

**Millbury Public Schools  
School Committee**

Regular Session  
Meeting Minutes

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2023 DEC 14 AM 10:33  
MILLBURY, MASS.

Date: October 11, 2023

Location: Elmwood Street School Community Room

Members Present: Mrs. Jennifer Nietupski, Chairperson  
Mr. Christopher Wilbur, Vice Chairperson  
Ms. Jessica Bristol, Member  
Mrs. Sarah Murray, Member  
Ms. Kristen Birch, Member  
Ms. Courtney Wilbur, Student Representative to the School Committee

Administrators Present: Mr. Richard G. Bedard Jr., Assistant Superintendent for Finance & Operations  
Ms. Lizz Boutiette, Director of Curriculum and Instruction  
Mr. Andy Hall, Principal, Elmwood Street Elementary School  
Mr. Gregory Myers, Superintendent of Schools  
Ms. Christine Warren, Director of Special Education

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

At 7:07PM, Mrs. Nietupski called the meeting to order and led the Committee in reciting the Pledge of Allegiance.

### **Review and Approval of Meeting Minutes**

Ms. Bristol motioned to accept the Joint School Committee/Board of Selectmen meeting minutes of September 26, 2023, seconded by Mr. Wilbur. The motion passed (5-0).

Ms. Bristol motioned to accept the regular session meeting minutes of September 27, 2023, seconded by Ms. Birch. The motion passed (5-0).

Mr. Wilbur motioned to accept the Workshop meeting minutes of October 5, 2023, seconded by Mrs. Murray. The motion passed (5-0).

### **Report of the Administration**

#### **a. Introduction of New Elmwood Street Elementary School Staff**

Mr. Andy Hall, Principal of the Elmwood Street Elementary School introduced his two new staff members; Eileen O'Brien, Speech Language Pathologist, and Kelly Paradise-Brothers, Mild/Moderate Special Education Teacher.

b. Early Literacy Screen Regulations Effective July 1, 2023

Ms. Boutiette, Director of Curriculum, Instruction, and Assessment, provided the Committee with an update on DESE's newly-adopted Early Literacy Screen regulations. The new regulations will require schools district to assess, at least twice per year, each student's reading ability and progress in literacy skills, from kindergarten through at least third grade; use a valid developmentally appropriate, DESE approved early literacy screening instrument; and students whose screening results are significantly below relevant benchmarks, determine which actions within the general education program will meet the student's needs and within 30 school days, inform the student's parent or guardian of the screening results and the school's response, and offer them the opportunity for a follow-up discussion. Ms. Boutiette mentioned that Millbury has been implementing screening measures for quite some time and is excited that this initiative will now be implemented across the state. Currently, the District is using iReady as our DESE approved screening tool.

## **Finance and Operations**

a. Fiscal Year 2023 End of Year Financial Report Submittal

Mr. Bedard, Assistant Superintendent for Finance and Operations, provided the Committee with an overview of the FY 2023 EOYR Report, which documents where the money allocated to the district was spent.

Mr. Wilbur motioned to accept the Fiscal Year 2023 End of Year Financial Report, seconded by Ms. Birch. The motion passed (5-0).

b. Dorothy Manor Lease: Proposed to Extend Length of Lease

Mr. Bedard, Assistant Superintendent for Finance and Operations, asked the Committee to consider granting him authority to enter into a "five-year plus" lease agreement with Up Up and Play Academy. Mr. Birch disclosed that she is a personal friend of the owner of Up Up and Play Academy and as a result will abstain from voting on this item.

Mr. Wilbur motioned to extend terms for the Dorothy Manor Lease from three years to five years, seconded by Ms. Bristol. Mrs. Nietupski held a roll call vote- Ms. Birch-ABSTAIN, Mrs. Murray-YES, Ms. Bristol-YES, Mr. Wilbur-YES, Mrs. Nietupski-YES. The motion passed (4-0-1)

## **Unfinished Business**

a. Raymond E. Shaw School Construction Project: Timeline for Completion and Budget Status of Phase I (School Building Construction) and Phase II (Playing Fields Construction)

Mr. Myers updated the Committee about the official acceptance into a solar impact committee.

b. Consideration of Superintendent Evaluation process and Timeline for 2023-2024

The Committee considered the evaluation timeline and process for the superintendent and agreed to use a similar process as last year. The Committee also reviewed three goals proposed by the superintendent in the areas of school start times, visioning, and communication.

Mrs. Murray motioned to accept the evaluation timeline and process, the appointment of Ms. Kristen Birch to serve as the lead evaluator, and the proposed goals for the superintendent, seconded by Ms. Birch. The motion passed (5-0).

c. Consideration of School Committee Goals for 2023-2024

The Committee discussed four goals for the coming school year, including revamping the superintendent evaluation; supporting community engagement, engaging in school committee professional development, and revisiting school start times.

Ms. Bristol motioned to adopt the proposed school committee goals, seconded by Mr. Wilbur. The motion passed (5-0).

**New Business**

Ms. Bristol would like to have a discussion on behalf of creating a policy on cell phone usage at the high school noting that we are a 1-1 school district.

Mrs. Nietupski also mentioned that we are missing a policy sub committee chair. Mrs. Murray volunteered to take Mr. Lazzaro's position.

**Dates to Remember**

Mrs. Nietupski noted the following upcoming events in the district:

October 30, 2023, 6pm- School Safety Forum, Jr./Sr. High School Auditorium

November 17-18, 2023, 7pm and November 19, 2023, 2pm- "Whole Latte Love" Drama Performance, Jr./Sr. High School Auditorium


November 2, 2023, 6pm- "Ending the Silence for Families" presentation by the National Alliance on Mental Health, Jr./Sr. High School Auditorium

November 14, special town meeting, auditorium

**Adjourn**


At 8:03 PM, Mr. Wilbur motioned to adjourn the regular session, seconded by Ms. Bristol. The motion passed (5-0).

Approved:

  
Jennifer B. Nietupski, Chairperson

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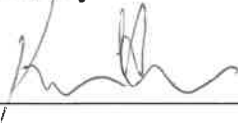
Christopher J. Wilbur, Vice Chairperson

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Jessica Bristol

A handwritten signature in blue ink, appearing to read "Sarah Murray", written over a horizontal line.

Sarah Murray

A handwritten signature in black ink, appearing to read "Kristen Birch", written over a horizontal line.

Kristen Birch