

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

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2019 NOV -7 AM 10:18  
MILLBURY, MASS

**Date:** September 11, 2019

**Present:** Mrs. Nietupski, Chairperson, Mr. Wilbur, Vice Chairperson, Mrs. Teixeira, Mrs. Lagerholm, Mrs. Prior, Mr. Bedard, Business Manager, Ms. Boutiette, Curriculum Coordinator, Ms. Ryan, Director of Special Education, Mr. Lowe, High School Principal, Mr. Jon Krol, High School Assistant Principal, Mrs. Thompson Junior High School Assistant Principal, Mr. Tuccio, Shaw Elementary Principal, Mr. Hall, Elmwood Street School Principal, Mr. Corey Burke, Elmwood Street School Assistant Principal, Ms. Ryan, Director of Pupil Services, and Mr. Myers, Superintendent

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

**Time:** 7:00 pm

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Mrs. Nietupski opened the meeting at 7:00pm with the Pledge of Allegiance and a moment of silence for the anniversary of the attacks on September 11<sup>th</sup>.

**1. Review and Approval of the Regular Session Minutes of August 28, 2019**

Mrs. Nietupski asked for any changes, additions or deletions, to the Regular Session Minutes of August 28, 2019. Mr. Wilbur made a motion to approve the minutes from the August 28, 2019 meeting, seconded by Mrs. Teixeira. All approved (5-0).

**2. Review and Approval of the Executive Session Minutes of August 28, 2019**

Mrs. Nietupski asked for any changes, additions or deletions, to the Executive Session Minutes of August 28, 2019. She stated that if any changes, additions, or deletions are needed they must be done in Executive Session. Mr. Wilbur made a motion to approve the Executive minutes from the August 28, 2019 meeting, seconded by Mrs. Lagerholm. All approved (5-0).

**3. Report of the Administration**

**a. Student Council Report**

Student Council members Kamiren Warren and Hunter Swanson updated the Committee on recent and future events at the Millbury Jr./Sr. High School.

**b. Introduction of New Faculty and Staff**

Mr. Hall introduced the new members of the Elmwood Street School Staff:

- Rebecca Girard – First Grade Teacher
- Megan Polselli – Grade 3 Special Education Teacher
- Nikki Bottiglieri – Instructional Coach

Mr. Tuccio introduced the new members of the Shaw Elementary School staff:

- Lauren Campbell – Special Education Teacher
- Lisa Diamond-Rutt – Fourth Grade Teacher
- Kelsie Shedden – Art Teacher

Mr. Lowe introduced the new members of the High School staff:

- Javier Arango – Spanish Teacher
- Jamie Channell – Special Education Teacher
- Heidi Desautels – School Guidance/Adjustment Counselor
- Leanne Jameson – Special Education Teacher
- Stephanie Sala - Art Teacher
- Lisa Story – Social Worker
- Jonathan Way – Alternative Education

Ms. Ryan introduced the new district-wide staff members:

- Lisa Farese – Speech/Language Pathologist
- Moreen Labelle – Team Chair
- Kristie Barry-Ayres – Early Childhood Coordinator

#### **c. Report on Community Outreach – Like Presentation**

Ms. Boutiette stated that 75 people attended the Like presentation that was held on September 10<sup>th</sup>. . She stated that this film focused on social media usage and the growth of anxiety and depression that are linked to social media. Ms. Boutiette stated that Dr. Burbick attended the Like presentation to answer any questions from the audience. She also stated that she would like to show the movie during assemblies in the spring for students with school guidance counselors available for discussions.

#### **d. Report of Teacher Evaluation (Goal Setting)**

Ms. Boutiette stated that the leadership team is working on the rollout for the goal setting process. She stated that the goals are referred to as model goals which have been created for teachers to use that are aligned to the District and School Learning Plans. Ms. Boutiette stated that the goals the Leadership Team are wanting teachers to embrace in their practice are Student Engagement, Social and Emotional Learning, Technology, and Two-way Parent Communication. She stated that for the goal of Student Engagement there is a book “Engagement by Design” that covers everything that pertains to the goal and will run a book study for teachers. Ms. Boutiette also stated that she would be creating a monthly newsletter that will be goal oriented for the District staff to help keep them up-to date regarding their goals.

#### **e. Report of the Department of Pupil Services**

Ms. Ryan stated that during the 2018-2019 school year, the District participated in its Tiered Focus Monitoring review. The Department of Education conducted various record reviews and site visits to review the District’s policies, procedures and practices in the areas of:

- Civil Rights
- Special Education
- English Language Education Programing
- Educational Stability of Homeless Students, Students in Foster Care, and those connected to the military

The results of the Department’s findings were shared in late spring. The District is now tasked with implementing corrective action to bring the District to full compliance.

There were no findings in the area of Civil Rights.

In the area of Special Education, the District was found to not have documentation to support how proportionate share funds are discussed and shared with private schools within the town’s boundaries, namely Assumption School, and homeschooled families with students eligible for special education. The District has shared the revised documents with the Department.

In the area of English Language Education, there is an action plan in place. The first item completed was documenting the enrollment process procedures pertaining to English Learner students. When any new student enrolls in the District, the family must complete a home language survey and the enrollment secretary must immediately inform the ESL teacher so that the student may be screened for English proficiency.

In the area of Educational Stability, the District was found to not have documentation to support that there is formal training regarding the enrollment procedures pertaining to Homeless students and those in foster care. The leadership team and all district secretaries were trained on August 28<sup>th</sup> in the enrollment process.

During the March 27<sup>th</sup> School Committee meeting, Ms. Ryan said she provided the Committee with an update regarding the special education out-of-district placement numbers. At that time, we had 28 placements, including 3 anticipated graduations and one anticipated return to District. We also had 3 pending 45-day evaluations. Of those 28, 2 graduated and we are developing a plan to return one student to the District. Of the 3 pending evaluations, 2 were placed and one continues to be in process. One student moved in before April 1<sup>st</sup>, so we become programmatically and fiscally responsible effective July 1<sup>st</sup>. Since July 1<sup>st</sup>, we have become fiscally responsible for 3 additional move-ins. Our current out-of-district total, excluding the pending evaluation is 31 students.

**Additional Item:** Mr. Bedard stated that the buses are working well. He stated there have been a few changes for safety reasons. He also stated that major road work will close McCracken Road from Greenwood Street to the mall next week.

#### **4. Budget**

##### **a. Acceptance of Donation – Vote Requested**

Mr. Hall read a letter from Attorney Heather Trudell regarding an anonymous donation for \$50,000 to the Elmwood Street School. Mr. Bedard stated that this is the same donor who has previously donated \$115,000 to the Elmwood Street School. Mrs. Lagerholm made a motion to accept the Donation of \$50,000 to the Elmwood Street School, seconded by Mrs. Teixeira. All approved (5-0).

#### **5. Old Business**

##### **a. Review of Proposed Changes to Policy JLCD – Vote Requested**

A discussion took place regarding the changes to policy JLCD. Mr. Wilbur made a motion to accept the changes to Policy JLCD, seconded by Mrs. Lagerholm. All approved (5-0).

##### **b. Field Renovation Project Update**

Mr. Myers stated that Mr. Mara is creating a FAQ trifold document to distribute to the community.

##### **c. School Committee Goals for 2019-2020 – Vote Requested**

Mrs. Nietupski stated that there are four goals for the Committee. The first goal is to Oversee the Continuing Shaw Project. The second goal is to Ensure Data is used to adjust instruction, plan professional development and support student achievement. The third goal is Safety. The fourth goal is a new goal and it is to research the pros and cons of later start times. Mr. Myers stated that there are four actionable items. The first is to get the input of the entire community by having public forums. The second is to research current information on adolescent achievement. The third step is to evaluate the financial aspect such as transportation and the impact it would have on the employees. The last step would be to review the impact of schools that have already chosen to change their start times. Mr. Myers suggested that perhaps a joint School Committee meeting could be held with some of our

neighbors to discuss start time changes. Mrs. Teixeira made a motion to accept the School Committee goals for the 2019-2020 school year, seconded by Mrs. Lagerholm. All approved (5-0).

**d. Shaw School Project Update**

Mr. Myers stated that on Wednesday, September 4<sup>th</sup>, the Building Committee met to review the proposed project budget estimates. The Committee also discussed outreach possibilities. Mr. Myers also stated that a public forum will be held on November 7<sup>th</sup> at 6:30pm to disseminate information to the public. Mr. Myers stated that he has consulted with the Ethics board regarding publicity for the new Shaw School and will communicate these guidelines to the Shaw Building Committee.

**6. New Business**

Mrs. Nietupski stated that the School Committee has been invited to the Board of Selectman's meeting on October 22<sup>nd</sup> to learn about Massachusetts Retirement that affects employees that have retired through the town and a way to fund their insurance.

**7. Executive Session**

The Committee will consider moving in Executive Session in accordance with MGL Chapter 30A, §21(a)3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigation position, and the Chair so declares.

Mrs. Teixeira – YES

Mrs. Lagerholm – YES

Mrs. Nietupski – YES

Mr. Wilbur – YES

Mrs. Prior - YES

**8. Adjourn** – The open meeting will be closed at the end of the Executive Session and no other business will be conducted.

**Next Meeting – September 25, 2019 MHS Media Center**

Respectfully submitted,

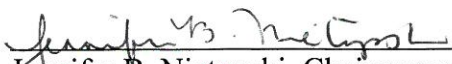
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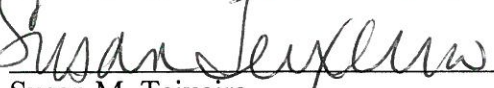
Executive Assistant to the Superintendent

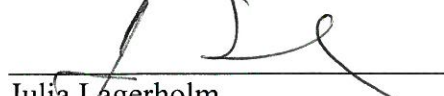


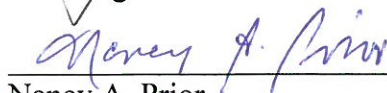
Approved:

  
Jennifer B. Nietupski, Chairperson

  
Christopher J. Wilbur, Vice Chairperson

  
Susan M. Teixeira

  
Julia Lagerholm

  
Nancy A. Prior

Items in Packet:

Agenda

Regular Minutes 8.28.2019