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MILLBURY, MASS.
**Millbury Public Schools
School Committee**

Regular Session
Meeting Minutes

Date: August 24, 2022

Members Mrs. Jennifer Nietupski, Chairperson
Present: Mr. Christopher Wilbur, Vice Chairperson
Mr. Nicholas Lazzaro, Member
Mrs. Julia Lagerholm, Member

Administrators

Present: Mr. Gregory Myers, Superintendent of Schools
Mr. Richard G. Bedard Jr., Assistant Superintendent of Finance and Operations
Ms. Elizabeth Boutiette, Director of Curriculum and Instruction
Ms. Kate Ryan, Director of Pupil Services
Mr. Andrew Tuccio, Principal, R.E. Shaw Elementary School

Mrs. Nietupski called the meeting to order at 7:00 PM and led the Committee in reciting the Pledge of Allegiance.

Review and Approval of Meeting Minutes

Mr. Wilbur motioned to accept the regular session meeting minutes of July 8, 2022, seconded by Mr. Lazzaro. Roll call vote- Mr. Wilbur: YES, Mr. Lazzaro: YES, Mrs. Lagerholm: Abstain, Mrs. Nietupski: YES. The motion passed (3-0).

Report of the Administration

a. Report on New Teacher Orientation

Ms. Boutiette provided the Committee with an overview of this year's New Teacher Orientation, which took place on August 17th and 18th. Millbury welcomed twenty-five new faculty members. This orientation was led by the lead mentors throughout the district. New staff met with administrators, school committee member Jennifer Nietupski, and the president/vice president of the Millbury Parents Club. They participated in team building, technology bootcamp with our Director of IT, toured the town of Millbury and had time to spend in their classrooms to familiarize themselves with their schools.

b. Report of the Office of Pupil Services

Ms. Ryan updated the Committee on recent progress to address findings from DESE's recent Tiered Focused Monitoring Review. Some of the action steps from this TFM to be completed on time (December 16) include forming a Special Education Parent Advisory Council (SEPAC), amending student handbooks to include the parental notification process for in-school suspensions, amending student handbooks to include revised bullying prevention policy, and communicating education options to students 16 years or older who left school without a diploma. Our next progress report is due October 6, 2022.

Ms. Ryan provided an update on the most recent COVID-19 guidance from DESE and CDC, which include no universal mask requirements (other than in school health offices), surveillance testing of asymptomatic individuals no longer required, contact tracing no longer required, test-to-stay testing in schools no longer required, free masks and test kits no longer available from the state, isolation guidance that was in place in the spring remains unchanged, and individuals who choose to mask will be supported in their decision.

c. **Extended School Year Programming for Students: Review of Summer 2022**

Ms. Boutiette and Ms. Ryan provided the Committee with an overview of programs that were available to students this summer, including Extended School Year, Title I Services, and ESL Enrichment. 130 students were invited to participate, 99 attended. One struggle they did encounter was finding staffing for the program. ESL teachers and tutors worked with 22 English language learners K-12. There were also sessions that focused on literacy and math for 32 students. The library program at Elmwood Street School was open for all students to attend.

Mr. Myers also mentioned he will be meeting with SRO Gasco to plan a Fall Safety Forum for those parents who were unable to attend this past Spring. SRO Gasco will also be sending out a quarterly newsletter. Mr. Lazzaro asked if there will be a report on when the safety drills will be held. Mr. Myers spoke that SRO Gasco plans on going to the schools to report on the drills after they happen to inform the staff of things that went well and things that staff need to be more conscious of. Ms. Ryan also mentioned the SRO Gasco will be presenting to all staff Tuesday, August 29, 2022 on all of the safety protocols in the District.

Finance and Operations

a. **General Facilities Update**

Mr. Bedard provided the Committee with an update on facilities work done across the district this summer. We recently met with the fire department and building inspector, which happens every year before the start of school to ensure our occupancy certificate. Some other updates include a new hot water tank at the Jr./Sr. High School, which was recently installed and is ready for the start of the new school year. This project was paid for with the Town's ARPA funding. There were new floor tiles installed in the B wing of the Jr./Sr. High School to replace flooring that was in poor condition, repairs to gaps and height differences in school sidewalks to bring them into ADA compliance, tree

trimming along Shaw driveway, final touches on our outdoor classrooms, which are now ready for student and staff use, a new digital sign at the high school, which was installed in the Spring but is now fully operational. Bids for the high school fitness room renovation project were opened on Tuesday. Tower Construction Corp. of Cranston R.I. was the low bidder at \$277K with an alternate of \$17K for adding an exterior window to the room. This price does not include equipment. Mr. Sean Hendricks, Millbury Town Manager has approved using ARPA funding to pay for this project. The plan is to order all of the materials this Fall and have them installed over Winter break. There is also an alternate bid to include opening up a window so staff and students would be able to see the outside.

b. DESE End-of-Year Report Audit for Fiscal year 2021

Mr. Bedard reviewed the FY 2021 DESE End of Year Report Audit that our auditing firm, Melanson, has just completed. There were two findings; a recommendation regarding the reported expenditures for the new Shaw School project. Specifically, the district can only report expenditures up to the amount of MSBA revenue received. Mr. Bedard submitted to DESE the required amendment for this recommendation, and a recommendation to update the Indirect Cost Agreement with the town for school-related expenses. Mr. Bedard and Ms. Barrett will be working to revise the Indirect Cost Agreement in order to resolve this finding.

Mr. Wilbur made the motion to approve the End-of-Year Report Audit, seconded by Mrs. Lagerholm. The motion passed (4-0).

c. School Lunch Program Update

Mr. Bedard informed the Committee that the State has provided full funding to extend the Universal Free School Lunch Program for one more year. Therefore, there will be no student lunch fees for the upcoming school year.

Mr. Wilbur asked that letters be sent to the legislature thanking them for their support in this effort to allow those families who are sometimes quiet to accept the benefits from the free lunch program.

Unfinished Business

a. Report on the Shaw School Building Project

Mr. Myers spoke of the progress at the new school and was happy to share that we are on time and on budget. Mr. Myers provided a general update of preparations for next week's opening of school. The old Shaw School has been demolished and the foundation will be removed over the next two weeks. Landscaping is ongoing around the campus and hydroseeding is scheduled for mid-September. The gym floor is painted and polyurethaned, and the bleachers will be installed this week. Phase II has begun in earnest, with the erection of the concession stand and site clearing. Fontaine Brothers anticipate finishing the fields by December, as scheduled. School Committee

members were invited to welcome students to the new Shaw Elementary on their first day of school at 7:30 AM on Wednesday, August 31, 2022.

The new Shaw School ribbon cutting is tentatively scheduled for Saturday, October 29th in the morning. Guests will be able to tour the new school during this event. Mr. Tuccio spoke of how excited the staff members are to open the new school and how over the past week it has actually started to feel like a “new school” with teachers setting up their classrooms. He also mentioned that they will be hosting an open house this fall for any community member who would like to take a tour of the new school.

Mr. Tuccio informed the Committee that the bus route is posted on the website and AA transportation did a test run through the school to familiarize themselves with the plan. Parents will still be asked to stop at the same position they did in previous years to ensure the buses can get in and out of the school to continue on to their next pickup/drop off for Elmwood Street School. He also urged parents to have patience within the first week as there are always backups.

The playground area is not complete at this time but we are hoping to have it up and running by the end of September. There is an area where the students will be able to have outdoor play time and materials and games have been purchased.

Mr. Myers also gave thanks to Mr. Tuccio and Mr. Bedard for the time they have spent over the past fourteen months dedicated to the School project.

New Business

- a. Appointment of Representative to the Southern Worcester County Education Collaborative and the Assabet Valley Collaborative for the 2022-2023 School year

Mr. Wilbur motioned to appoint Mr. Myers as the representative to the Southern Worcester County Education Collaborative for the 2022-2023 School Year, seconded by Mrs. Lagerholm. The motion passed (4-0).

Mrs. Lagerholm motioned to appoint Mr. Myers as the representative to the Assabet Valley Collaborative for the 2022-2023 School Year, seconded by Mr. Wilbur. The motion passed (4-0).

- b. Superintendent Evaluation: Discussion of Process and Timeline for School year 22-23

The Committee discussed the process and timeline it will use for evaluating the superintendent this year. Mrs. Lagerholm asked if the Committee is going to create their own form or use the form currently in place. If the form is going to change, there will need to be time spent on researching and reaching out to other districts to possibly view the rubric they might be using. Mrs. Nietupski asked

if we know a facilitator who can help with this process. Mr. Myers said he would reach out to someone who might be able to help in this process.

c. Preliminary Consideration of School Committee Goals for School Year 2022-2023


In accordance with Policy BA (School Committee Operational Goals), the Committee will consider adopting goals for the 2022-2023 school year.


This was tabled due to the possibility of changing the evaluation process for the superintendent.

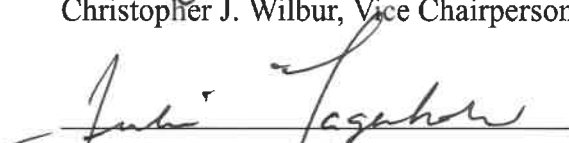
Adjourn

At 8:13 PM, Mrs. Lagerholm motioned to adjourn the regular session without further discussion, seconded by Mr. Wilbur. The motion passed (4-0).


Approved:


Jennifer B. Nietupski, Chairperson


Christopher J. Wilbur, Vice Chairperson


Julia Lagerholm

Nicholas Lazzaro


Jessica Bristol