

**Millbury Public Schools  
School Committee**

*Regular Session  
Meeting Minutes*

2021 OCT 14 AM 11:12  
MILLBURY, MASS.  
TOWN CLERK

Date: June 9, 2021

Members Mrs. Jennifer Nietupski, Chairperson  
Present: Mr. Christopher Wilbur, Vice Chairperson  
Mrs. Julia Lagerholm, Member  
Mr. Nicholas Lazzaro, Member  
Mrs. Jessica Bristol, Member

Administrators Mr. Richard Bedard, Jr. Assistant Superintendent for Finance and Operations  
Present: Ms. Elizabeth Boutiette, Director of Curriculum, Instruction, and Assessment  
Mr. Gregory Myers, Superintendent of Schools  
Ms. Kate Ryan, Director of Pupil Services

Location: Millbury Memorial Jr./Sr. High School

Time: 7:00PM

Mrs. Nietupski called the meeting to order at 7:10PM and led the Committee in reciting the Pledge of Allegiance. Mrs. Nietupski extended congratulations to the graduating class of 2021.

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

- a. Mrs. Nietupski made a correction to the minutes of the May 26 meeting, noting that Mr. Lazzaro abstained from voting on the May 12 meeting minutes. Mr. Wilbur made the motion to approve the minutes of June 9, 2021, seconded by Mrs. Lagerholm. The motion passed (5-0).

**2. Report of the Administration**

- a. Extended School Year 2021  
Ms. Ryan provided an overview of the Extended School Year program available to students who receive Special Education support. There were 118 packets sent out to families with a current number of 85 students who will be participating in the program, and 17-20 students in which administration is still pursuing their attendance.
- b. Summer Enrichment Program  
Ms. Boutiette provided an overview of the Summer Enrichment Program planned for July. This program includes small group instruction in ELA and Math for students in grades K-8 as well as enrichment opportunities for all students through the use of our Elmwood Street School library. This will be an in person 4-week program for students enrolled in K-8. Students were selected based on our data reports from iReady, F&P, curriculum based assessments, as well as social

emotional skills. There were 85 packets sent out to students and there are 72 students that will be attending this program.

c. Technology Audit: Instructional Practices

Ms. Boutiette informed the Committee about an audit of our instructional practices as it relates to technology integration. The district will be partnering with EdTech Teacher's E21 Program for this work in the fall to survey our staff and students, and observe classrooms across the district to identify our technology strengths and areas for improvement.

**3. Finance and Operations**

a. Proposed Lease Agreement for Dorothy Manor

Mr. Bedard asked the Committee to consider accepting a one-year lease agreement with One School Global at a rate of \$5,000 per month. One School Global was recently approved by the Planning Board to construct a school building on Dwinnell Road (formerly 71-73A McCracken Road) in Millbury. Rental receipts from this lease agreement will be deposited in the Dorothy Manor revolving account and will be used to offset maintenance costs for the building and certain custodial salaries. The terms of this lease agreement include a one-year extension if both parties agree. Mr. Wilbur motioned to accept the lease agreement, seconded by Mrs. Lagerholm. The motion passed (5-0).

b. ESSER II Grant Funding Update

Ms. Boutiette and Mr. Bedard provided the Committee with an update on the ESSER II grant application, which totals \$601,494. The proposed capital purchase of a high school dishwasher for the school lunch program will not qualify under the ESSER II grant. These funds will help support the hiring of new positions across the district as well as the purchasing of new intervention programs. \$10,000 of the grant will be focused directly on mental health supports.

Mr. Wilbur discussed the option of saving some of the funds over the next couple years instead of using them all for this current school year and then having no additional funds for the years ahead. Ms. Boutiette informed the committee that some of the positions that will be made full time are currently part time and the staff members are aware that this movement could potentially only last for this year. Mr. Lazzaro asked if certain workshops could be offered as part of the mental health portion of the grant. Ms. Boutiette stated that the District contracted the Anti-Defamation League who will be offering the 7-12 students a Pier Leadership workshop where the students will be trained over a 18 hour total workshop which will allow them to train other students throughout the district.

c. School Lunch Program Update

Mr. Bedard updated the Committee on plans to offer free "grab-and-go" lunches to all school-aged children this summer, similar to what we did last year, as well as lunches to our Summer Program students that will be attending in-person schooling. The "grab-and-go" distribution will be one time per week on Thursdays between 10:00-11:00am from the Elmwood Street School. The in-person Summer Program will be running Tuesday through Thursday. Both lunch programs will run for four weeks starting the week of July 12, 2021 through the week of

August 2, 2021. Mrs. Nietupski asked if there was a sign up sheet for the “grab and go” lunches. Mr. Bedard informed her that Mrs. Barstow is projecting numbers based off of the pandemic amounts that were prepared. Mrs. Lagerholm asked why the district will not be offering lunches until the July 11, 2021 date. Mr. Bedard said he would speak with Mrs. Barstow to see if we would be able to offer the one day a week lunch program before Summer School starts.

d. **Technology Audit: Infrastructure and Operations**

Mr. Bedard provided an overview of an upcoming audit of our technology infrastructure and operations. We have contracted with Akuity Technologies of Auburn, MA to conduct this audit. The comprehensive data collection will include information in the following areas: servers infrastructure, storage, environment, network, wireless, security, data protection and email. Akuity will provide a summary of their findings, which may need to be reviewed in Executive Session if it involves security recommendations. Akuity will be on site this summer and fall conducting their audit.

e. **Review of SEIU Local 888 Agreement/Contract for 2020-2023**

Mr. Bedard provided an overview of an agreement between the Committee and SEIU Local 888. The contract covers the three year period between July 1, 2020 through June 30, 2023. The contract roughly covers 60 employees between the three groups. The contract calls for a 2% pay increase in the first year, and an additional 1.5% for the two remaining years. Mrs. Bristol motioned to approve the SEIU Local 888 contract, seconded by Mr. Lazzaro. The motion passed (5-0).

**4. Unfinished Business**

a. **Report on the Shaw School Building Project**

Mr. Myers updated the Committee on the Shaw building project, noting that the buried debris from the construction of the original Shaw School has been excavated and stored on the eastern corner of the construction site until it can be sorted and removed; site excavation continues; building footings are being poured; utility easements are being negotiated with National Grid; and students, staff and others have signed a structural beam that will be visible in the upstairs maker space area;

**5. New Business**

a. **Title IX / Sexual Harassment Coordinator -**

In accordance with Policy ACA and ACAB, Mr. Myers recommended that the Committee appoint the Director of Pupil Services to act as the District's Title IX / Sexual Harassment Coordinator with the Assistant Superintendent of Finance and Operations as the alternate.

Mr. Wilbur made the motion to appoint Ms. Ryan as the Title IX Coordinator and Mr. Bedard as the alternate, seconded by Mrs. Lagerholm. The motion passed (5-0)

b. **Title II Compliance Coordinator -**

In accordance with Policy ACE, Mr. Myers recommended that the Committee appoint the Director of Pupil Services as the Title II Compliance Coordinator with the Director of

Curriculum, Instruction, and Assessment as the alternate. Mr. Wilbur motioned to appoint Ms. Ryan as the Title II Coordinator and Ms. Boutiette as the alternate, seconded by Mr. Lazzaro. The motion passed (5-0).

c. **Consideration of School Choice Appeal**

The Committee considered an appeal dated May 26, 2021 from Mrs. Kelley Minier-Espinal. The letter asked the Committee to consider allowing her 7th grade son to attend Millbury Jr. High School through school choice based on the extenuating circumstances. The Committee spoke of changing the criteria regarding school choice to state that the Committee has the right to deny school choice on an individual basis due enrollment caps. Mrs. Lagerholm motioned to approve Mrs. Kelley Minier-Espinal's appeal, seconded by Mr. Wilbur. The motion passed (5-0).

**6. Adjourn**

Mr. Wilbur motioned to adjourn the meeting at 9:15PM, seconded by Mrs. Lagerholm. The motion passed (5-0).