

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS

Date: December 10, 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

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 the November 12, 2014 Regular Session Meeting Minutes

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of November 12, 2014. Mrs. Vigneau made the motion to approve, seconded by Mr. Plante. All in favor (5-0).

2. Report of the Administration

a. Presentation by Millbury Chorus

Mr. Myers invited members of the Millbury High School Chorus under the direction of Mr. Ryan Sullivan, Science Teacher, to perform a song from their Winter Concert program. The Winter Concert will take place in the MHS auditorium on Thursday, December 11th from 7:00 to 9:00 p.m. The Marching, Concert and Jazz bands will also be performing. Chorus members include from the class of 2015 Shawna Coonan, Amber Pelkey, Emily Saunders, Leanne Wright; from the class of 2016: Christian Bourgeois, Allissa Graves, Alexandra Meadus-Pitcher, Allyson Polsell, Andrew Salonich, Karleen Shorette, Gianna Vigliatura; from the class of 2017: Elizabeth Chagnon, Taylor Dauderis, Maddison LaMonda, Kaylee Lambert, Delores Picard, Collin Salonich; and from the Class of 2018: Nadia Okuliczki and Jenessa Turner.

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. Overview of District & School Accountability: John J. Roper, Ph.D.

Dr. John Roper, District Review Coordinator for the Department of Elementary and Secondary Education, provided an overview with PowerPoint presentation of the DESE's District Review process. Millbury will be hosting a District Review team from January 20 – 23, 2015.

The purpose of the District Review is to support district decision making by providing:

- An objective analysis of how district systems impact teaching and learning
- Suggestions for the district's ongoing improvement efforts

Dr. Roper reported that four people will be assigned to look at 6 standards: Leadership and Governance, Curriculum and Instruction, Assessment, Financial and Asset Management, Student Support and Human Resources and Professional Development. The District Review process will include:

1. Data and Document Analysis (Team members are assigned to one of the six standards, they collectively review data analyses and documents to learn about district practices, develop and share specific questions, questions for each interview are identified and adjustments are made to the on-site schedule as needed.)
2. On-Site Visit (to include School Committee, district, school program leaders, teacher's Union leadership, teacher focus groups, parent council and municipal business official interviews. The on-site visit will also include school visits and classroom observations.)
3. Initial Findings and Recommendations (4 days will be set for evidence sorting, consensus on findings, collective correction and feedback on all written draft findings, identification of priority findings and development of preliminary recommendations.)
4. Completion of Review and Draft Refinement (Findings and recommendations are compiled and a draft report created. The report will be reviewed internally for objectivity, accuracy and currency. A draft report will be sent to the superintendent for review. Specific recommendations are confirmed by ESE for inclusion in the final report. This step completes the review.)
5. Report Publication (The report with findings and recommendations are sent to the district after Step 4 is complete. The entire review process is 2-3 months, but could be longer if the superintendent presents more data for review after receiving the draft. Note: the on-site visit is one portion of the review, not the entire review. The report will be posted to <http://www.doe.mass.edu/apa/accountability/dr/>

d. **Home School Update**

Mrs. Bellville provided the Committee with an update on the number of families in the District with an approved home school program. There are 11 confirmed homeschooled students within 6 families. Mrs. Bellville stated that anyone interested in homeschooling needs to provide qualifications of the instructor, curriculum outline, hours of instruction and materials to be used prior to approval. Homeschooled students are not provided with a diploma and do not participate in any state assessments. Currently, none of the homeschooled students have been involved in extracurricular activities in the schools.

e. School Safety Update

Mrs. Bellville attended the Parents Club meeting on Tuesday, December 9th, seeking support in the amount of \$2,000 to purchase “I’m Scared – Not Prepared”, and Go Kits for classrooms at the Elmwood Street School. The Go Kit is a backpack that includes first aid materials, class roster, flashlight, doorstop and other necessary items in the event of an emergency. The Parents Club approved an additional \$1,000 for a total of \$3,000 of materials. Mr. Plante requested a thank you letter be sent to the Parents’ Club on the Committee’s behalf.

Mr. Myers reported on all staff now being trained in the ALICE protocol by Sergeant Brian Lewos along with dispatchers, as it is key that they also understand protocol. The scheduled classroom scenario training with Sergeant Lewos is as follows: Millbury Junior/Senior High School: January 16, 2015, which is a Professional Development Day, Elmwood Street School: January 27, 2015, which will be an after-school training, and Shaw School TBA.

Mr. Myers thanked the Millbury Parents Club for their generous support in funding the following materials: funding for 50 age-appropriate ALICE training books/activity books for students (*sample materials were provided for School Committee members*), 60 Go Kits for classrooms to include class roster, basic first aid kit, snacks, flashlight, lightweight blanket, whistle, doorstop and other items.

All school employees and vendors will now wear a name badge including anyone else in the building during the school day including vendors. There is a bar code on the ID badge specific to the individual. Mr. Myers stated that this initiative will be fully implemented over the next several weeks. Currently, 99% of the staff at Millbury Junior/Senior High School and Elmwood School have ID’s, and 28% of Shaw School. Mr. Bedard noted that if anyone is seen without that form of ID, it needs to be reported.

f. Proposed 2015-2016 School Calendar

A first draft of the 2015-2016 School Calendar was provided to the Committee. Changes include three (3) half-days for professional development for curriculum, data review, and vertical articulation and the transition from grade levels. The main concern with half days is the burden on working families. Mr. Myers noted that a pilot program occurring during Thanksgiving week with extended aftercare for families was very successful. The Administration will work with the After Care program to see if the extended day program could be utilized for these additional half school days. This change will bring the district to a total of 5.5 professional development days.

Mrs. Harris-Keddy proposed the following changes to the calendar:

- All grade levels, including PreK and Kindergarten start on August 26, 2015
- Addition of a day off on September 4, 2015
- Changing the February vacation to a long weekend and moving days from the break to the end of March for another long weekend

- No school held on Good Friday

Mrs. Ryan noted vacation weeks are currently written into the teachers' contract and that the staggered start days at the beginning of the school year are intended to accommodate new students to the system and ease the burden of bus issues.

Mrs. Nietupski tabled the review of the calendar until January/February.

Mr. Myers informed the Committee that the proposed start date of August 26, 2015 is prior to the last week in August, which is a conflict with the Teachers' contract. However, the Teachers' union has agreed that this is necessary for the upcoming school year to prevent a problem with the July cutoff date due to any snow days. An agreement was signed by the Teachers' union president and the School Committee Chairperson.

g. SWCEC Change in Leadership

Mr. Myers informed the Committee that Mr. Julien MacDonald, Executive Director of the Southern Worcester County Executive Collaborative, has resigned his position. In anticipation of Mr. MacDonald's resignation, the SWCEC Board has entered into discussions with Mr. Dan Durgin to serve as the Interim Executive Director. Mr. Durgin previously served as the Superintendent of Schools for the Tantasqua Regional School District until his retirement in 2012. This interim appointment will allow time to post the position and run a thorough process for his replacement. In addition, the SWCEC Business Manager recently accepted a position in a neighboring community. The Board has already agreed to a contract with an Interim Business Manager, Mr. John Love. Mr. Myers noted that Mr. Love has numerous years of experience in the field, including experience as the former business manager of SWCEC.

The board will be meeting on December 12th to review the annual audit and a full report will be provided at an upcoming School Committee meeting.

Full Day Preschool

Mr. Myers informed the Committee that Pupil Services Director, Kate Ryan, is in the process of surveying the community on interest in a full day preschool. Surveys are available on the district website and hard copies are at all of the schools, doctor offices and Millbury Town Hall.

Veteran Recognition

Mr. Myers acknowledged the thank you letter from George Murphy of the Veteran's Council to Miriam Friedman thanking the students at the Shaw School for their tribute and presentation at the Veterans' Day celebration on November 6, 2014. Mr. Myer's read a portion of the letter to the Committee.

3. Budget

a. FY2015 Budget Update

Mr. Bedard referred to his memo and 11 page Expenditure Report outlining the total budget of \$19,229,195 approved at the last year's Annual Town Meeting. This report outlines the budget amount, year to date expenditures, total encumbrances and available budget balance. This expenditure report will be presented quarterly to the Committee.

4. Old Business

Mrs. Vigneau updated the Committee on the Community Service Learning program. This year, early grants supported CSL students at the Chain of Lights making crafts with children and the Toys for Tots program. Applications for additional grants will be done in January. There are approximately 20 Millbury students in the program.

Mrs. Vigneau visited the Shaw School with Mr. Myers for a 2-hour tour. She noted that great programs being offered and was able to see how they are being run with teachers and students in action.

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**

- 8. Next Meeting:** December 17, 2014 (if needed) 7:00 p.m. MHS Media Center
January 14, 2015 (Budget) 7:00 p.m. MHS Media Center

It was unanimously agreed there will be no meeting on December 17, 2014.

9. Adjourn

At 8:10 p.m., Mr. Plante made the motion to adjourn, seconded by Mrs. Teixeira. All in favor (5-0).

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

Approved:

Susan Jeyena

Justine B. Nichols

Kevin Kent

Robert W. James Kelly

Items in Packet:

Draft of Regular Session Minutes of 11/12/2014

Memo from J Bellville dated 11/19/2014 re Status on Home Schooled Children

DRAFT of 2015-2016 School Calendar

Memo from R Bedard dated 12/4/2014 re FY 2015 School Operating Budget Expenditure Report

Millbury Memorial Jr/Sr High School Principal's Newsletter, Fall Issue November 2014

Elmwood Street School Newsletter, December 2014

Letter from G Murphy of the Millbury Veterans Council