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**Millbury Public Schools
School Committee**

Regular Session
Meeting Minutes

Date: December 13, 2023

Location: Millbury Memorial Jr./Sr. High School

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

Administrators Present: Mr. Richard G. Bedard Jr., Assistant Superintendent for Finance & Operations
Mr. Jeffrey Berthiaume, Director of Informational Technology
Mr. Gregory Myers, Superintendent of Schools
Mr. Andrew Tuccio, Principal. R.E. Shaw School
Mrs. Christine Warren, Director of Special Education

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

At 7:01PM, Mrs. Nietupski called the meeting to order and led the Committee in reciting the Pledge of Allegiance.

Review and Approval of Meeting Minutes

Ms. Birch motioned to accept the Regular Session minutes of November 8, 2023, seconded by Mrs. Murray. The motion passed (3-0).

Mrs. Murray motion to accept the minutes of the November 14, 2023 Special Session, seconded by Ms. Birch. The motion passed (3-0).

Mrs. Nietupski asked the Committee to change the order of reporting to allow a new business item to be discussed first.

New Business

a. Preliminary Approval for a 6th Grade Field Trip to Nature's Classroom in April 2024

Mr. Andrew Tuccio, Principal of the Raymond E. Shaw School, asked the committee to consider granting preliminary approval for the 6th grade overnight field trip to Nature's Classroom in Charlton, MA This trip will take place from April 22nd through April 24th.

Ms. Birch made a motion of preliminary approval for the 6th Grade Field Trip to Nature's

Classroom, seconded by Mrs. Murray. The motion passed (3-0).

Report of the Administration

a. Updates to the Individualized Education Program (IEP) Form and Process

Mrs. Christine Warren, Director of Special Education, provided an update on the implementation of revised IEP form and process, which schools across Massachusetts must utilize by the start of the 24/25 school year. Updates to the new IEP form include encouraging collaboration between family members and educators when creating IEPs, taking account of a student's English proficiency, and ensuring that each IEP includes a process to prepare students with special needs for education after high school. Beginning July 2024, all forms will be uploaded and available on our SIS (student information system) which will allow parents to log in to the parent portal, update and view their child's information. Millbury is also the recipient of a state grant to help assist in adopting the new forms and process, including training for teachers, team chairs, as well as parents to make this transition seamless.

Finance and Operations

a. School Lunch Program: Community Eligibility Provision Application

Mr. Bedard asked the Committee to consider accepting the Community Eligibility Provision for the School Lunch Program. In order to qualify for CEP, at least 25% of a district's student population must qualify as "economically disadvantaged." This is currently a moot point since the state has underwritten lunches for this school year. However, CEP status will allow us to continue to provide free school meals in the future should the state discontinue its universal lunch program.

Ms. Birch made a motion to accept the Community Eligibility provision, seconded by Mrs. Murray. The motion passed (3-0).

b. School Bus Transportation Bid Results

Mr. Bedard asked the Committee to consider accepting the School Bus Transportation Bid Results by awarding a five-year contract to AA Transportation of Shrewsbury, MA. AA Transportation was the only bid the District received. This bid represents a 9% increase in the first year, and 6% increase each year for the remaining four years. This is a fixed price contract with no fuel escalator clause. The contract provides the District with ten large buses, two mini-buses, one wheel chair bus, one high school late school bus, and all athletic/field trip buses.

He spoke to the owner of AA Transportation who agreed to change the first year percentage from 9% to 8%.

Ms. Birch asked if we could look into a cost comparison of purchasing our own bus(es) rather than contracting out. Mr. Bedard said he has looked into it but will do additional analysis on the cost for a new bus, driver pay, fuel, labor, etc.

Ms. Birch made a motion to accept the School Bus Transportation Bid with the change from 9% to 8% in the first year, seconded by Mrs. Murray. The motion passed (3-0).

c. Request to Declare as Surplus: Various Marching Band Instruments

Mr. Bedard asked the Committee to consider declaring as surplus certain marching band instruments. These items either have no value or are cheaper to replace than repair.

Mrs. Murray made a motion to declare the marching band instruments as surplus, seconded by Ms. Birch. The motion passed (3-0).

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 on the R.E. Shaw school mentioning that the Committee is planning on having their last regularly scheduled meeting on Wednesday, December 20, 2023. The Committee is not disbanding and will be able to meet at any time if necessary. The project close-out could take another 6-12 months. The total construction budget is \$48,846,003.00 with a remaining contingency of \$337,385.00

b. Dorothy Manor Lease Agreement

Mr. Bedard updated the Committee on the fully executed lease agreement with Up, Up and Play Academy. The tenant will begin renting the property on January 1, 2024. The first year rent is \$4,500 per month, which will be used to offset other salaries in the district.

Mrs. Murray made a motion to ratify the lease agreement, seconded by Mrs. Nietupski. Ms. Birch abstained. The motion passed (2-0-1).

c. Door Replacement and Security upgrade Project Bid results

Mr. Bedard updated the Committee on the progress of the project procurement. The district opened filed subcontractor bids on December 5, 2023 for painting and electrical. There were two bids for painting and no bids for electrical. General contractor bids were supposed to be opened on December 12, 2023 but the project details were amended so that the general contractors will now be responsible for the electrical aspect of the project. The new bid opening date is scheduled for December 22, 2023 in order to give those who are interested more time to update their bid proposal.

d. Windle Field Tennis/Pickleball Courts Project Update

Mr. Bedard updated the Committee on the Windle Field Tennis/Pickleball Courts Project. Cooney and Associates has presented three design options. Once a design is chosen, Mr. Bedard will ask Cooney and Associates to prepare bid-ready design specifications for solicitations.

Mrs. Nietupski asked if there were any grants available to help defray the cost towards the pickleball courts seeing that the sport is so new.

New Business

- b. School Committee representative on the Town Manager Screening Committee
The Committee discussed appointing a representative to the Town Manager Screening Committee. The Committee will conduct interviews during the second week of January.

Ms. Birch nominated Mrs. Murray to represent the School Committee on the Town Manager Screening Committee, seconded by Mrs. Nietupski. The motion passed (3-0).

Mrs. Nietupski asked if the Committee would cancel December 27, 2023.

Ms. Birch made a motion to cancel the December 27, 2023 meeting, seconded by Mrs. Murray. The motion passed (3-0).

Dates to Remember

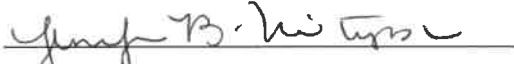
December 14 @ 7pm: Jr/Sr High School Music Department Holiday Concert


December 15 @ 530pm: Student Council Hosts the Polar Express on the big screen in the Jr/Sr High School Gymnasium

Adjourn

At 8:25 PM, Ms. Birch motioned to adjourn the regular session, seconded by Mrs. Murray. The motion passed (3-0).


Approved:


Jennifer B. Nietupski, Chairperson


Christopher Wilbur, Vice Chairperson


Jessica Bristol

Sarah Murray


Kristen Birch