

**Millbury Public Schools  
School Committee**

*Regular Session*  
**Meeting Minutes**

21 FEB -6 AM 9:18

**Date:** November 4, 2020

**Present:** Mrs. Jennifer Nietupski, Chairperson  
Mr. Chris Wilbur, Vice Chairperson  
Mrs. Julia Lagerholm, Member  
Mr. Nick Lazzaro, Member (departed the meeting at 7:12 PM)  
Mrs. Jessica Bristol, Member  
  
Mr. Richard Bedard, Jr., Assistant Superintendent for Finance and Operations  
Ms. Lizz Boutiette, Director of Curriculum, Instruction, and Assessment  
Mr. Gregory Myers, Superintendent of Schools  
Ms. Kate Ryan, Director of Pupil Services

**Location:** Raymond E. Shaw School Media Center

**Time:** 7:00pm

---

Mrs. Nietupski opened the meeting at 7:00 PM and led the audience in reciting the Pledge of Allegiance.

**1. Review and Approval of October 28, 2020 Regular Session Meeting Minutes**

Mrs. Nietupski asked to table the reading of the October 28, 2020 regular session minutes since they are not yet available for review.

**Review and Approval of October 28, 2020 Executive Session Meeting Minutes**

Mr. Wilbur made a motion to accept the executive session minutes of October 28, 2020, seconded by Mrs. Lagerholm. All approved (5-0).

**2. Report of the Administration**

**a. Introduction of New R.E. Shaw School Faculty Members**

Mr. Andrew Tuccio, Principal of the Raymond E. Shaw School, introduced the newest members of the Shaw School staff, including Mrs. Erica Roark-Wuerthner (6<sup>th</sup> grade teacher), Mrs. Tamisha Thompson (instructional coach for mathematics), Mrs. Juliet Rodriguez (instructional coach for English language arts), and Mrs. Stephanie Bazinet (special education team chairperson).

**b. Reopening Advisory Committee Update**

Mr. Myers updated the Committee on issues related to reopening schools, including an update on the number of COVID-19 positive cases in the district (three at the Jr./Sr. High School, three at the Raymond E. Shaw School, and one at Elmwood Street Elementary School), four-day kindergarten preparations (the first day for four-day-a-week kindergarten is still scheduled for November 19), and technology order status (Chromebooks ordered from Dell this summer (385 for HS, 60 for Shaw) have been shipped much earlier than expected).

Mr. Wilbur inquired about the District's lunch distribution program. Mr. Bedard stated that the program continues to be quite successful and that Food Services Director Stephanie Barstow and her staff are also delivering meals to families. He clarified that Federal reimbursement has been extended through the end of the fiscal year.

Mrs. Nietupski asked how the Governor's most recent mask guidelines might affect students during recess. Mr. Myers stated that after conferring with the Board of Health, there will be no change to our mask expectations since schools are exempt from the Governor's new mask requirements.

Mr. Myers stated that the Governor updated its guidance to schools regarding when to close schools due to local transmission rates. Schools, in consultation with the Board of Health, should only consider transitioning to full remote when it has evidence of widespread transmission within schools. Mr. Myers stated that there is no evidence of transmission in Millbury schools.

Mr. Wilbur commended staff for all of their work to support students and asked about the experiences of Cohort D students. Mr. Myers stated that students' experiences in Cohort D are not the same as in-person students, but that they do have access to school staff, including instructional coaches. Mr. Wilbur suggested that a parent survey for cohort D be used to help assess students' experiences. Mr. Wilbur also emphasized the importance of supporting students and staff with appropriate counseling supports.

Mrs. Bristol commended teachers for going above and beyond for students and asked whether it would be feasible to bring additional students back to school for in-person instruction. Mr. Myers said that depending on the grade level, adding additional students was feasible and hoped to widen the definition of Cohort C.

Mr. Myers and Ms. Boutiette provided examples of efforts to keep Cohort D students engaged in school, including support from instructional coaches and opportunities for Cohort D students to participate in band.

Mrs. Nietupski asked Mr. Bedard whether the Town has invested CARES Act funding to support staff wellbeing. Mr. Bedard agreed that this would be beneficial and will follow up with HR. Ms. Boutiette provided examples of supports provided to staff, including workshops from Chidrens' Friend.

### 3. Finance and Operations

#### a. Revolving Accounts Report

Mr. Bedard provided a review of the District's twelve revolving accounts for both the close of Fiscal Year 2020 and activity as of October 30, 2020. Mr. Bedard noted that Fund Code 512 (Aftercare) is currently running a deficit due to lower enrollment in the program. Since Fund Code 505 and Fund Code 512 are combined into the Community School Revolving Account at town hall, this deficit is combined with the Pre-School positive balance. Mr. Bedard stated that he will be working with the AfterCare directors to see if costs can be reduced. Mr. Bedard also noted that Fund Code 22 (School Lunch) is showing a lower-than-typical balance because of our free lunch reimbursement schedule. He explained that this is due to Federal and State reimbursements being received 30-60 days after the claims are submitted.

Mr. Wilbur inquired about the status of the Dorothy Manor property and suggested that it be a discussion point with the new town manager. He expressed concern about needing to maintain it without the benefit of rental income. Mr. Bedard noted that we are currently using it for storage for school furniture.

b. Proposed Fiscal Year 2022 Budget Development Timeline

Mr. Bedard reviewed a proposed timeline for developing the FY'22 School Department budget. He noted that principals were currently developing and prioritizing their funding requests in anticipation of administrator budget meetings the week of November 30, 2020. A full presentation of the proposed budget will be provided to the School Committee on January 13, 2021 with a public hearing and Committee vote on February 24, 2021.

4. Unfinished Business

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

Mr. Myers described significant tasks completed in the last two weeks, including the installation of the rubberized track surface, 90% completion of bleachers, and 90% completion of fencing installation. He also stated that the project is substantially complete and the punch list is relatively short.

b. Shaw School Project Update

Mr. Myers stated that the Shaw School Building Committee met on October 29 to review 90% cost estimates received by the project team. He stated that current estimates of \$48,383,381 are well within our project budget of \$49,269,792 ( $\Delta$ =\$873,750) and it seems likely that at least one of our alternates may be within reach. Mr. Myers listed the alternates:

- Alternate 1: Solar Panels @ \$364,504
- Alternate 2: Comfort Station @ \$387,803
- Alternate 3: Sports Lighting @ \$632,222
- Alternate 4: Grounds / Maintenance Garage @ \$204,938

Mr. Myers also said that because alternates must be taken in order and it is likely that the project budget will allow for the first two and the fourth alternates, the Building Committee recommends moving Alt 4 (garage) up to Alt 3, replacing sports lighting.

Mr. Myers stated that the Shaw Building Committee is considering certain enhancements to the project that would improve energy efficiency, such as an enhanced building envelope.

c. Policy Subcommittee Update

Mrs. Nietupski asked the Committee to table the Policy Subcommittee Update until Mr. Lazzaro could be present.

5. New Business

a. Discussion of the Superintendent's Proposed Goals for the 2020-2021 School Year

Mrs. Nietupski asked for a motion to approve the Superintendent's goals for the 20-21 school year. Mrs. Lagerholm motions to approve the goals, seconded by Mrs. Bristol. All approved (4-0)

d. Discussion of Proposed 2020-2021 School Committee Goals

Mrs. Nietupski asked for clarification on the Grade 3 Reconfiguration goal, which was not included in the meeting packet. Mr. Myers asked for more input from the Committee about specific milestones for the goal. Mrs. Bristol emphasized the importance of providing

opportunities for grade 3 and grade 4 teachers to collaboratively review student assessment and other data. She also suggested that clarification on the WIN block would be important. In addition, the Committee agreed about the importance of communicating with families about the reconfiguration process.

Mrs. Nietupski asked for a motion to approve the Committee goals 1-4 for the 20-21 school year. Mrs. Lagerholm motioned to approve the goals, seconded by Mrs. Bristol. All approved (4-0)

e. 2<sup>nd</sup> Reading and Acceptance of Changes to Policy

i. Policy IGB: Student Services Program

Policy IGB now reflects updates recommended by MASC and language changes made by the Subcommittee. Mr. Wilbur motioned to approve Policy IGB, seconded by Mrs. Lagerholm. All approved (4-0)

ii. Policy IGD: Curriculum Adoption

Policy IGD now reflects a minor language update recommended by MASC. Mr. Wilbur motioned to approve Policy IGD, seconded by Mrs. Lagerholm. All approved (4-0)

iii. Review of Policy IHAM: Health Education

Policy IHAM now reflects updates from MASC, including the reference to our current practice. Mr. Wilbur motioned to approve Policy IHAM, seconded by Mrs. Lagerholm. All approved (4-0)

iv. Review of Policy IHB: Special Instructional Programs and Accommodations

Policy IHB now reflects updated language recommended by MASC and reference to district-specific information. Mr. Wilbur motioned to approve Policy IHB, seconded by Mrs. Lagerholm. All approved (4-0)

v. Review of Policy IHBEA: English Language Learners

Policy IHBEA now reflects updated language recommended by MASC, including the removal of procedural language. Mr. Wilbur motioned to approve Policy IHBEA, seconded by Mrs. Lagerholm. All approved (4-0)

vi. Review of Policy JB: Equal Education Opportunities

Policy JB now reflects updated language recommended by MASC. Mr. Wilbur motioned to approve Policy JB, seconded by Mrs. Lagerholm. All approved (4-0)

vii. Review of Policy JEB: Entrance Age

Policy JEB now reflects updated language recommended by MASC. Mr. Wilbur motioned to approve Policy JEB, seconded by Mrs. Lagerholm. All approved (4-0)

viii. Review of Policy JF: School Admission

Policy JF now reflects updated language recommended by MASC. Mr. Wilbur motioned to approve Policy JF, seconded by Mrs. Lagerholm. All approved (4-0)

Mrs. Nietupski asked the Committee for any other new business. Mr Wilbur asked for a report from the high school guidance department about how they are supporting this year's senior class. Mrs. Lagerholm agreed and suggested that the Committee have an opportunity to meet our

counselors. Mrs. Bristol was interested in hearing more from each school's counselors about the social-emotional supports the district is providing to support students.

Mrs. Nietupski clarified that since there is no school business on the upcoming Special Town Meeting warrant, members of the Committee are not required to attend. As Chair, she is required to attend and will be accompanied by Mr. Myers

Mrs. Nietupski reminded the community that the Committee's next meeting will be held at the Jr./Sr. High School at 7:00PM on November 18.

Mrs. Nietupski asked for a motion to adjourn. A motion to adjourn was made by Mr. Wilbur, seconded by Mrs. Lagerholm. All approved (4-0)

Approved:

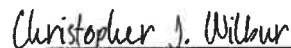
DocuSigned by:



7A25F203994B480...

Jennifer B. Nietupski, Chairperson

DocuSigned by:



9352B1A473DE49A...

Christopher J. Wilbur, Vice Chairperson

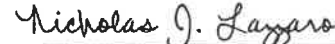
DocuSigned by:



7D948C780F604DD...

Julia Lagerholm

DocuSigned by:



3BCA6C3EB7554E1...

Nicholas Lazzaro

\_\_\_\_\_  
Jessica Bristol