

Millbury School Committee

RECEIVED
TOWN CLERK
18 FEB 22 AM 8:43
MILLBURY, MASS

Date: January 10, 2018

Meeting
REGULAR SESSION
Minutes

Present: Mrs. Nietupski, Chairperson, Mr. Plante, Vice Chairperson
Mrs. Teixeira, Mr. Wilbur, Mrs. Vigneau, Nicholas Lazzaro, Student Council
Representative, Mrs. Bellville, Director of Curriculum, Ms. Ryan, Office of Pupil Services,
Mrs. Bennett, Millbury Jr./Sr. High School Principal, Mrs. Friedman, Shaw Elementary
School Principal, Mr. Hall, Elmwood Street School Principal, Mr. Bedard, Business
Manager, and Mr. Myers, Superintendent of Schools

Time: 7:00 p.m.

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

Mrs. Nietupski opened the meeting at 7:10pm. The Pledge of Allegiance was recited.

1. Review and Approval of the Regular Session Minutes of December 20, 2017.

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of December 20, 2017. The minutes of December 20, 2017 have been tabled until Master Plan and the 4 items chosen by the School Committee have been added to the minutes and also correct the dollar amount of donation for past lunch bills.

2. Report of the Administration

a. Southern Worcester County Education Collaborative Annual Report

Mr. Myers stated that the report includes an independent audit of the financial records which produced no findings or recommendations. Mr. Myers also stated that Millbury has a very strong relationship with SWCEC.

b. Assabet Valley Education Collaborative Annual Report

Mr. Myers stated that Millbury has a strong relationship with AVC. He also stated that the independent audit of the financial records produced no findings or recommendations.

3. Budget

a. Fiscal Year 2019 Proposed School Budget

Mrs. Nietupski stated that because administrators were in attendance the Committee will welcome questions from the floor, however, comments may not be made until the public hearing.

Mr. Myers stated that he would give a broad overview of spending categories. He explained the FY2019 Budget Timeline. He stated that the guiding principles for the budget are: in the best interests of our students, the second is fiscal responsibility and the third is the District's Objectives and Initiatives. Mr. Myers stated that the FY2019 Proposed Budget is \$22,459,445, which is 5.22% increase over FY2018. Mr. Myers stated that this is based on five major spending categories. He stated that employee contractual increases represents 1.97% of the proposed budget increase. The second category which represents 1.89% is special education tuitions. The third category represents

new positions at .81%. These new positions are needed for the special education department so that the District remains in compliance. If this amount is not approved the District would have to make employee cuts in other departments in order to fill these positions. Building budgets have been reduced to help finance the new positions. Transportation has increased costs of .49% and .17% represents the grants that have been eliminated for the FY2019 budget.

Mr. Bedard stated 23% of the teaching staff is eligible for a step increase which amounts to \$181,000. He stated that the retirement savings for two teachers has been calculated in the budget. The Special Education Budget has increased in Out of District tuitions from 25-28 students, which increased the budget by \$404,601. The transportation contract increase is \$105,923. The Loss of grant funding is 38,068 and the Utility budget has decreased by \$36,373.

Mr. Bedard reported on other accounts that help offset the budget and reported on the balances and the usage for the FY2019 school budget. Mr. Bedard reported on the comparisons of funding sources such as: Federal and State Grants, Chapter 70 and local contributions. Mr. Bedard stated that we used to have State Grants but those have been eliminated. He stated that sometime in January the numbers for Chapter 70 will be available and we expect an increase.

Mr. Bedard stated that the NEASC Accreditation is a one-time cost for visit in fall. Human Resources Director salary is split with town.

Mr. Bedard stated that one team leader at Shaw Elementary School has been added for Specials, an increase in the Curriculum software, and an increase to the Special Education software. He stated that teacher salaries are categorized by school and then by general education teachers, and special education teachers. Mr. Bedard stated that under the special education teachers for each school there is an increase of \$58,000 for new positions. He stated that the Department of Elementary and Secondary Education wants the Instructional Coaches broken out of general education teacher salary line. The materials and supplies line amounts are down from last year in order to help defray costs of new special education positions. Mr. Bedard stated that the Instructional Tech Equipment at Shaw has increased by 40% for chromebook carts for teams. The system wide Instructional Technology account has been reduced by 120,000, however we have obligations with the phone system, and the consolidation of printers and copiers, along with lap top and chromebook carts.

Mr. Myers stated that any increases in building budgets have reductions in other areas for the amount of increase or more that do not effect student learning.

Mr. Bedard stated that the School Department must anticipate a balance for unpaid lunches that are due to the School Lunch Program at the end of the school year. He also stated that the School Resource Officer's salary is also split with the town. Mr. Bedard stated that the heating is down 10,100 and utilities are down 26,273, which is a 5.8% reduction. Mr. Bedard stated that the increase in the Athletic budget is due to the Athletic Trainer salary and an increase of transportation. Mr. Bedard stated that if we get the White Activity Bus we would be able to reduce the transportation costs in the Athletic Budget. Mr. Wilbur asked what the savings would be in the budget if we get that white bus. Mr. Bedard stated that he calculated costs for one month and the savings would be \$1,400. Mr. Bedard is collecting data on what events the white activity bus could be used for transportation. He stated that the rental line item is usually for an agreement with Clearview Golf Course and he would find out why the expenditures are \$0. Mr. Wilbur would like a spreadsheet of class sizes Pre-k through grade 8 to anticipate class sizes for FY2019. Mr. Bedard stated that homerooms at that Elmwood Street School are still within range of the recommendation set by the School Committee. Mr. Wilbur asked if additional staff such as instructional assistants would be

needed along with the additional preschool teacher. He would also like to know if the revenue from an additional preschool class would offset both the pre-school teacher and an instructional assistant salaries. Mr. Wilbur asked if the \$404,601 increase in the special education budget included the increase in transportation. Mr. Bedard stated that the \$404,601 increase was for special education outplaced tuitions it does not include the transportation increase. He also stated that tuitions are more expensive due to changes in placements for the FY2019 budget. Mr. Wilbur asked for a report that shows a more detailed explanation as to how the \$404,601 increase in the special education budget was calculated.

Questions from the audience:

1. Will classroom size increase if we have to reduce teachers?
2. Did the School Committee make a rule regarding the size of classes?

Mrs. Nietupski responded that the School Committee made a suggestion not a rule regarding a class size range at Elmwood Street School because smaller classes at the lower grades were more beneficial.

3. Are class sizes in the neighboring districts equal to Millbury?

Mr. Myers stated that yes class sizes will increase with staff reductions; he also stated that some of the class sizes in Millbury are larger than their neighbors however, there are two teachers and an instructional assistant in the larger class rooms.

4. If the FY2019 Proposed Budget is not approved what date would you begin to discuss staff cuts and which staff members?

Mr. Plante responded that if the School Department and the Town Manager do not agree to a budget than the budget would ultimately be brought to vote on at the Town Meeting, however we will work with the Board of Selectman and try to agree to a budget before the Town Meeting.

Mr. Myers stated that a level service budget means we will continue on in the FY2019 Budget with all the services and programs that we have with the FY2018 Budget. A level funded budget means that we would have to cut 1.1 million dollars from the proposed FY2019 Budget.

4. Old Business

a. Shaw Building Committee Update

Mr. Myers stated that legal counsel reviewed the Request for Services (RFS) for an Owner’s Project Manager and now the RFS is currently being reviewed by MSBA for final approval within two weeks. He also stated that the District has placed an advertisement for an OPM in the Central Register.

Activity	Completion Due Date	Status
Form OPM Selection Sub-Committee	11/1/17	
Designate an MCPPO to serve as the Procurement Officer	11/1/17	
Submit Project Manager RFS for MSBA Approval	12/22/2017	
Publish OPM Ad in Central Register	1/10/2018	
Informational Meeting & Site Visits of OPM Candidates	1/26/2018	Not yet begun
OPM Applications Due to District	2/7/2018	Not yet begun
OPM Interviews Complete	2/21/2018	Not yet begun

b. Master Plan

Mrs. Vigneau stated she submitted the four items chosen by the School Committee members to the Master Plan. She stated she is still looking for suggestions or goals to be added to the Master Plan. Mrs. Vigneau also stated that if any member had a personal idea for the plan to please contact Mrs. Vigneau.

5. New Business

6. Executive Session

The School Committee will vote to move into Executive Session in accordance with MGL Chapter 30A Section 21 (a) 5, to investigate charges of criminal misconduct or to consider the filing of criminal complaints.

Mrs. Nietupski took a role call to enter into Executive Session.

- Mrs. Teixeira – Yes
- Mrs. Vigneau – Yes
- Mrs. Nietupski – Yes
- Mr. Plante – Yes
- Mr. Wilbur - Yes

7. Adjourn

Next Meeting:

January 24, 2018– Millbury Jr. /Sr. High School Media Center at 7:00pm

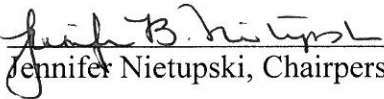
Respectfully submitted,

Donna Freitas

Donna Freitas

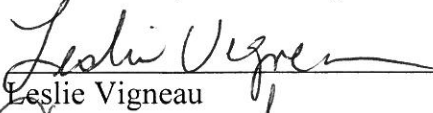
Executive Assistant to the Superintendent

Approved:

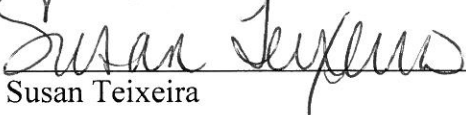


 Jennifer Nietupski, Chairperson

 Kevin Plante, Vice Chairperson



 Leslie Vigneau



 Susan Teixeira

 Christopher Wilbur

Items in Packet:

- Agenda
- Regular Minutes 12/20/2017
- Superintendent's Comments
- SWCEC Annual Report
- AVC Annual Report
- AVC Financial Statements
- Fiscal Year 2019 Budget Proposal Slides
- FY2019 Proposed Budget