

**Millbury Public Schools
School Committee**

Regular Session
Meeting Minutes

2023 SEP 28 AM 10:12

Date: August 23, 2023

Location: Millbury Memorial Jr./Sr. High School Library/Media Center

Members Present: Mrs. Jennifer Nietupski, Chairperson
Mr. Christopher Wilbur, Vice-Chairperson
Ms. Jessica Bristol
Ms. Jamie Jurgiel
Mrs. Sarah Murray

Administrators Present: Mr. Richard G. Bedard Jr., Assistant Superintendent for Finance & Operations
Mr. Jeffrey Berthiaume, Director of Instructional Technology
Ms. Lizz Boutiette, Director of Curriculum and Instruction
Mr. Gregory Myers, Superintendent of Schools
Ms. Christine Warren, Director of Special Education

This meeting was recorded and broadcasted by Millbury's Public Access Channel.

At 7:02PM, Mrs. Nietupski called the meeting to order and led the Committee in reciting the Pledge of Allegiance.

Welcome New Member to the School Committee

The Committee welcomed Mrs. Sarah Murray, who was appointed to the School Committee the previous night during a joint Board of Selectmen / School Committee meeting. Mrs. Murray is a long time resident of Millbury, a former graduate of Millbury Public Schools, and has two daughters who also attend Millbury Schools. She is excited to be part of the Committee to bring her professional and parental point of view.

Review and Approval of Meeting Minutes

Ms. Bristol motioned to accept the regular session meeting minutes of August 2, 2023, seconded by Ms. Jurgiel. The motion passed (5-0).

Report of the Administration

a. Report of New Teacher Orientation

Ms. Lizz Boutiette, Director of Curriculum, Instruction, and Assessment, provided the Committee with an overview of this year's new teacher orientation, which took place on August 16th and 17th.

Millbury welcomed twelve new faculty this year, all of which are replacing retirees or personnel who have otherwise recently left the District.

Ms. Boutiette gave thanks to the team leaders at each school who came together and planned the two days for the orientation. Teachers spent this time meeting with the administration team, working with their mentors; professional development and team building exercises; and participating in taking a tour of the Town of Millbury.

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

Ms. Warren and Ms. Boutiette provided the Committee with an overview of programs that were available to students this summer, including Extended School Year and Title I Services. Title I was able to run a support program at Elmwood Street School. Mrs. Bastarach, school librarian, opened the library and held STEAM, literacy and math activities that were shared with families to take home and work with their children over the summer.

The Special Education department ran a five week extended school year program for students with 504s or IEPs so they can continue their learning process without a lengthy break in time. Elmwood hosted students grades K-5 and the high school hosted students grades 6-12. The program has been able to promote reading across all grade levels, math fluency, fun trips around the world within the classrooms, egg drop competitions revolving around science topics, and a karaoke day at the higher grade level which both the students and administration were excited to participate in. There were 96 students who participated in one capacity or another. Mrs. Warren also thanked the custodial department for their willingness to work around the students and classrooms that were being used during the extended school year program.

Finance and Operations

a. General Facilities Update

Mr. Bedard provided an overview of facilities maintenance and repair work done this summer. Specifically, he cited major improvements to some high school classrooms as part of the St. Gobain / *Project Lead the Way* initiative, repairing catch basins, conducting preventative maintenance on the roof and HVAC, and preparing for the annual town inspections needed for occupancy. In addition, the school lunch program's new combination ovens at Millbury Jr./Sr. High School and Elmwood Street School are almost fully installed.

Mr. Bedard noted that the Town is not interested in utilizing the Dorothy Manor School so we are soliciting proposals from potential tenants.

At the May 2023 Annual Town Meeting, the former town manager sponsored and received approval for funding for Windle Field improvements including installing new tennis courts. The School Department has recently been asked to help design, solicit bids, and administer the construction necessary for the renovations.

b. Consideration of Fall Town Meeting Warrant Article (HVAC)

Mr. Bedard asked the Committee to consider approving a warrant article in the amount of \$60,000 for this fall's Town Meeting, scheduled for November 14. This funding will help to address necessary updates to the HVAC system's Enterprise Buildings Integrator (EBI), which commands the entire heating and cooling systems at the Jr./Sr. High School and at Elmwood. The EBI system has been failing to properly control temperatures in certain zones (EBI failure is one of the reasons we had two of the burst pipes last winter). The system hasn't been upgraded since its original installation 20 years ago and needs to be replaced since its software is no longer supported.

Mr. Wilbur motioned to approve the warrant article in the amount of \$60,000 for this fall's Town Meeting, seconded by Ms. Bristol. The motion passed (5-0).

c. **School Lunch Program Update**

Mr. Bedard provided the Committee with an update on the School Lunch program. The State has provided the funding to extend the Universal Free School Lunch Program for this school year. Massachusetts is one of eight states to make school lunch free permanently to all students. Therefore, there will be no student lunch fees for the upcoming school year. As a reference point, Millbury has increased from 39.7% school lunch participation rate in FY 2019 (pre-pandemic) to 58.0% school lunch participation rate in FY 2023. Breakfast has increased from 10.6% to 26.3% participation. We served 266,337 breakfasts and lunches last year.

Unfinished Business

a. **Report of the Raymond E. Shaw Building Project**

Mr. Myers reviewed the current status of both phases of the Shaw School building project, noting the contingency balance is \$203,981, with an estimated risk of \$112,270 and a remaining contingency less risk of \$91,711. The gymnasium floor has been refinished; the complete closeout process is underway; the LEED Gold Certification study is working towards completion; landscape maintenance is ongoing; synthetic field is much improved; fine grading loam and seed have been placed along the completed driveway; the driveway catch basins have been set and the top course of asphalt was laid; the S-Curve near the field has been widened; the driveway line striping is complete; and the scoreboard installation should be complete by next week.

Mr. Bedard spoke of the solar panels at the Shaw School that have not been in use yet. The Town has been placed in a group study by National Grid and until this study is complete, we will not be able to use the panels. National Grid is worried about the amount of stored electricity that will be pushed back onto the grid and whether or not it can handle it. Until this project is complete, we are caught up in National Grid red tape.

New Business

a. **Welcome Acting Town manager, Karyn Clark**

The Committee welcomed Acting Town Manager Karyn Clark, who will be serving in the role until a new Town Manager is appointed.

Ms. Clark served as the Senior Center Coordinator for the City of Worcester in 2000 and went on to serve other roles before becoming the City's first female Director of Public Health in 2015. She came to Millbury a little more than a year ago as Deputy Town Manager and was appointed Acting Town Manager by the Board of Selectmen on August 8. The Town is currently organizing a search committee to identify the next Town Manager. The Charter allows the Town to operate without a permanent Town Manager for no more than six months.

b. Request to Declare Surplus

Mr. Jeff Berthiaume, Director of Instructional Technology, asked the Committee to declare surplus technology equipment. Most of the equipment is outdated and some is broken and not worth the cost to repair. Other items, such as the laptop carts, are no longer useful to the District but are still in working order and may still be for others. Uxbridge Public Schools has expressed interest in the six chromebook carts that we are no longer using.

Ms. Bristol motioned to accept the request to declare the equipment as surplus as well as donate these carts to Uxbridge Public Schools. Seconded by Ms. Jurgiel. The motion passed (5-0).

c. Appointment of Representative to the Southern Worcester County Education Collaborative and the Assabet Valley Collaborative for the 2023-2024 School Year

Ms. Bristol made a motion to appoint Mr. Myers as the representative to the Southern Worcester County Education Collaborative and the Assabet Valley Collaborative for the 2023-2024 School Year. Seconded by Mr. Wilbur. The motion passed (5-0).

Ms. Jurgiel announced that she will be resigning from her post as of this evening's meeting due to unforeseen circumstances.

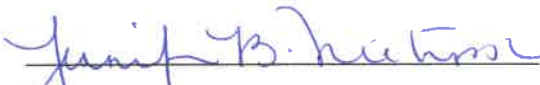
Executive Session

None

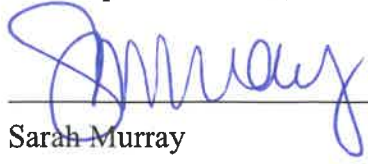
Adjourn

At 7:59PM, Mr. Wilbur motioned to adjourn the meeting, seconded by Ms. Bristol. The motion passed (5-0)

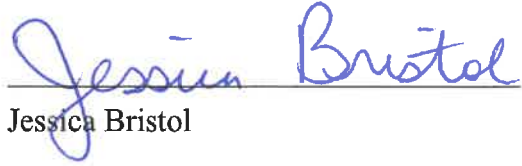
Approved:


Jennifer B. Nietupski, Chairperson

Christopher J. Wilbur, Vice Chairperson



Sarah Murray



Jessica Bristol

Jamie Jurgiel