

**Millbury Public Schools  
School Committee**

**Regular Session  
Meeting Minutes**

2024 APR 11 AM 10:13

Date: February 28, 2024

Location: Millbury Memorial Jr./Sr. High School Library/Media Center

Members Present: Mrs. Jennifer Nietupski, Chairperson  
Mr. Christopher Wilbur, Vice Chairperson  
Ms. Kristen Birch, Member  
Ms. Jessica Bristol, Member  
Mrs. Sarah Murray, Member  
Ms. Courtney Wilbur, Student Representative to the School Committee

Administrators Present: Mr. Kofi Agyeman, Director of Facilities  
Mr. Richard G. Bedard Jr., Assistant Superintendent for Finance & Operations  
Mr. Jeffrey Berthiaume, Director of Informational Technology  
Ms. Elizabeth Boutiette, Director of Curriculum and Instruction  
Mr. Christopher Lowe, Principal, Millbury Memorial Jr./Sr. High School  
Mr. Gregory Myers, Superintendent  
Mrs. Christine Warren, Director of Special Education

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This meeting was recorded and broadcasted by Millbury's Public Access Channel.

At 7:10PM, Mrs. Nietupski called the meeting to order and led the Committee in reciting the Pledge of Allegiance.

**1. Public Hearing: Fiscal Year 2024 Proposed School Budget**

At 7:11pm, Ms. Birch made a motion to open the public forum, seconded by Mr. Wilbur. The motion passed (5-0).

There were no public participants in attendance.

At 7:12pm, seeing no one wishing to speak, Mr. Wilbur motioned to close the public forum, seconded by Ms. Bristol. The motion passed (5-0).

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

Ms. Bristol motioned to accept the Regular Session minutes of February 14, 2024, seconded by Ms. Birch. The motion passed (5-0).

**3. Report of the Administration**

a. Report of the Jr./Sr. High School Student Council

There were no members of the Student Council present to provide this report.

b. Report of the Director of Facilities on Preventative Roof Maintenance

Director of Facilities Kofi Agyeman provided an update on preventative maintenance efforts focused on the school's roof, particularly the Jr. High School section of the building, the kitchen, Section D hallway, and the locker rooms. Mr. Agyeman noted that these sections require total replacement, but his department has implemented preventative measures to prevent major water intrusion. Due to their age and unreliability, rooftop HVAC units in these areas will be replaced along with the roof.

The Elmwood Street School's roof over the kitchen, gym area, and lower offices requires resurfacing rather than full replacement. His department has been addressing minor issues as they arise in hopes of extending the life of the membrane. Unfortunately, neither roof qualifies for the MSBA's accelerated repair program and the proposed green energy grant from DESE has yet to be released. Mr. Myers proposed developing a three-year roof improvement plan that could be funded through annual free cash allocations. The Committee agreed, noting that the District cannot wait for either the MSBA or DESE's grants.

## **Finance and Operations**

a. Proposed Warrant Article for New Fire Alarm System at Elmwood Elementary and Proposed Warrant Article for Direct Technology

Mr. Bedard asked the Committee to consider approving a proposed warrant article in the amount of \$100,000 to fund a new fire alarm system at the Elmwood Street Elementary School. The existing Seiman's Fire Alarm System has reached the end of its dependable life and will be replaced with a new Edwards Horn/Strobe System.

Mr. Bedard asked the Committee to consider a proposed warrant article in the amount of \$124,000 to fund certain technology needs across the district. These needs are organized under the categories of Networking and Infrastructure and 21st Century Learning Spaces.

The warrant articles were taken as a slate. Mr. Wilbur motioned to accept the warrant articles in the amount of \$100,000 and \$124,000, seconded by Ms. Bristol. The motion passed (5-0).

b. Proposed Fiscal Year 2025 School Operating Budget

Mr. Bedard recommended that the Committee consider approving the original proposed budget of \$26,340,641 (a 3.94% increase) with the understanding that options for reductions will be provided at the March 13 meeting.

Ms. Bristol motioned to approve the proposed Fiscal year 2025 school year operating budget of \$26,340,641.00, seconded by Ms. Birch. The motion passed (5-0).

c. Donation from the class of 2022

Mr. Bedard asked the Committee to consider accepting a donation in the amount of \$10,000 for the proposed purpose of creating an archway for the entryway of the football field.

Ms. Birch motioned to accept the donation from the Class of 2022, seconded by Mr. Wilbur. The motion passed (5-0).

**Unfinished Business**

a. Raymond E. Shaw School Construction Project: Timeline for Completion and Budget Status of Phase I (School Building Construction) and Phase II (Playing Fields Construction)

Mr. Myers stated that results from NGrid's solar array impact study for the R.E. Shaw School will not be available until late March. In the meantime, the school's PV system will remain inactive.

b. Consideration of Overnight Student Council Trip to MASC Conference

Mr. Lowe asked the Committee to consider granting final approval for the Student Council to attend the annual Massachusetts Association of School Councils Conferences in Hyannis from March 6-8, 2024. Sixteen students will be attending along with both advisors, Ms. Joanna Morin, and Mrs. Jenn Cronin. Students will be transported together in the Woolie Wagon.

Ms. Birch motioned to approve the Student Council's annual Massachusetts Association of School Councils Conference, seconded by Mrs. Murray. The motion passed (5-0)

c. Consideration of Proposed 24-25 School Calendar

The Committee reviewed two proposed calendars for the 2024-2025 school year. While both versions are largely similar to the current school calendar, the first option allows for students and teachers to return from winter break on Thursday, January 2, 2025. The second version allows for two full weeks of winter vacation for students, but calls for staff to return on Friday, January 3, 2025 for a full day of professional development.

Mr. Wilbur motioned to approve the second version of a school calendar for the 2024/2025 school year, seconded by Ms. Bristol. The motion passed (5-0).

d. Windle Field Tennis and Pickleball Court Project Update

Mr. Bedard updated the Committee on the Windle Field tennis and pickleball court project, including the current project timeline and budget. Cooney & Associates has been hired to design the project. The school department is collaborating with the Town's DPW to complete some of the prep work, such as the removal of old light fixtures within the footprint of new tennis-pickleball court design, the removal of old fencing and brush clearing. Construction will likely begin in mid-April.

**New Business**

a. Consideration of Revised Graduation Requirements

Mr. Lowe asked the Committee to consider granting preliminary approval to amend Millbury's current graduation requirements in order to allow students more varied options for fulfilling technology course requirements. Current graduation requirements specify "Computer Applications" as a singler semester computer class, as a required course. Mr. Lowe will propose changing this to "Digital Literacy," an umbrella term that will allow students to take other technology courses, such as Computer Science Principles, AP Computer Programming, etc. to fulfill this requirement.

Mr. Wilbur motioned to grant preliminary approval for revising graduation requirements, seconded by Ms. Bristol. The motion passed (5-0).

Mrs. Nietupski mentioned that the Town Manager is reactivating the Financial Planning Committee and by-laws require a school committee member to participate. She would like the Committee to think about this and nominate a member at the next meeting.

## Adjourn

At 8:37 PM, Mr. Wilbur motioned to adjourn the regular session, seconded by Ms. Bristol. The motion passed (5-0).

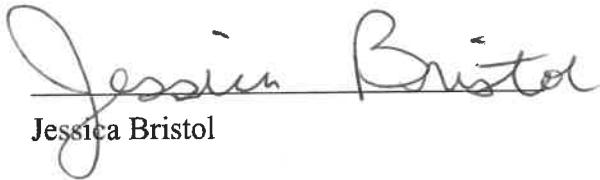
Approved:

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Jennifer B. Nietupski, Chairperson



Christopher Wilbur, Vice Chairperson



Jessica Bristol

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Sarah Murray



Kristen Birch