

Millbury School Committee

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MILLBURY, MASS.

Date: December 14, 2016

Meeting  
REGULAR SESSION  
Minutes

Present: Mrs. Nietupski, Chairperson, Mr. Plante, Vice Chairperson  
Mrs. Vigneau, Mrs. Teixeira, Mr. Wilbur  
Mr. Myers, Superintendent of Schools  
Mr. Bedard, Business Manager  
Ms. Ryan, Director of Pupil Services  
Mrs. Bellville, Director of Curriculum  
Mr. Nicholas Lazzaro, Student Advisory Council Representative

Time: 7:30 p.m.

Location: High School Media Center

Mrs. Nietupski called the meeting to order at 7:30pm followed by the Pledge of Allegiance.

**1. Review and Approval of the Regular Session Minutes of November 30, 2016.**

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of November 30, 2016. Mrs. Nietupski asked for a motion to approve the Regular Session Minutes of November 30, 2016. Mr. Plante made the motion to approve the minutes from the November 30, 2016 meeting, seconded by Mrs. Teixeira. All in favor (4-0-1).

**2. Report of the Administration**

**a. Student Advisory Update**

Nicholas Lazzaro, Millbury Student Council's Representative to the School Committee, Aradhana Bissoondial, Vice President, Emily Beaumier, Treasurer, Gianna Borowski (filled in for Alison Drapeau, Secretary) and William Vorce, Technology Specialist reported on the upcoming events for the Club. The goals for the 2016-2017 School year are: 1.) Make school information available to students using several different outlets: bulletin boards, website, and social media accounts 2.) Find out problems students are experiencing – surveys 3.) Bring what we learn to regional meetings. ED Camp will be held on December 23<sup>rd</sup> in the high school.

**b. Pupil Services Update**

**Mid-Cycle Review Update:** Ms. Kate Ryan stated that the District had submitted the first corrective action progress report on September 30<sup>th</sup>. The District needed to correct one Special Education Criterion 18B. The District needed to tighten the timeline between when an IEP meeting is held and when the IEP is mailed to the family. Under regulations, the IEP must be mailed within 10 school days. Evidence submitted to DESE in September reflected improvement; however, we are not fully compliant. Sixteen student records were reviewed, thirteen reflected full compliance, two did not include a mailing date, and one was non-compliant due to a delay in receiving the required translated document for an ELL student. Ms. Ryan stated that the district has revised some internal monitoring systems and are working with our translation copies to tighten the turnaround time. Our next progress report is due on January 30<sup>th</sup>. Ms. Ryan stated that she will share the results at a later date.

**Grant Update:** Ms. Ryan stated that the 274 Grant: Special Education Program Improvement Grant entitles us to \$13,918. These funds are specifically used for professional development to advance the knowledge, skills, and capacity of educators to meet the needs of students on IEP's ages 3-21, in order to support and improve educational results and functional outcomes for these students.

These funds will be used to support a co-teaching model at the Shaw School for the beginning of the 2017-2018 school year. Ms. Ryan stated that students with special needs have the right to a free and appropriate public education, also known as FAPE. This is mandated under the Individuals with Disabilities Act (IDEA). This law also states that a student should be educated in the least restrictive environment, also referred to as LRE. Ideally, this would be the general education classroom. We do know this is not the best placement for all students to meet their unique learning needs. However, for those students who are included in the general education setting, a co-teaching model may be more effective in supporting students and closing gaps. Research studies have shown that co-teaching can be very effective for students with special needs, especially those with milder disabilities such as learning disabilities. When implemented correctly, co-teaching can be a very successful way to teach all students in a classroom setting.

Co-teaching is two or more teachers delivering instruction at the same time in the same physical space to a mixed group of students.

The many benefits of co-teaching include:

1. Students with disabilities are provided access to the general education curriculum and general education setting.
2. Students with disabilities will still receive specialized instruction.
3. Students will have the opportunity to be taught in an intense, individualized manner.
4. Greater instructional intensity and differentiated instruction.
5. Teachers will learn from each other's expertise and expand the scope of their teaching capacity.
6. Reduces negative stigma for students associated with pull-out programs
7. Students with disabilities may feel more connected with their peer group.

Co-teaching is not successful if the appropriate training is not in place. Therefore, the 274 funds will be used to begin this process at Shaw. The 274 grant will also be used for the next 2-3 years to support this model with hopes that we can expand to other grade levels.

Additionally, in order for this model to be successful, the district will need to increase the number of special education teachers at the Shaw School and reduce the number of instructional assistants. Mrs. Friedman has begun conversations with her staff and is working to establish site visits to area districts to view successful co-teaching models.

Mrs. Ryan stated that she would like to thank the School Committee for supporting the increase in ELL staffing over the past couple of years. We are seeing positive results. The ELL population has continued to grow. While we technically have over 80 ELL students, we only report 42 to the Department of Elementary and Secondary Education based on the SIMS coding, which is based on the students' English Proficiency Level (active students have a level of 1-4). Because we have been able to increase our capacity to support these students, many of our students have achieved an English Proficiency Level of 5 or 6 which leads to a student being re-designated, meaning they no longer require formal ESL instruction and are fully participating in general ed. classes. We have five re-designated students. In addition, we have 33 in FLEP or Former Limited English Proficient status.



Prior to a student being re-designated, they must be monitored for 3 years. During which time they are coded as FLEP 1, 2, or 3. We currently have 22 FLEP1, 4 FLEP2, and 7 FLEP3.

Our ELL students will participate in ACCESS testing in January. Results are not available until June. These scores, as well as classroom performance have been key data points in determining the ESL services for students.

### **c. Class Size Discussion**

Mr. Myers stated that one of the goals of the School Committee is to investigate the pros and cons of school choice and to determine if we have the capacity to accommodate more students and the effect it will have on our students. At the last meeting the School Committee briefly reviewed current class size and the effects of class sizes on student learning. Mr. Myers stated that he felt it would be best to determine a range for optimal class size so that we can budget staff options. Mr. Myers stated the five trends he took away from the research was:

1. Evidence that smaller class sizes in grades K-3 in the range of 13-17 students really does impact student learning.
2. Small classes benefit new teachers.
3. An aide in the classroom has a smaller effect but it is not long term and it does not carry with them beyond 4<sup>th</sup> grade.
4. Less research to show smaller class sizes effects students in grade 4 or higher.
5. Investing in smaller classes is somewhat considerable and some of the research suggest you invest in your current teachers through professional development, curriculum materials, co-teaching and other methods.

A discussion took place regarding ranges for class sizes at the Elmwood Street School and the Shaw Elementary School. The School Committee felt that it was more beneficial to create ranges for the Elmwood Street School class sizes. The School Committee recommended 15 -18 students in grades K-1 and 18-20 students in grades 2 and 3. The School Committee expressed their desire to incorporate this new range in the budget process. Mr. Myers stated that creating ranges for the classes at Elmwood without a hard cap would be a better option due to unforeseeable circumstances.

### **d. Proposed 2017-2018 School Calendar**

Mr. Myers stated that a draft copy of the 2017-2018 school year calendar was provided to the School Committee. He stated that it is a very preliminary calendar. However, it does show that the first day of school for students will be August 23<sup>rd</sup> and the last day of school without snow days will be June 8, 2018. Mr. Myers stated that the half days of school have been very effective and the leadership team is looking to add another half day to the 2017-2018 school calendar. Mr. Myers stated that he will come back to the School Committee again for the 2017-2018 school calendar approval.

## **3. Budget**

### **a. School Year 2017-2018 School Lunch Price Increase**

Mr. Bedard stated that the Millbury School Lunch Program recommends a lunch price increase for the school year 2017/2018 as follows:

#### **Increased paid school lunch amounts by .25 cents.**

Shaw and Elmwood Street School – School lunch price will go from \$2.50 to \$2.75. The high school lunch price will go from \$2.75 to \$3.00.

The last school lunch price increase of .15 cents occurred in the 2014-2015 school year. Many surrounding districts are currently at the proposed rates.

- USDA Nutritional Standards emphasizing such things as fresh fruits and vegetables (cost about .10 cents per lunch), whole grains, lean meats and low fat menu items.
- Increase in food costs since the last price increase.
- Increase in labor costs since the last price increase (FY15-FY17 had a 4.5% three year increase). Labor makes up 40-42% of the meal cost.
- Declining account balance, the program needs to be self-sustaining.
- Need for additional capital purchases such as ovens at Elmwood Street School, hot serving stations at Shaw and the high school, dishwashers, and technology needs.
- Electricity costs being assessed to the School Lunch Program which account for approximately .6 cents per lunch.

The federal Health, Hunger-Free Kids Act of 2010 has language regarding gradually bringing the paid school lunch price up to the cost of a free reimbursed lunch (currently \$3.28).

Mr. Bedard stated that he expected that the proposed lunch price increase will raise approximately \$14,500 in additional revenue.

Mr. Bedard provided a survey of school lunch prices of surrounding towns. Six of the seven had lunch prices higher than Millbury's current rate.

Last year, the Millbury School Lunch Program served 144,366 total lunches and 34,569 total breakfasts. Mrs. Nietupski has for a motion to approve the school lunch increase. Mr. Wilbur made the motion to approve the school lunch increase and it was seconded by Mr. Plante. All in favor (5-0).

#### **b. FY2017 School Budget Transfer Request**

Mr. Bedard stated that ordinarily budget requests for transfers happen in July when we are closing the books. This fiscal year, due to the delay in hiring of the town/school human resource director, there is funding available in the Human Resource Director account. The Human Resource Director line is in the School Operating Budget under Administration. Mr. Bedard stated that he anticipated that \$30,000 of the \$50,000 budget will be unspent by the end of the year.

Mr. Bedard stated that there are two important needs that could use immediate action.

The Field Use Renovation Committee has asked Gale Associates to look further into developing the Elmwood Street School campus for additional athletic fields. It is expected that we will receive a proposal between \$8,000 and \$12,000 from them in the next few days. The amount over the \$7,421 transfer request may be taken from the school budget, athletic revolving account or both.

The Raymond E. Shaw School has been seeking funding for a second laptop cart to assist with their spring assessments. In addition, the one laptop cart has generated a lot of use. Mr. Bedard stated that there is an urgent need to purchase a second laptop cart to assist the instructional staff with assessments and day to day needs. The last proposal we received for a laptop cart was \$22,579.

Mr. Bedard recommended to the School Committee to vote to transfer from Administration \$30,000 to Instruction \$22,579 and Operations and Maintenance \$7421.00

Mrs. Nietupski asked for a motion to approve the transfer of funds. Mr. Wilbur made a motion to approve the transfer of funds and it was seconded by Mr. Plante. All in favor (5-0).

Mr. Bedard announced that at the bottom of the Shaw driveway there was a water main break on Sunday, December 11, 2016. Mr. Bedard stated that between our staff and Aquarium Water and RH White Construction the break was fixed in a timely fashion. He stated that the break was in the road and was the responsibility of Aquarium Water. Mr. Bedard also stated that Mr. Jeffrey Kozlowski, had requested housing a storage container on the Windle Field property. It will be a locked container and insured for liability. It will be the responsibility of the Millbury-Sutton Youth Football League. Mr. Wilbur made a motion to approve housing the container on Windle Field and the responsibility of the container will be that of the Millbury-Sutton Youth Football League. Mr. Plante seconded the motion. All in favor (5-0).

#### **4. Old Business**

##### **a. Field Subcommittee Update**

Mr. Wilbur stated that they are investigating using the Elmwood Street School for new fields rather than Windle Field and are waiting for the proposal to come back from Gale.

##### **b. Educator Evaluation Discussion**

Mrs. Nietupski asked for a motion to approve the additions to the contract regarding Educator Evaluations. Mr. Plante made a motion to accept the additions and Mrs. Vigneau seconded the motion. All in favor (5-0)

#### **5. New Business**

Nothing to report.

#### **6. Next Meeting: January 11, 2017 (Budget) – MHS Media Center 7:00pm**

#### **7. Adjourn**

At 9:00pm Mrs. Nietupski asked for a motion to adjourn the meeting. A motion was made by Mr. Wilbur and it was seconded by Mr. Plante. All in favor (5-0).

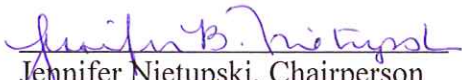
Respectfully submitted,

*Donna Freitas*

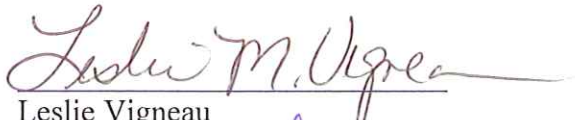
Donna Freitas

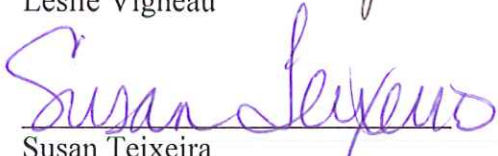
Executive Assistant to the Superintendent

Approved:

  
Jennifer Nietupski, Chairperson

  
Kevin Plante, Vice Chairperson

  
Leslie Vigneau

  
Susan Teixeira

  
Christopher Wilbur

Items in Packet:

Draft of Regular Session Minutes of November 30, 2016  
Budget Transfer Memo – R. Bedard  
FY2018 School Lunch Price Increase Memo – R. Bedard  
District December Newsletter  
Congratulatory Letter – Angelina DiDomenica  
Elmwood Street School News 12letter  
Upcoming Events – January

Handouts

Superintendent's Report  
FY2017-2018 School Calendar