

**Millbury Public Schools  
School Committee**

*Regular Session  
Meeting Minutes*

OCT - 9 AM 8:43

Date: July 7, 2020

Present: Mrs. Jennifer Nietupski, Chairperson  
Mr. Chris Wilbur, Vice Chairperson  
Mrs. Julia Lagerholm, Member  
Mr. Nick Lazzaro, Member  
Mrs. Jessica Bristol, Member  
Ms. Lizz Boutiette, Director of Curriculum, Instruction, and Assessment  
Ms. Kate Ryan, Director of Pupil Services  
Mr. Rick Bedard, School Business Manager  
Mr. Greg Myers, Superintendent of Schools

Location: Millbury Jr/Sr/ High School Media Center

Time: 5:30pm

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Mrs. Nietupski opened the meeting at 5:30 PM.

**1. School Committee Reorganization - *Vote Requested***

- a. Mr. Myers asked for nominations for Chairperson of the School Committee. Mrs. Lagerholm made a motion to appoint Mrs. Nietupski as Chairperson of the School Committee, Mr. Wilbur seconded the motion. Mrs. Nietupski accepted the nomination. Mrs. Bristol - YES, Mr. Wilbur - Yes, Mr. Lagerholm - YES, Mrs Nietupski - YES. (4-0).
- b. Mrs. Nietupski asked for a motion for Vice Chairperson of the School Committee. Mrs. Lagerholm made a motion to appoint Mr. Wilbur as the Vice Chairperson, seconded by Mrs. Bristol. Mr. Wilbur accepted the nomination. Mrs. Nietupski - YES, Mr. Wilbur - YES, Mrs. Lagerholm - YES, and Mrs. Bristol. (4-0).
- c. Mrs. Nietupski asked for a motion to appoint a member authorized to sign payroll warrants and an alternate. Mrs. Lagerholm made a motion to appoint Mr. Lazzaro as the authorized signer for payroll and warrants. It was decided to table this motion until Mr. Lazzaro arrived to accept the nomination. It was also decided to table agenda item 1.d (member authorized to sign student activity warrants and alternate) until Mr Lazzaro was present at the meeting.

**2. Review and Approval of Meeting Minutes**

Mrs. Lagerholm made a motion to accept the minutes from June 24, 2020, seconded by Mr. Wilbur. Mrs. Lagerholm - YES, Mr. Wilbur - YES, Mrs.Nietupski - YES, Mrs. Bristol - YES. (4-0).

**3. Update of Preparations to Reopen School This Fall**

Mr. Myers shared that DESE guidance requires districts to prepare three different instructional scenarios as part of an entry plan (in-person, hybrid, and remote). He stated that the School Re-opening Advisory Committee is in the process of creating each of these plans. The Advisory Committee has been split into three groups (Safety and Wellness, chaired by Ms. Ryan; Academic Programming, chaired by Mrs. Boutiette; and Operations, chaired by Mr. Bedard. Mr. Myers stated that there will also be a plan for parents who may not be comfortable sending their children to school. The four central office administrators said that they were meeting with their counterparts in other districts to gather more feedback.

1. (c.) Member Authorized to Sign Payroll Warrants and Alternate

Upon Mr. Lazzaro's arrival at 5:52 PM, the Committee took up agenda item 1.c. (Member Authorized to Sign Payroll Warrants and Alternate). Mrs. Lagerholm nominated Mr. Lazzaro to be the authorized signer of payroll warrants, which Mr. Lazzaro accepted. Mrs. Lagerholm made a motion to appoint Mr. Lazzaro, seconded by Mrs. Bristol. Mrs. Lagerholm - YES, Mrs. Nietupski-Yes, Mr. Wilbur - YES, Mrs. Bristol - YES, Mr. Lazzaro - YES. All approved (5-0).

Mrs. Lagerholm nominated Mr. Wilbur to be the alternate member authorized signer of payroll warrants, which Mr. Wilbur accepted. Mrs. Lagerholm made a motion to appoint Mr. Wilbur, seconded by Mrs. Bristol. Mrs. Lagerholm - YES, Mrs. Nietupski-Yes, Mr. Wilbur - YES, Mrs. Bristol - YES, Mr. Lazzaro - YES. All approved (5-0).

(d.) Member Authorized to Sign Student Activity Warrants and Alternate

The Committee returned to agenda item 1.d, (Member Authorized to Sign Student Activity Warrants and Alternate). Mrs. Lagerholm made a motion to nominate Mr. Lazzaro as the member authorized to sign student activity warrants, seconded by Mrs. Bristol. Mr. Lazzaro accepted the nomination. Mrs. Lagerholm - YES, Mrs. Nietupski-Yes, Mr. Wilbur - YES, Mrs. Bristol - YES, Mr. Lazzaro - YES. All approved (5-0)

Mrs. Lagerholm made a motion to nominate Mr. Wilbur as the member alternate member authorized to sign student activity warrants, seconded by Mrs. Bristol. Mr. Wilbur accepted the nomination. Mrs. Lagerholm - YES, Mrs. Nietupski-Yes, Mr. Wilbur - YES, Mrs. Bristol - YES, Mr. Lazzaro - YES. All approved (5-0).

4. Budget

a. Fiscal Year 2020 Close-out Financial Report - *Vote Requested*

Mr. Bedard reviewed close-out details of the budget of \$22,720,730 as voted at last year's Town Meeting, including details regarding the encumbrances line for services rendered before June 30th and a transfer that was approved and completed in December to cover shortages in the transportation line. Mr. Bedard reviewed balances in each account (Administration, Instruction, Other Services, Operating and Maintenance, and Special Education Tuition). Mr. Bedard stated that the FY2020 budget of \$22,720,730 has a remaining balance of \$1,818.26.

Mr. Wilbur made a motion to accept the FY2020 financial report, seconded by Mrs. Bristol. Mr. Wilbur - YES, Mrs. Bristol - YES, Mrs. Lagerholm - YES, Mr. Lazzaro - YES, Mrs. Nietupski - YES. All approved (5-0).

b. Year 2020 Budget Transfers - *Vote Requested*

Mr. Bedard stated that transfers “in” are needed in four categories:

2000 Instruction	\$168,700	tuition reimbursements for teachers, retirement buyouts,
4000 Operations	\$151,500	Covid 19 expenses
1000 Administration	\$2,100	
Athletic Budget	\$1,500.00	

Mr. Bedard stated that transfers “out” are needed in two categories:

3000 Other Services	\$189.00	savings from transportation
9000 Other Services	\$134,800	SPED Tuitions

Mr. Wilbur made a motion to accept the transfers as written, seconded by Mrs. Lagerholm.

Mrs. Lagerholm - YES, Mr. Wilbur - YES, Mr. Lazzaro =-YES, Mrs. Bristol - YES, and Mrs. Bristol - YES. All approved (5-0).

c. Year 2020 Outstanding Purchase Orders- *Vote Requested*

Mr. Bedard noted four outstanding purchase orders (paid cafeteria workers, paid aftercare workers, PPE, supply expenses, and maintenance expenses) all related to the COVID-19 closure.

Mr. Bedard also reviewed end-of-year purchases, including the 1st installment of StudySync, the purchase of a synthetic athletic turf groomer, three teacher retirement buy-outs, the annual supply of copy paper, and preparing Elmwood Street School field for high school baseball

Mr. Bedard stated that there would be no pre-payments for special education tuitions this year. Last

year, the District prepaid \$20,587.50 and the year before \$103,430.61. Mr. Wilbur stated that since the District is self-funded, it actually saved money by not laying off aftercare and cafeteria workers.

Mrs. Lagerholm made a motion to accept the total encumbrances of \$2,378,602.38 as written, seconded by Mr. Lazzaro. Mrs. Lagerholm - YES, Mr. Lazzaro - YES, Mrs. Nietupski - YES, Mrs. Bristol - YES, and Mr. Wilbur - YES. All approved (5-0).

d. Classroom Televisions: Vote to Declare as Surplus Equipment

This agenda item is not currently an issue and was tabled indefinitely.

Additional Item:

Mr. Bedard stated that part of the boiler at the Shaw School must be repaired. He stated that it is cast iron and repairs cannot be guaranteed. The boiler must function properly for the next two years before the new Shaw School is built. The cost of the repair is \$42,000 and will be completed over the summer.

A discussion took place regarding the supplies needed to open the schools in the Fall. Mr. Bedard stated that the costs for supplies needed, such as masks, shields, plexiglass, gloves, etc., is high.

Mr. Bedard also stated that even with reimbursements from the state, the day to day costs of returning to schools will be significant. He also stated that there is a possibility that nighttime custodians work during the day for continuous cleaning and that information regarding transportation in the fall and other logistical concerns are being worked out.

## **5. Unfinished Business**

### **a. Report of the Millbury Jr./Sr. High School Field Renovation Project**

Mr. Myers stated that Green Acres has yet to find ledge in the construction area, which was especially worrisome near the softball backstop. He also stated that the 2nd bids for the Amenities building were much more reasonable and Mr. Bedard stated that the Athletic Build Committee has approved Stuman Contracting, Inc. of Oxford as the contractor for vertical construction. He also stated that \$563,000 included the filed sub bids for electricity and plumbing. Mr. Wilbur made a motion to accept Stutman Contracting, Inc. of Oxford as the contractor for the amenities building, seconded by Mr. Lazzaro. Mrs. Lagerholm - YES, Mr. Lazzaro - YES, Mr. Wilbur - YES, Mrs. Bristol - YES, and Mrs. Nietupski - YES. All approved (5-0).

Mrs. Nietupski asked if the MIAA had any plans for fall sports. Mr. Myers stated that the MIAA had a subcommittee looking into fall sports.

### **b. Shaw School Project Update**

Mr. Myers stated that the project team met with the Planning Board to provide an overview of the project and answer any questions they may have. He is drafting a response to their questions for the next Planning Board Meeting on July 20. Mr. Myers stated that a draft agreement between the School Department and the mall has been created to allow access through the mall for the Shaw project's construction vehicles. He also stated that a public forum to update the community on the project is scheduled for September 16th at the high school.

## **6. New Business**

No new business was mentioned.

## **7. Executive Session**

No executive session was held.

## **8. Future Topics**

## **9. Next Meeting: July 22, 2020**

Regular SC Meeting, 7:00PM

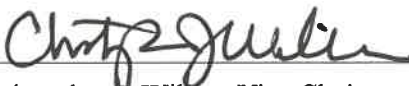
## **10. Adjourn**

At 6:54 PM, Mrs. Lagerholm made a motion to adjourn the meeting, seconded by Mr. Wilbur. Mr. Wilbur - YES, Mrs. Lagerholm - YES, Mr. Lazzaro - YES, Mrs. Nietupski - YES, Mrs. Bristol - YES. All approved (5-0).

Approved:

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Jennifer B. Nietupski, Chairperson



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Christopher J. Wilbur, Vice Chairperson



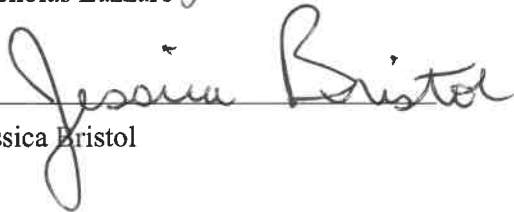
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Julia Lagerholm



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Nicholas Lazzaro



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Jessica Bristol