

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS.

Date: June 12, 2019

Present: Mrs. Nietupski, Chairperson, Mr. Wilbur, Vice Chairperson, Mrs. Teixeira, Mrs. Lagerholm, Mrs. Prior, Mr. Bedard, Business Manager, Mrs. Bellville, Curriculum Coordinator, Mr. Gilrein, High School Principal, Mrs. Friedman, Shaw Elementary School Principal, Mr. Lowe, Assistant Principal, Mr. Hall, Elmwood Street School Principal, Ms. Ryan, Director of Pupil Services, and Mr. Myers, Superintendent

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

Time: 7:00 pm

Mrs. Nietupski opened the meeting at 7:00pm with the Pledge of Allegiance.

1. Review and Approval of the Regular Session Minutes of May 22, 2019

Mrs. Nietupski asked for any changes, additions or deletions, to the Regular Session Minutes of May 22, 2019. Mr. Wilbur made a motion to approve the minutes from the May 22, 2019 meeting, seconded by Mrs. Teixeira. All approved (5-0).

Mr. Myers stated that Allison Drapeau was recognized at a luncheon at the Worcester Regional Airport. He stated that Delta Airlines has moved into the Worcester Regional Airport and would like to honor valedictorians from Worcester and surrounding towns that about Worcester. She also received 2 round trip tickets from Delta.

2. Report of the Administration

a. School Learning Plan

Mr. Myers stated that Mr. Hall, Mrs. Friedman, Mr. Lowe, and Mr. Gilrein will give overviews of their School Learning Plans. Mr. Hall stated that the Principals sat down to coordinate their learning plans so that they are on the same page and the language and focus is in agreement. Mr. Hall stated that they focused on specific outcomes. Mr. hall stated that the Elmwood Street School Learning Plan's number 1 goals is for faculty and staff to continue working on the Social Emotional Learning in each classroom and to imbed it into the curriculum. Mr. Hall stated that the second goal is the Math Curriculum Review. He stated that this process began this year and will continue all of next year. Mr. Hall stated that Goal #3 is Intervention Strategies which will allow students to receive the best learning strategies for their individual learning. Mr. Hall stated that the 4th goal is to continue to Integrate Technology into Classrooms. Mrs. Friedman stated that the first goal of the Shaw Learning Plan is Horizontal and Vertical Alignment as it was not completed to the extent that they wanted it to be. She stated that they will continue with a higher focus on this goal within the Shaw School and will include Elmwood and the Junior High School. Mrs. Friedman stated that goal #3 is Engagement, which focuses on the Learning Walks process at Shaw. She stated that Ed Camp for Technology has been created for the Shaw School. Mrs. Friedman stated that goal #3 is the continuation of Engagement which focuses on the instructional processes. She stated that the 4th goal is the Continuation of Identification of Tiered Instruction. Mrs. Friedman stated that Substitute Augmentation Modification Redefinition (SAMR) is the model for technology integration and how to use technology in your classroom. Mr. Lowe stated that the emphasis

for the past three years at the Millbury Jr./Sr. High School has been developing curriculum and unpacking standards for math, social studies, and science. He also stated that they are working on horizontal and vertical alignment within the high school and working with the Shaw staff. Mr. Lowe stated that goal #2 focuses on the building base learning walks and district level learning walks. He stated that this was the best professional development and the staff is fully committed to the learning walks process. Mr. Low stated that the 3rd goal is to continue with the Social Emotional Learning program. Mr. Lowe stated that the high school is in the second year of co-teaching and would like to renew the commitment of diving deeper into co-teaching to support all learners. Mr. Lowe stated that the 4th goal is Technology.

b. Elmwood and Shaw Handbooks

Mr. Hall stated that a new item for all handbooks was the adoption of the Responsible Use of Technology Policy. He stated that for the Elmwood Street School putting the policy into language that students in kindergarten through grade 3 can understand. Mrs. Freidman stated that the Shaw Handbook will include the new adopted technology policy. She stated that a new section for the administering of medication has replaced the existing section.

c. High School Handbook

Mr. Lowe stated that the major change was adding refined language regarding the cessation programs for tobacco use, vaping, etc. Mrs. Teixeira made a motion to approve the high school handbook, seconded by Mr. Wilbur. All approved (5-0).

d. Southern Worcester County Education Collaborative 3rd Quarter

Mr. Myers updated the School Committee on the Southern Worcester County Education Collaborative.

4. Budget

a. FREC Collaborative Bids

Mr. Bedard recommended to the School Committee to approve all the FREC Collaborative bids, which includes copy paper, office supplies, classroom supplies, and school lunch milk. Mr. Wilbur made a motion to approved all FREC Collaborative Bids, seconded by Mrs. Prior. All approved (5-0).

b. E-Rate Grant Update

Mr. Bedard stated that E-Rate grant has changed significantly over the past few years. He stated that the grant used to offer schools and libraries a discount on telephone services. Mr. Bedard stated that the district has applied for this grant for many years for internet access, however it went to districts that have 50% of their students receiving free or reduced lunch. He stated that the grant has been changed and our district has applied this year for the E-Rate grant and has received \$117,723.55. Mr. Bedard stated that these funds would cover the costs for Wi-Fi access and the upgrade to Wi-Fi, which is being done over the summer in all three buildings as well as fire wall and filtering. He stated that the total cost of the upgrade is \$168,176, in which we are only paying 30% for a total of \$50,452 which will come out of the warrant article. Mr. Bedard stated the remaining balance on the warrant article will be used to purchase Chromebooks.

c. NComputer Monitors Surplus – Vote Required

Mr. Bedard stated that there are 100 monitors to be decommissioned and will offer them to town hall department heads. Mr. Wilbur made a motion to declare 100 monitors surplus, seconded by Mrs. Prior. All approved (5-0).

d. Shaw Building Project Proprietary Items – Vote Required

Mr. Bedard stated that there are two items to be declared proprietary items. The Primus Lock system and Hewlett Packard Switches for the new Shaw School. Mrs. Nietupski stated that pursuant to MA G.L.C.30§ 39M (b) (“Competitive Bidding Statue”) and upon research and recommendation by the Project Designer, the Millbury Feasibility Committee votes to recommend to the Millbury School Committee as the Awarding Authority on the R.E. Shaw School Project that it is in the public interest to specify the following items as proprietary:

1. Primus Lock System – Specific Proprietary Item

a.) It is in the public interest to specify Primus Lock System as proprietary because it will be compatible with all other schools within the Millbury Public School District.

2. Hewlett Packard Switches (Security/IP Paging) – Specific Proprietary Item

a.) It is in the public interest to specify Hewlett Packard Switches as proprietary because it will be compatible with all other schools within the Millbury School District

A discussion took place regarding adding additional items to the propriety list. Mr. Wilbur made a motion to approve the proprietary items, seconded by Mrs. Teixeira. All approved (5-0).

e. Windle Field Clearview Developer Offer

Mr. Bedard stated that Laure Connors, Town Planner, has been approached by Eastland the developer at Clearview. He stated that in the agreement with the Town the developer must develop open recreation space, however it does not need to be at the Clearview site. Mr. Bedard stated that Eastland has expressed interest in Windle Field and creating a playground, renovate the tennis courts and/or a splash pad. He stated that they are looking to see if the School Committee would support any of these ideas. The School Committee prefers to renovate the tennis courts or a nice playground instead of a splash pad. A discussion took place regarding the staffing and liability involving a splash pad. Mr. Myers stated that the Credit Union has offered \$30,000 to help renovate the tennis courts at Windle Field.

5. Old Business

a. Introduction of the Director of Curriculum

Mr. Myers stated that there were 44 applications for the positon of Director of Curriculum which was narrowed down to three finalists that met on June 4th with the Leadership Team. Mrs. Liz Trahan was selected as the next Director of Curriculum.

b. Introduction of the Raymond E. Shaw Elementary School Principal

Mr. Myers stated that the Leadership Team interviewed three finalists today and will be deliberating again tomorrow. The finalists are Christine Martellio, Assistant Principal and Team Chair of Chocksett Middle School (Sterling, MA), Andrew Tucco, Assistant Principal of the Shaw Elementary School, and Laura Stuart-Wonderlie, Education Consultant for Seven Hills Charter School. Mr. Myers stated that a decision will be made on Monday, June 17, 2019.

c. Field Renovation Project Update

Mr. Myers stated that the School Committee, Athletic Department and the Booster Club have worked with Gale Associates on trying to resolve the challenge of the athletic fields in Millbury. He stated that along with drainage issues, there is a D-shaped track that needs to be replaced with an acceptable oval track in order to sponsor track events. He stated that an official high school baseball field is included in the new Shaw School project. Mr. Myers stated that on June 6th a public forum was held and we received positive feedback on the baseball field. He stated that there was a range of costs, which could include an artificial turf and a concession stand.

d. Shaw Building Project Update

Mr. Myers stated that a public forum was held on June 6th. He stated that there is an architect's rendering of the exterior and interior of the new Shaw School on the website. Mr. Myers stated that on June 5th, the Sustainability Working Group met to determine how green the Shaw School project will be. E stated that there is a score card used to determine the rates of the LEEDS standards and all aspects of construction meets silver, which means the district will receive an additional 3% in reimbursement from the MSBA. Mr. Myers stated that the project is on the cusp of receiving gold which does not include additional points, however it shows how efficient the project will be.

Mr. Myers stated that Town Counsel is developing an MOU with the mall to allow access and easement instead of using the Shaw School's driveway for construction vehicles.

Mr. Myers stated that the Feasibility Committee's name has been change to the Shaw Building Committee because the Feasibility Study has been completed.

Mr. Myers stated that the Building Committee will be on the agenda for the Board of Selectman's meeting on July 23rd to do a presentation.

6. New Business

a. Annual Review and Appointment of School Attorney – Vote Required

Mr. Myers stated that he has received six proposals from area attorneys. He stated that he recommends Murpy, Hesse, Toomey & Lahane, the same firm that represents the District for special education. Mr. Wilbur made a motion to appoint Murphy, Hesse, Toomey & Lahan as legal counsel for the school department, seconded by Mrs. Lagerholm. All approved (5-0).

b. Superintendent's Evaluation

Mrs. Nietupski stated that she aggregated the evaluation for Mr. Myers and the evaluation evidence was made public on Friday, June 7, 2019.

In the School Committee's evaluation of the Superintendent, it is agreed that he exceeded progress in the District's Improvement goal and Met/Exceed progress in the Student Learning and Professional Practice goals.

Further, the School Committee continues to rate the Superintendent as Exemplary or moving towards Exemplary in all four standards: Instructional Leadership, Family and Community Engagement, Professional Culture and Management, and Operations with an overall evaluation of 86.5% (when ratings are converted to a 1-5 scale).

The overall rating achieved by the Superintendent for SY 18/19 is trending to exemplary (score 85%) with a rating of High Impact on Student Learning (score 88%).

Goal 1: Integration of Social/Emotional Learning: This is the second year of this goal and the Committee agrees that Mr. Myers has a proficient rating on this goal. This is a complex area and will require multiple years of dedicated work to help change and mold mindsets. Evidence that there is a shift and responsiveness to engaging in this area is the attendance at the showing and discussion of the movie "Angst". Continuing to support programs like this in the future, as well as using his communication and leadership skills to engage the staff and faculty to incorporate aspects of SEL into the mission of the school system will see him make continued progress on this goal in the future.

Goal 2: MSBA and Shaw Building Project: Mr. Myers continues to keep the momentum of this project moving forward meeting the demands from a rigorous MSBA schedule. He is prepared for the building meetings, serves as a member of all five subcommittees and has presented updates to the Board of Selectman and community at various forums held for the project. He continuously updates the School Committee on the progress of the project. Mr. Myers received a rating of exceeded on this goal.

Goal 3: Increase the Consistency and Effectiveness of Supervision and Evaluation: Mr. Myers received between a met and exceeded rating on this goal. Comments regarding this goal include: Mr. Myers makes himself present to staff and faculty through classroom visits and has established solid communication lines between management and staff. Mr. Myers' establishment of a strong mentoring program and continued expansion toward more instructional coaches show his dedication to developing a faculty that can reach their full potential. All of these observations will allow the district to meet this goal.

Goal 4: Mr. Myers continues to receive a rating of exceeded on this goal, building excellent relationships with the safety personnel in the community, helping the SRO continue to define and grow her role and continually expanding on the safety protocols in the district to keep Millbury students and staff as safe as they can be. This will remain a goal of the Superintendent's as well as the district for the foreseeable future.

Goal 5: Budget: School budgets remain a difficult and delicate balancing act. Mr. Myers presented a budget that was mindful of areas that demanded substantial increases while being able to decrease other areas that had a minimal impact on students. It should also be noted that Mr. Myers participated in a very professional and constructive negotiation with the MTA for a new three-year contract. Mr. Myers rating as having exceeded this goal.

Mr. Myers should be commended for his dedication to the students and to the citizens of Millbury. He is a member of several Municipal Committees, is fully invested in the Shaw Building Project, and in all aspects of his professional practice he keeps the well-being and success of our students his main goal. He has formulated a vision for the district, fully communicated the goals and works tirelessly to achieve them. Each year Mr. Myers has set very ambitious goals for both the District and himself. He has sought out the advice and mentorship of past superintendents is constantly self-evaluating how he can perform better and is committed to allowing administration, faculty and staff develop to their full potential. With these practices as his tenets, Millbury students will achieve success.

More details and specific examples can be found in the individual assessments of the Superintendent's performance evaluation but are too numerous to include here. This aggregated document and the supporting records are part of the public record and are available in the Central Office upon request.

Respectfully submitted, Jennifer B. Nietupski

Mr. Myers thanked Mrs. Nietupski and the School Committee for the great feedback. He stated that the Leadership Team helped him achieve his high ratings. A discussion took place regarding modification of the evaluation form. Mr. Myers suggested that Mrs. Nietupski reach out to Dorothy Presser, MASC for advisement for the modification of the new evaluation form.

Mrs. Nietupski stated that the School Committee's meeting scheduled for June 26th will not be needed. She also thanked Mrs. Friedman and Mrs. Bellville for their years of service to the Millbury Public Schools.

6. Executive Session

7. **Adjourn** – Mr. Wilbur made a motion to adjourn the meeting, seconded by Mrs. Lagerholm. All approved (5-0).

Next Meeting – July 8, 2019 MHS Media Center

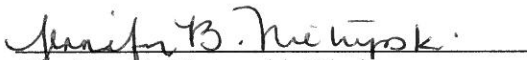
Respectfully submitted,

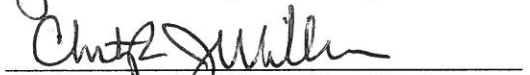
Donna Freitas

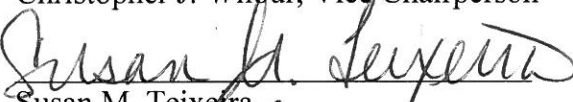
Donna Freitas


Executive Assistant to the Superintendent


Approved:


Jennifer B. Nietupski, Chairperson


Christopher J. Wilbur, Vice Chairperson


Susan M. Teixeira


Julia Lagerholm


Nancy A. Prior

Items in Packet:

Agenda

Regular Minutes 5/22/2019

Memo-FREC Bids

Proprietary Items List

SWCEC 3rd Quarter Report