

**Millbury Public Schools
School Committee**

**Regular Session
Meeting Minutes**

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2024 FEB 15 AM 10:23
MILLBURY, MASS.

Date: January 24, 2024

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

Members Present: Mrs. Jennifer Nietupski, Chairperson
Mr. Christopher Wilbur, Vice Chairperson
Ms. Jessica Bristol, 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

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

At 7:03PM, 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 Regular Session minutes of January 10, 2024, seconded by Mr. Wilbur. The motion passed (4-0).

Report of the Policy Subcommittee

a. Review of updated Policy BHE: Messaging by School Committee

This policy has been updated to reflect best practice that all committee members have and use district email addresses, which are required to be archived as public records. MASC has also eliminated archaic language, and updated the cross reference.

b. Review of new Policy EHAA: District Security Relating to Technology

This new policy provides a foundation for administrative procedure and practices so as to ensure information which is stored and accessed on district technology is appropriately protected.

c. Review of new Policy EHB: Data and Records Retention

The new policy addresses a gap in recommended policy regarding retention of records, including electronic communication by public officials.

d. Review of Amended Policy IJNDB: Use of Technology in Instruction

This redrafted policy moves much of the language to more appropriate locations within IJ, and refocuses the policy on instruction.

e. Review of Amended Policy IJNCD: Acceptable Use of Digital Resources

This redrafted policy provides the appropriate location for language from the above policies that is still necessary, while removing outdated language.

f. Review of new Policy JICJ: Student Use of Technology in School

This new policy outlines the vision and responsibilities of student use of technology; it is expected that this will be the foundation of further administrative procedure.

Mr. Wilbur motioned to accept the changes to Policies BHE, EHAA, EHB, IJNDB, IJNCD, and JICJ as a slate, seconded by Ms. Bristol. The motion passed (4-0).

Finance and Operations

a. Food Service Department Update

Mr. Bedard provided an update from the District's Food Service Department. He informed the Committee of the current participation rates, recently purchased kitchen equipment, our status as a CEP (Community Eligibility Provisions) District allowing all students to receive free breakfast and lunch, and an update on the Food Service financials.

Mrs. Nietupski asked about the school lunch partnership with the Assumption School and asked if the District would find out if they would like to re-enter a partnership with our Food Services department.

b. Review of Bids and Consideration of Lowest Bidder for Outdoor Bleacher Installation at Shaw School

Mr. Bedard reviewed the three bids that were submitted for the Outdoor Bleacher Installation at Shaw. The bleachers are handicap accessible and include ten rows of benches, capable of accommodating 200 people. O'Brien & Sons of Medway, MA was the lowest bid at \$90,745.36. These funds will be taken from the remainder of the Shaw Building budget. Mr. Bedard recommended that the Committee accept the bid.

Mr. Wilbur motioned to accept the bid from O'Brien & Sons for \$90,745.36, seconded by Ms. Bristol. The motion passed (4-0).

c. Discussion of Fiscal Year 2025 Programmatic and Capital Needs: Proposed FY '25 Budget

Mr. Bedard presented projected enrollment figures with elementary school average class sizes and a job description explaining the role of an Instructional Coach. He noted that the Chapter 70 State Aid for Education will be released by the end of January. The District is considering purchasing the Eureka Math program (\$40,000) with ESSER III grant funding rather than taking it from the FY25

budget. Mr. Bedard also mentioned that the budget will not show savings in the Shaw electricity service budget line due to the rooftop panels not being used yet. Once we are out of the impact study and can activate the solar panels, we can make a better determination of the budget cost savings.

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. Bedard updated the Committee on the R.E. Shaw school and stated that National Grid's solar array impact study for the school is due to conclude on February 19, 2024. At that point, NGrid will likely allow us to activate Shaw's solar array.

Our Project Manager, Hill International, was involved with a corporate merger and consolidation. They are now LiRo Program and Construction Management. Their personnel and pricing will not change.

Mr. Wilbur motioned to allow Mr. Bedard to amend the contract to show the change of the company name, seconded by Mrs. Murray. The motion passed (4-0).

- b. Windle Field Tennis/Pickleball Courts: Project Update

Mr. Bedard updated the Committee on the most recent design schematic from Cooney and Associates along with an itemized preliminary cost estimate. Administration has chosen to move forward with three tennis courts and four pickleball courts and expect to decide on the final design within the next two weeks and have the bid documents ready for solicitation within the next month.

New Business

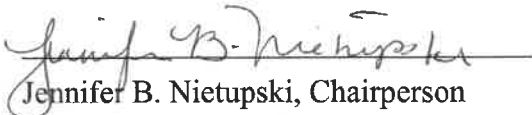
Mr. Wilbur asked Mr. Bedard to remind the Committee at the next meeting on the current enrollment numbers and classrooms that are currently at Elmwood.

Dates to Remember


Adjourn

At 7:48 PM, Mr. Wilbur motioned to adjourn the regular session, seconded by Ms. Bristol. The motion passed (4-0).


Approved:


Jennifer B. Nietupski, Chairperson


Christopher Wilbur, Vice Chairperson



Jessica Bristol



Sarah Murray



Kristen Birch