

**Millbury Public Schools
School Committee**

*Regular Session
Meeting Minutes*

FREETOWN
2020 OCT -8 AM 8:42
MILLBURY

Date: May 13, 2020

Present: Mrs. Jennifer Nietupski, Chairperson
Mr. Chris Wilbur, Vice Chairperson
Mrs. Sue Teixeira, Member
Mrs. Julia Lagerholm, Member
Mr. Nick Lazzaro, Member
Mr. Christopher Lowe, High School Principal
Ms. Kate Ryan, Director of Special Education
Ms. Lizz Boutiette, Curriculum Coordinator
Mr. Rick Bedard, School Business Manager
Mr. Greg Myers, Superintendent

Location: This meeting was held virtually using Zoom. The Zoom invitation link was included on the meeting agenda, which was posted publicly.

Time: 7:00pm

Mrs. Nietupski opened the meeting at 7:00 PM.

1. Review and Approval of Meeting Minutes

a. Regular Session Minutes of April 29, 2020.

Mrs. Nietupski asked for corrections to the Regular Session Minutes of April 29, 2020. Hearing none, Mr. Wilbur motioned to approve the minutes from the April 29, 2020 meeting, seconded by Mrs. Lagerholm. Approved, 4-0.

b. Executive Session Minutes of April 29, 2020.

Mrs. Nietupski asked for any changes, additions, or deletions, to the Executive Session Minutes of April 29, 2020. Hearing none, Mr. Wilbur made a motion to approve the Executive Session Minutes of April 29, 2020, seconded by Mrs. Lagerholm. All approved (4-0).

2. Report of the Administration

a. COVID 19: Update on School Operations

Mr. Myers stated that he had three items to report to the School Committee. The first item is regarding guidance from the Commission to look into why some students are not engaging in Remote Learning. Mr. Myers stated that it could be internet connection or home circumstances that keep the students from engaging.

b. Remote Learning Survey

Mr. Myers stated that they sent a remote student survey home to all parents. He stated that 367 families participated in the survey. This consists of families that have more than one student. Mr. Myers stated that he would focus tonight on the first 13 questions that required a rating between 1-5.

9. Would Parents say that their child is more stressed during the closing? Mr. Myers stated that the responses trended toward neutral or agreement. Mr. Myers stated that these families will be contacted. He also stated that he would determine which age groups students are more stressed.

Mr. Myers stated that frequent comments made throughout the survey were they wanted more frequent communication from teachers. Mr. Myers stated that Andrew Hall and Corey Burke from Elmwood Street School have an evening zoom reading each evening. He also stated that they are at bag lunch pick-ups during the day.

10. How is the communication from the Central Office?
Mr. Myers stated that the responses trended agree.

Mr. Myers stated that other comments were for teachers to have more direct communication and to help with assignments, zoom schedules and how their children are doing with their assignments. Parents stated that they would like to receive assignments in advance to make sure their children are doing the assignments. They would also prefer less cancellations of zoom classes. It was stated that teachers are working on a zoom class at a certain time and day for each grade level. Mr. Myers stated that families would like to see more real time teaching. He also stated that students are missing their friends and the feeling of isolation is beginning to build. Mr. Myers stated that families would like to access the different platforms that are teaching students but are not able. Mr. Myers stated that some teachers, IT teachers and the IT Department could help families with this issue.

Mr. Myers stated that the District has provided over 7,000 lunches and credits Mary Leslie, the cafeteria staff, nurses, Mr. Hall and Mr. Burke with helping this program. He stated that hot lunches are now being offered. Ms. Ryan stated that table top pies have donated many pies for lunches, along with Rite-Aid and the Candy Shoppe donating candy for the lunches. Mr. Myers stated that the school lunch program will continue through July 1.

Mr. Myers stated that the Parents Club made a video of students holding signs thanking teachers and they sent all teachers a gift certificate to Christopher's Ice Cream.

4. Budget

a. FY2018 DESE EOYR Audit Report

Mr. Bedard stated that two audits from Melanson and Heath are done annually. He stated that the DESE End of the Year Audit Report had three findings: The first finding is from the written agreement regarding the indirect cost agreement with town hall. This report is for items paid for out of the Town's budget that are for school expenses such as: Health Insurance, Workman's Compensation, other insurances, and a portion allocated to the Finance Department which pays bills and the payroll for the school department. Mr. Bedard stated that this finding is because in year's past year the Town Finance Department used incorrect percentages. He stated that this finding did not need an amendment; it just needs to be corrected next year. The second finding is for the special education line 3930 it is recording an overage of \$440,466 because special education transportation is included in this amount and it should not be included as of FY 2019. Mr. Bedard stated that he made an amendment to eliminate the transportation expense from that line item. Mr. Bedard stated that the third finding was due to the transportation schedule 1 and 7 was showing an overage of \$46,532 because it should essentially be in another cell under the revolving account.

Mr. Wilbur asked for the background regarding the findings. Mr. Bedard stated that the report is very detailed and it appears that the percentages provided to us from Town Hall were incorrect, they were previous year's percentages.

b. FY2019 Single Audit Report

Mr. Bedard stated that every year federal grants for the Town and School Department are audited. He stated that most of the federal grants are for the school department. Mr. Bedard stated that the one finding is that the policies and procedures manual for grants that the School Department uses needs some revisions. He also stated that the Town does not have a policies and procedures manual in place. Mr. Bedard stated that the revisions for the school department's policies and procedures manual needs revisions and the Town needs to create this manual. The Town may use the School's as a template. Mr. Myers stated that he would send a letter to the Town Manager regarding making these improvements from the audit findings.

c. Student Activity Account Sub Account Listing - Vote Required

Mr. Bedard stated that each year the three schools' sub accounts are reviewed. He stated that Elmwood has six, Shaw has seven and the high school has 31 subaccounts. The only change this year is the high school is adding the class of 2023. A discussion took place regarding this year's class dues and when it would be off the books. Mr. Wilbur made a motion to accept the sub accounts from each school, seconded by Mr. Lazzaro. All approved (5-0).

Mrs. Nietupski asked about the reimbursements of parents for the Washington and Camp Bournedale trips. Mr. Bedard stated that the Washington trip reimbursements have been completed. He stated that some of the Camp Bournedale reimbursements were not correct and have issued corrected reimbursement.

d. Amended Contract for AA Transportation - Vote Required

Mr Bedard said that a vote was required to accept paying AA Transportation 75% of the regular day transportation so that they are viable in the Fall. A discussion took place regarding accepting paying 75%. It was stated that all the big districts Auburn, Wachusett, Shrewsbury, Grafton and Webster are paying AA Transportation. Mr. Bedard stated if the Committee decided not to accept the amendment AA would probably stop paying the leases on the buses used for Millbury and would not be available in the fall. Mrs. Lagerholm made a motion to accept AA Transportation amendment, seconded by Mrs. Teixeira. All approved. (5-0).

e. Amended Contract for Vendetti Transportation - Vote Required

Mr. Bedard stated that they are recommending that the School Committee approve Vendetti Contract 82.5% of the remaining contract. Mr. Wilbur made a motion to accept the Vendetti Transportation Contract, seconded by Mr. Lazarro. All approved.

5. Old Business

a. Millbury Jr./Sr. High School Athletic Field Renovation Project

Mr. Bedard stated that they recommend the School Committee to award a base contract to Green Acres Landscape. Mr. Wilbur made a motion to award Green Acres Landscape a contract for the campus work, seconded by Mrs. Lagerholm. All approved (5-0).

b. Shaw School Project Update

Mr. Myers stated that he received comments from the MSBA regarding the Detail Design documents. He stated that Peter Turoski said that most of the comments were already completed and the MSBA is waiting for documentation. Mr. Myers stated that the Materials Working Group would meet virtually to discuss colors and design details. He stated that decisions regarding colors would be made after an in-person meeting .

6. New Business

a. Superintendent's Evaluation

Mrs. Nietupski stated that a timeline for the Superintendent's Evaluation needed to be set. She stated that Mr. Myer felt comfortable with providing his evidence by May 31. It was stated that the other members would use the forms to evaluate the superintendent and send forms to Mrs. Nietupski who would provide Mr. Myers his evaluation before the June 10th meeting. Mrs. Nitupski explained the procedure for members that have not served on the School Committee for six months.

b. School Committee 2020-2021 Tentative Meeting Calendar

Mr. Myers stated that the first meeting is scheduled for Wednesday, August 26, 2020. He stated that there are a few issues with the calendar. The meeting scheduled for November 11, 2020 is Veterans Day and the meeting scheduled for November 25 is the night before Thanksgiving. He also stated that the December 23rd meeting is the night before Christmas Eve. Mrs. Nietupski stated that the meetings in November can be moved to the first and third Wednesday and they will drop the December 23rd meeting. A discussion took place regarding the closing of the books. Mr. Wilbur made a motion to accept the School Committee Meeting Schedule with the adjustments, seconded by Mrs. Lagerholm. All approved (5-0).

Mrs. Nietupski stated that she would like Mr. Myers to form a task force on creating a COVID 19 re-entry plan into school in September. A discussion took place regarding the task force and the re-entry plan. Mr. Myers stated that Senator Moore is trying to pass legislation to help schools purchase needed safety equipment.

7. Executive Session

Pursuant to M.G.L. chapter 30A. §12(a)3., the committee will consider voting to enter executive session in order to discuss strategy with respect to collective bargaining with SEIU Local 888 because discussing in open meeting may have a detrimental effect on the Committee's bargaining position and the Chair so declares:

AND

Pursuant to M.G.L. chapter 30A. §12(a)3., to conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct collective bargaining sessions or contract negotiations with the Superintendent.

Mrs. Nietupski took roll call: Mrs. Teixeira - YES, Mrs. Nietupski, - YES, Mr. Wilbur - YES Mrs. Lagerholm - YES, and Mr. Lazzaro - YES

Mrs. Nietupski closed the open meeting and stated that when the Committee returns to Open Meeting they will adjourn with no further discussions.

8. Future Topics

- a. Committee Reorganization
- b. Annual Review and Appointment of School Attorney (May 27, 2020)

9. Next Meeting: May 27, 2020 Regular SC Meeting, 7PM

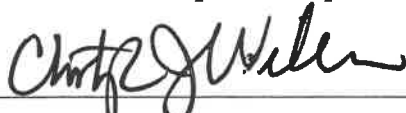
****This meeting will be held virtually using Zoom****

10. Adjourn

Mr. Wilbur made a motion to adjourn the meeting, seconded by Mrs. Teixeira. Approved, 5-0

Approved:

Jennifer B. Nietupski, Chairperson



Christopher J. Wilbur, Vice Chairperson



Julia Lagerholm



Nicholas Lazzaro