the McKinney-Vento Act of 2002 as an overview of the definition of homelessness, the educational rights of homeless children and youth, the school district's responsibilities, as well as technical advisories issued by the Massachusetts Department of Elementary and Secondary Education.

She stated that students may remain in the district they were in when they became homeless. Transportation is the responsibility of the district and homeless students are entitled to all school programs and school lunch. There are 11 reported homeless students in Millbury; although Mrs. Ryan alleged there are some unreported homeless students. Mrs. Ryan is the District's homeless liaison.

g. MOU – Emergency Dispensing Site @ MHS

Mr. Myers provided a Memorandum of Understanding declaring Millbury Memorial Junior/Senior High School as an emergency dispensing site in the event that the Strategic National Stockpile is requested to address a large-scale communicable disease outbreak or bioterrorism event. This document specifies in writing what is expected from the Millbury Public School District and the Millbury Board of Health.

The MOU requires a designated representative of the Public School Department, to which Mr. Myers volunteered.

Mrs. Vigneau made the motion to accept/designate Mr. Myers as the representative for the Millbury Public School District, seconded by Mr. Plante. All in favor (5-0).

h. Review of the Assabet Valley Collaborative (AVC) 1st Quarter Report and Southern Worcester County Educational Collaborative (SWCEC) 1st Quarter Report

Mr. Myers noted the review of the collaborative reports on a quarterly basis is required by law. He included a review of the Assabet Valley Collaborative 1st Quarter Report provided by Cathy Cummins, Executive Director, along with a detailed overview and plans for the remainder of the year.

Also included was the 1st Quarter Report from the Southern Worcester county Educational Collaborative provided by Julian MacDonnell, Jr., Executive Director.

Mr. Myers noted that membership in the collaboratives has saved the District a tremendous amount of funding and provides discounts on services provided to students along with professional development access.

4. Budget

a. Revolving Account Update

Mr. Bedard provided a Revolving Account Summary of the 2013-2014 year and the current year to September 30, 2014. The purpose of these accounts are to be used for specific purposes. They also help to defray costs in maintenance, instructional and custodial salaries.

b. Transportation – South Main Street Bridge Closing

Mr. Myers received notification that the Massachusetts Department of Transportation has inspected and downgraded the status of the South Main Street Bridge from Poor to Serious and will need to be closed until it can either be repaired or replaced. This closing will impact Millbury's Bus 6, which makes 3 runs daily over the bridge. A contingency plan has been put in place to reroute traffic via Main Street, Elm Street, Providence Street and Maple Street. This detour does not expect to cause any serious delays in student transportation.

Mr. Bedard informed the committee of an incident occurring at the Millbury Junior/Senior High School during the day. A vendor from Thurston Foods was making a delivery to the school lunch program and proceeded to drive under the catwalk causing damage to the truck and the surface under the catwalk. The town's building inspector was called to the site and decided to close the catwalk to pedestrian traffic until further review by a structural engineer. The Millbury Board of Health was also contacted to take a report on the contents of the truck. Students and staff will be crossing on the main level under the catwalk. Assistant Principal Thompson along with other faculty will be present outdoors to ensure student safety. The Department of Public Works will provide signage and cones will be in place to slow down traffic.

5. Old Business

a. Approval of District Goals as Superintendent's Goals – Vote Required

Mrs. Nietupski requested a motion to approve the District Goals as part of the Superintendent's Goals. Mrs. Harris-Keddy made the motion, seconded by Mrs. Teixeira. All in favor (5-0).

6. New Business

Mr. Myers reminded everyone of the voting procedures for the upcoming November 4th election. The same one rear entrance closest to the gym will be used. Additional handicap parking closer to the entrance will be provided. Mr.

Myers asked any questions be made to himself or Jayne Davolio, Millbury Town Clerk.

Mr. Myers reminded parents of the ALICE parent night taking place in the high school media center on Monday, November 17th at 6:30 p.m. This is part of the school safety initiative of partnering with the Millbury Police Department to train staff and students on how to react to a threat in the school building and educate parents on what we are doing to keep their children safe. Childcare will be available by students from the National Honor Society.

7. Executive Session (if needed)

8. Future Topics/Events

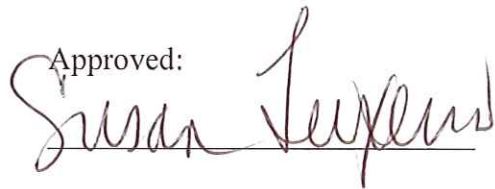
- a. PARCC Update
- b. Bring Your Own Device (BYOD) Policy
- c. Proposed Revisions to District Wellness Policy

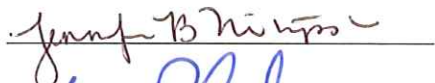
9. Next Meeting: November 12, 2014 @ 6:30 p.m. MHS School Tour
7:00 p.m. Regular Meeting-MHS Media Ctr.

10. Adjourn

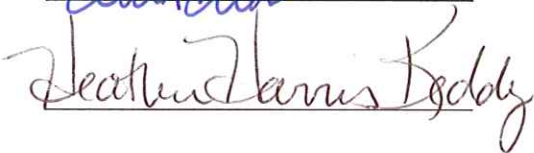
Mr. Plante made the motion to adjourn, seconded by Mrs. Vigneau. All in favor (5-0). The regular session was adjourned at 8:10 p.m.

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

Approved:








Items in Packet:

Draft of Regular Session Minutes of 10/8/2014

October 1 Report

PowerPoint District Goals and Initiatives

District Literacy Plan 2014-2019

October 10, 2014 Professional Development Day Schedule

Coordinated Program Review (Special Ed, Civil Rights, ELL) Memo

McKinney-Vento Act Memo

MOU Emergency Dispensing Site

Assabet Valley Collaborative 1st Quarter Report and 2014-2015 Board of Directors Schedule

Southern Worcester County Educational Collaborative 1st Quarter Report

Revolving Account Summary 7/1/2013-6/30/2014

Revolving Account Summary 7/1/2014-9/30/2014

Bridge No. M-22-006 South Main Street over the Blackstone River Memo

Thank you letters (3)