

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

RECEIVED  
TOWN CLERK  
2020 FEB 20 AM 9:51  
MILLBURY, MASS.

**Date:** December 11, 2019

**Present:** Mrs. Nietupski, Chairperson, Mr. Wilbur, Vice Chairperson, Mrs. Teixeira, Mrs. Lagerholm, Ryan Kurkiewicz, Student Council Representative, Ms. Ryan, Director of Special Education, Ms. Boutiette, Curriculum Coordinator, Mr. Bedard, Business Manager and Mr. Myers, Superintendent

**Absent:** Mrs. Prior

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

**Time:** 7:00 pm

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

**1. Review and Approval of the Regular Session Minutes of November 20, 2019**

Mrs. Nietupski asked for any changes, additions or deletions, to the Regular Session Minutes of November 20, 2019. Mrs. Teixeira made a motion to approve the minutes from the November 20, 2019 meeting, seconded by Mrs. Lagerholm. All approved (4-0).

**2. Review and Approval of the Executive Session Minutes of November 20, 2019**

Mrs. Nietupski asked for any changes, additions or deletions, to the Executive Session Minutes of November 20, 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 November 20, 2019 meeting, seconded by Mrs. Teixeira. All approved (4-0).

**3. Report of the Administration**

**a. Report of the Millbury Student Council**

Kam Warren and Hunter Swanson updated the School Committee on recent and future activities at Millbury Jr./Sr. High School.

**b. School Choice Review**

Mr. Myers stated that the School Committee voted to open seven seats for the 2018-2019 school year. He stated that the Committee again voted to open seven more seats for the 2019-2020 school year for a total of fourteen seats which are all currently filled.

Grade 9	Grade 10	Grade 11	Grade 12
Shrewsbury	Worcester*	Charlton	Southbridge*
Oxford	Auburn		Auburn
Spencer	Auburn		Millville*
Southbridge*	Worcester		

Worcester*			
Worcester			

\*Students who formerly resided in Millbury and attended Millbury Public Schools in the above table. Mr. Myers stated that the school choice program is running very well and the Committee may want to consider opening more seats for the 2020-2021 school year. Mr. Myers stated that the School Committee must vote on being a school choice district before June 1, 2020. A discussion took place regarding the number of seats and grades that the School Committee may consider approving for School Choice.

#### 4. Budget

##### a. Fiscal Year 2021 Budget Planning Meeting

Mr. Bedard stated that he and Mr. Myers met again with Acting Town Manager, Mr. Kelley and Finance Director, Mr. Vanni on November 26, 2019. He stated that they discussed health insurance implications and a large sum of free cash which could be used for capital improvements for the school and the town at the May 2020 ATM.

##### b. FY2020 Budget Transfer - Vote Required

Mr. Bedard stated that he recommends the School Committee vote to transfer \$90,000 in Support Services because there will be a shortfall at the end of the school year due to special education bus routes and monitors. He stated that \$50,000 would come from the Instruction category and \$40,000 would come from Operations. Mr. Wilbur made a motion to approve the transfer of \$90,000 into the Support Services, seconded by Mrs. Lagerholm. All approved. (4-0).

##### c. Student Activity Accounts Reconciliation

Mr. Bedard stated that the Auditors made a recommendation regarding each school's account. He stated that the school's account did not reconcile with Town Hall's account balances. He stated that he has worked with all three schools and the accounts now reconcile with Town Hall.

##### d. Financial Management Planning Committee

Mr. Bedard stated that the Financial Management Planning Committee met informally last week and decided to send each Department Head a letter asking for a capital improvement list for their departments.

Mr. Bedard stated that Pakachoag Acres will end their lease on February 28, 2020. A discussion of the costs of maintaining the building and the potential for rental took place.

#### 5. Old Business

##### a. School Start Times

Mr. Myers stated that we have begun a partnership with Worcester Polytech Institute, a former Millbury High School graduate Keryn Reno will do a report called "Public Transportation for a Potential Start Time Change. Mr. Myers stated that Keryn will work closely with AA Transportation and Central Office and will present her report to the School Committee. Mr. Myers stated that he will meet with the superintendent in Westborough regarding the challenges that Westborough faced when they changed school start times. Mr. Myers stated that the surveys will be sent out in January.

## **b. Field Renovation**

- Gale Associates - Mr. Bedard stated that Gale Associates will complete the public works project and a timeline has been included in the packet. Mr. Bedard stated that we are at the Design Process and we need to finalize documents to get ready to bid. The bids will be posted February 19th and the bids will be due March 11th. A contract will be awarded in April essentially for whole project except the building. Mr. Bedard stated that construction will begin approximately June 1, 2020. He stated that there would be two designers and two construction companies working on the project. A discussion regarding Gale Associates responsibilities during the project took place.
- (RFQ) - Mr. Bedard stated that the Amenities Building falls under Chapter 149 Public Building Construction verses public works for the horizontal (fields) project. He stated that there are two different types of projects, which includes two sets of rules and two sets of guidelines. The bid for the Design Schematic was posted on December 11th and they are due back on December 27th. Mr. Bedard explained that any building project over \$30,000 in design fees and \$300,000 in construction costs must go through the RFQ process and we also need a Designer Selection Board. The board will rank the designers for the most highly qualified.
- Designer Selection Board - Vote Required  
Mr. Bedard stated that a Designer Selection Board is required by law. The board will meet once maybe twice to rank the designers using their qualifications for the project. Mrs. Nietupski stated that Mr. Wilbur and herself would be the representatives from the School Committee. Mr. Mara also recommends Kerry Luby, Rob Pine, Rebecca Sousa, Mr. Bedard and himself to serve on the board. Mr. Teixeira made a motion to approve a Sub-Committee for RFQ, seconded by Mrs. Lagerholm. All approved (4-0).
- Athletic Field Build Sub-Committee  
Mr. Bedard stated that this Committee commitment will be for a year or longer. He stated that the Committee will monitor the project and be accountable to the Town and stakeholders. The Committee will also keep track of milestones and will ensure the properly close out of the project. Mr. Wilbur and Mrs. Nietupski will be the School Committee representatives. Mr. Mara also recommended Mr. Ray Richards, Mr. Rob Pine, Mr. Greg Myers, Mr. Rick Bedard, Mr. Brian Ginisi, Mr. Brian Parath, and Mr. Chris Lowe to be part of the Athletic Field Build Subcommittee. Mrs. Lagerholm made a motion to approve the Athletic Field Build Sub-Committee, seconded by Mrs. Teixeira. All approved (4-0).

## **c. Shaw Building Project Update**

Mr. Myers stated that Module 5 has been completed. He stated that Module 6 Detailed Design will include specifics; such as materials and square footage of classrooms and specifics of mechanical and electrical designs. He stated that the next 12 months the Building Committee will be working on getting documents ready to bid to hire the general contractor and the subcontractors. He also stated that there will be a number of informational meetings for stakeholders.

## **d. Special Town Meeting and Election - Certified Results**

Mr. Myers stated that 73% of votes presented supported the Shaw School Project. He stated that 1,102 voted yes and 298 voted no. Mr. Myers stated that he would have the certified results at the next meeting and that they would also be sent to the MSBA.

## **6. New Business**

### **a. 8th Grade Field Trip to Washington D.C. - Request for Preliminary Approval**

Mr. Lowe stated the dates for the 8th Grade field trip are May19- May 22, 2020. Mr. Wilbur made a motion to preliminary approve the 8th Grade field trip to Washington, D.C., seconded by Mrs. Teixeira. All approved (4-0).

## 7. Executive Session

## 8. Next Meeting – January 8, 2020

Regular School Committee MHS Media Center 7:00p

9. **Adjourn** - Mr. Wilbur made a motion to adjourn at 7:45p, seconded by Mrs. Lagerholm. All approved (4-0).

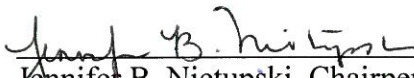
Respectfully submitted,


*Donna Freitas*

Donna Freitas


Executive Assistant to the Superintendent

Approved:

  
Jennifer B. Nietupski, Chairperson

  
Christopher J. Wilbur, Vice Chairperson

  
Susan M. Teixeira

  
Julia Lagerholm

### Items in Packet:

Agenda

Regular Minutes 11/20/2019

Executive Minutes 11/20/2019

MHS Athletic Fields Designer Selection Procedures Memo

Special Town Meeting Warrant

8th Grade Washington D.C. Trip

FY2020 Budget Transfer Memo