

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

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MILLBURY, MASS

**Date:** November 12, 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. Vasil, Principal of Millbury Jr./Sr. High School

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

**Location:** Millbury Jr./Sr. High School Media Center

Mrs. Vasil 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 22, 2014 Regular Session Meeting Minutes**

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of October 22, 2014. Mr. Plante made the motion to approve, seconded by Mrs. Vigneau. All in favor (5-0).

**2. Report of the Administration**

**a. Destination Imagination**

Mr. Myers invited Destination Imagination members to speak about their experiences and highlights of their years in the program. Nicholas Gallo, grade 12; Matthew Gallo, grade 6; Keegan Gleason, grade 6, Ryan Gleason, grade 4; and Holly Holland, grade 12, all provided examples of how the program has improved their self-esteem and ability to complete and perform individual challenges. The team recently were involved in "The Brady Bunch" community service learning project and were chosen to partner with the Millbury Youth Commission raising \$2,000 for improvements to the youth group. They finished first in the regional competition, second in the state, and placed 9<sup>th</sup> out of 69 teams in the global finals in Tennessee.

**b. Report of Student Council**

Student Council President Kerrin O’Leary and Student Council Treasurer Anna Army provided an update on school happenings and future events at the high school.

**c. November 4, 2014 PD Update**

Mrs. Bellville provided a recap of the November 4<sup>th</sup> Professional Development day, which took place at the high school. All teachers and specialists participated in the PARCC training sessions with the elementary level in the morning and the Junior/Senior high in the afternoon. The sessions involved everyone taking both the ELA and Math practice tests. The Instructional Assistants and ABA’s watched Richard Lavoie’s, “Motivation Breakthrough” and the Special Education Staff participated in Aspen/X2 training regarding the Sped Module. Two sessions of ALICE training were provided for all staff. There is a plan in place to train the 13 staff not present and for any subs or additional staff that come onboard.

Future professional development scheduled for December will include two days of Google sites training, and a 4-part mental health series to include substance abuse and bullying which will also be available for parents. The January professional development will include a math consultant and an in-house trainer for Brady dolls. Millbury students will also be presenting a session on the use of Twitter.

**d. ALICE Training**

Mr. Myers noted that as part of the November 4<sup>th</sup> professional development, staff were divided into two sessions for two in-depth trainings with Sergeant Lewos followed by a Question & Answer session. The ALICE training will be offered to parents and the Millbury community on November 17<sup>th</sup> beginning at 6:30 p.m. in the high school auditorium. Childcare services will be provided by members of the National Honor Society. Mr. Myers reported that teachers will begin being trained in common classroom scenarios by Sergeant Lewos and colleagues from the Sutton Police Department beginning with the staff at Elmwood Street School. Subsequent trainings will take place at the Raymond E. Shaw and Millbury Jr./Sr. High Schools. He stated that at this time next year all staff will be trained and working in small groups to inform students what ALICE is all about. Mrs. Bellville stated a staff survey on the feedback of the ALICE training was extremely positive and that a separate Google doc has been created for any questions and concerns.

**e. Election Day Update**

Mr. Myers reported a very successful election turnout with 4,778 voters using the high school gym to cast their ballots. He acknowledged the efforts of Town Clerk, Jayne Davolio, for her collaboration with the election.

**3. Budget**

**a. FY2014 DESE End of the Year Financial Report**

Mr. Bedard referred to his memo on the End of the Year Financial Report, which is submitted every year to the Department of Elementary and Secondary Education.

The report includes all financial information for the school district and is used to determine funding for all schools in the Commonwealth. Information is gathered and disseminated on the DESE website from this report. The final step in next few months will include an audit from town auditors, Roselli & Clark.

**b. Maintenance Memo**

Mr. Bedard referred to his memo outlining the status of the Millbury Jr./Sr. High School pedestrian bridge damage. This resulted from damage caused by a first time driver from Thurston Company making a food delivery. Millbury Building Inspector, Robert Frederico, reviewed the damage and was concerned with the structural integrity and closed the indoor crosswalk for safety reasons. The Engineering Corporation has since conducted an inspection and determined the crosswalk can be reopened. A comment in their report indicated the need to scrape and repaint the steel beams in order to prevent corrosion since there were significant scrapes caused by the food truck. Mr. Bedard indicated the cost for these repairs will be submitted to the truck company's insurance agent, Arbella Insurance.

Mr. Bedard reported an incident occurring on Election Day with a car backing up and hitting the Junior High School. An elderly gentlemen put his car into reverse and hit the accelerator backing into the building and crushing the back of his vehicle. Recovering and emergency personnel were called to the scene. The damage to the building was minimal and was reviewed by the Millbury building inspector.

The installation of 28 new LED light fixtures along the driveway, parking lot and exterior walls of the Raymond E. Shaw School was funded with the Green Communities Grant, along with a rebate from National Grid. Mr. Bedard noted that windstorm damage occurring on October 22<sup>nd</sup> caused trees to fall on two of the light poles leading up the driveway. We have engaged with our insurance company to replace the two poles as well as a third pole that was compromised. The total cost of the damage is \$16,623.

Pricing information on painting the Shaw School cafeteria ceiling is being obtained due to the old and flaking conditions. This work will be done during the school vacation period.

Mr. Bedard noted that it is the time of the year to refinish the hardwood gym floors. The gym at Millbury High School will be done during the Thanksgiving break and Elmwood's gym will be done during the December holiday break. Use of receipts from groups using the gyms will help to defray these costs.

Mrs. Nietupski questioned using the cafeteria revolving account to fund the painting of the cafeteria ceiling at the Shaw School. Mr. Bedard stated that these funds are to be used only for equipment and funding will come from the regular maintenance budget. Mrs. Nietupski also commented on the heavy traffic flow in

the parking lot during Election Day. Mr. Myers noted that in the future, officers on duty may be asked to direct traffic. Mrs. Harris-Keddy suggested moving some or all of the professional development to another building on Election Day for the safety of voters and school staff. Mr. Myers agreed that it was worth looking into.

**4. Old Business**

**5. New Business**

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

**7. Future Topics/Events**

- a. **Proposed Revisions to District Wellness Policy**
- b. **PARCC Update**
- c. ***Bring Your Own Device (BYOD) Policy***
- d. **Report of the Policy Subcommittee**
- e. **Proposed 2015-2016 School Calendar**

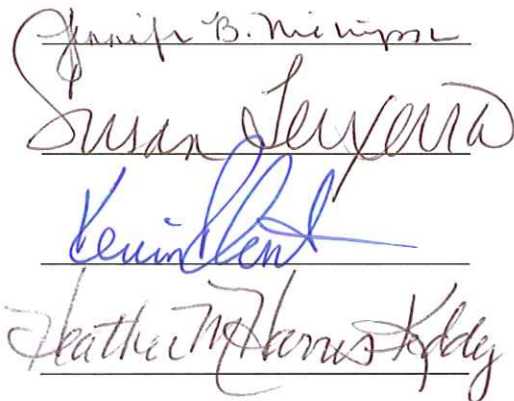
**8. Next Meeting:** December 10, 2014 @ 7:00 p.m. MHS Media Center

**9. Adjourn**

At 7:50 p.m., Mrs. Teixeira made the motion to adjourn, seconded by Mrs. Harris-Keddy. All in favor (5-0).

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

Approved:

  
Janice B. Minniss  
Susan Teixeira  
Kevin Kent  
Heather Thomas Keddy

Items in Packet:

Draft of Regular Session Minutes of 10/22/2014  
Memo from R Bedard dated 10/27/2014 Re: FY2014 DESE End of Year Financial Report  
Memo from R Bedard dated 11/6/2014 Re: Maintenance  
Letter from J Trunflo of TEC to R Frederico dated 10/30/2014 Re: Emergency Existing Conditions Review Pedestrian Overpass MHS  
Class Size Numbers MHS 2014-2015  
MA DESE Net School Spending & Foundation Budget FY13 and FY14  
Letter from M. O'Connor to SC Members  
Matrix from 11/4/2014 PD Day