

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS

Date: January 8, 2014

Present: Mrs. Nietupski, Chairperson; Mr. Borowski, Vice Chairperson;
Mrs. Vigneau; Mr. Corey; Mr. Plante; Mrs. Hitchcock,
Superintendent of Schools; Mr. Bedard, Business Manager;
Ryan Mercier, Student Advisory Council

Time: 7:00 p.m.

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

Mrs. Nietupski called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

1. Approval of Regular Session Meeting Minutes of December 11, 2013

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of December 11, 2013.

Mr. Corey made the motion to approve, seconded by Mr. Borowski. All in favor (5-0).

2. Report of the Administration

Mrs. Hitchcock complimented the administrators and staff of the Shaw School on the behavior and respect demonstrated by Shaw students at the recent Geography Bee held on Tuesday, January 7, 2014.

3. Budget

a. Introduction of Mr. Ron Ernenwein, AA Transportation Co. Owner

Mr. Bedard introduced Mr. Ron Ernenwein, owner of AA Transportation, and thanked him for the excellent service provided to the district in such short notice. Mr. Ernenwein provided information on the background and philosophy of his company. The AA Transportation Company employs 500 employees and serves 17 towns in the greater Boston area. His position is to oversee all operations. There is a point person and support staff working with the dispatchers. He requested to be contacted directly for any situation that is not resolved. He thanked Millbury for the opportunity to service the district.

Mrs. Nietupski questioned Mr. Ernenwein on the retention of Atlantic Express employees. Mr. Ernenwein stated that only four openings were not filled with existing staff from Atlantic Express.

b. AA Transportation Update

Mr. Bedard provided an update on the Atlantic Express bankruptcy situation. Millbury's contract with Atlantic Express terminated as of December 20, 2013, and services from Atlantic Express stopped in Massachusetts as of December 20, 2013. He reminded the

School Committee that they authorized termination of the contract through bankruptcy court at the December 11, 2013 school committee meeting.

Mr. Bedard informed the committee the district has a 30-day window for filing for any damage claims, attorney fees and incremental costs. The filing deadline is January 19, 2014, involving a nominal paralegal cost.

Mr. Bedard noted that AA Transportation Company was procured under chapter 30 b Emergency Waiver and this information is publicly posted on the state website. AA Transportation has agreed to all terms of the original bid specs through June of 2014, with the exception of some of the buses not having video cameras installed. Mr. Ernenwein stated that video cameras have been delivered and he is waiting to get them installed. He noted that all of the buses are 2015 models with new emission systems. The current contracted amount for \$527,659 is from December 23, 2013 through June 30 2014. All of the vehicles are housed in Millbury and subject to the town's excise tax. Mr. Bedard stated the bidding process for the transportation contract for the next three school years will begin soon.

c. Presentation of FY2015 Proposed School Budget

Mrs. Hitchcock presented a PowerPoint presentation on the proposed 2015 Budget. She acknowledged the Leadership Team, administrators, teachers and specialists for working with a transparent budget with very little not connected to DESE compliance regulations.

The proposed budget of \$19,523,195 reflects a 3.99% increase over FY2014 budget (increase of \$749,357). The 2015 District budget is driven by following costs: Personnel (302 employees), Special Education Contracts/Tuitions, Transportation, Utilities and Operations and Discretionary Expenses. Mrs. Hitchcock compared the nominal increases/decreases in the FY2014 and FY2015 budgets, with no increase in discretionary expenses.

She noted the proposed budget includes the Millbury teachers' negotiated increase of 2%, step increases for 28% of the teaching staff and a total of 3.5 FTE positions. The proposed positions are a 1.0 FTE Instructional Technology Teacher at the Shaw School (proposed in last year's budget), a .5 FTE Librarian at the Millbury Junior/Senior High School (making the position 1.0 FTE), a 1.0 FTE Special Education Teacher at the Millbury Junior/Senior High School (proposed restoring from previous fiscal year reduction), and a 1.0 FTE Special Education Teacher at the Elmwood Street School.

Mrs. Hitchcock noted the transportation cost increases are due to the anticipated contract increase of \$87,838. There has also been an increase in homeless student transportation with no historical way to forecast this cost. The athletic transportation budget has been increased to forecast monies for championship and playoff travel.

Mrs. Hitchcock noted the Race to the Top Federal Grant multi-year funding of \$122,540 will end in 2014. This funding was used to provide the following high-quality Professional Development: Incorporating the Common Core Standards into the Curricula, Educator Evaluation Training for Administrators and Teachers, Training in the New Mathematics Programs (which will continue through the year), Administering the MAP

Assessment (listed in the district literacy plan), and other topics required by the Department of Elementary and Secondary Education.

Mrs. Hitchcock noted two final points:

1. The last installment of the 3-year Technology Warrant Articles will be requested through the Annual Town Meeting. Supporting this will ensure that all three buildings and the district's Central Office have wireless accessibility.
2. The Professional Development line will need to be increased to continue all of the trainings put in place through the Race to the Top funding that will be ending.

Mr. Bedard referred to the FY2015 budget pages for review. He noted that this information is posted on the school website along with budgets from previous years. The yellow sheets include a top summary and detail from the Budget Sense accounting system. The budget is reduced by offsets from grants and revolving accounts which pay for salaries that are not included in the regular school budget. The green sheet reflects the major areas of increase from last year to this year.

Mr. Bedard noted the anticipated 7% increase in transportation is due to Atlantic Express no longer being a competitor, and a potentially different market next year.

Mr. Bedard stated that Chapter 70 state aid represents 36% of the school budget, and that districts expect to hear the Governor's numbers on January 22nd, which is the starting point of the state budget process.

Mr. Borowski spoke on the proposed budget items as foundation requirements for success of our schools. He had other recommendations for the future including a school resource officer, enhanced foreign language programs and electronic tablets. In spite of the constraints of a lean budget, he noted the public needs to be aware of the deteriorating track and bleachers at the high school athletic field as a safety hazard.

He referred to two capital large budget items:

1. Rehabilitation of Windle Field, as the field is consistently full of water.
2. Raymond E. Shaw School is dated and not up to modern school standards.

Mr. Borowski asked Mrs. Hitchcock the potential repercussions if the district does not comply with the DESE requirements. She noted that it will impact our federal monies which significantly fund our staffing positions. She stated that the district is hounded by the DESE when deadlines are not met, and we are monitored for corrective actions set forth by the Compliance Review done last spring which are non-negotiable.

In closing, Mr. Borowski stated that we have to come together as a community on the importance of our schools and our children's future in the town of Millbury. He looks forward to further conversation at the Annual Town Meeting, noting these items are not a wish list, rather a foundation requirement.

Mrs. Nietupski questioned the position of the librarian at the high school and if the school will lose its accreditation if it is not restored to full time. She also questioned if the proposed funding for Professional Development of \$22,000 was enough to compensate for the end of funding from the Race to the Top grant. Mrs. Hitchcock stated that the

RTT funding was used for most of the initial trainings with the new Math Series and the Educator Evaluations, which will not need to continue unless there is a large turnover in administration. Mrs. Bellville, Director of Curriculum, noted that the professional development needs are budgeted for next year through the Professional Development Committee and the district will be utilizing trained staff as a resource to save monies.

Mrs. Nietupski announced the public hearing for the FY2015 budget will be held on February 26, 2014. Mrs. Hitchcock stated that any questions can be brought forward at that time or the public may contact the Central Office.

4. Old Business

a. Second Reading and Final Adoption of the Amended Policy on Policy Adoption: BGB (Board Governance and Operations) – Vote Required

Mrs. Nietupski requested a motion to adopt the Amended Policy on Policy Adoption. Mr. Borowski made the motion, seconded by Mrs. Vigneau. All in favor (5-0).

Mrs. Hitchcock updated the committee on the Leadership Team's discussion of the review of procedures for open/locked doors in all schools. She stated it was unanimous to continue to lock all doors in all buildings. She also stated that she and Mr. Bedard have met with Chief Howell and Sergeant Lewos on the matter. She noted the Chief's recommendation to absolutely keep the doors locked.

In regard to the traveling teams at the Shaw School on Sundays, it was felt the door can remain open at that time since there is someone stationed at the door collecting admission.

In some instances, the school doors are being propped open. Mrs. Hitchcock has instructed staff that this is not acceptable. She stated that if organizations are not respecting the protocols, they will not be allowed to use the facilities. Mrs. Nietupski suggested this stipulation be added to the school use form. Mrs. Hitchcock agreed to add the amendment.

5. New Business

a. First Reading of the Staff Technology Acceptable Use Policy Regarding the WiFi Addendum – Vote Required

Mrs. Nietupski asked for any additions/deletions to the Staff Acceptable Use Policy Regarding the WiFi Addendum. Mrs. Vigneau made the motion to accept the first reading, seconded by Mr. Borowski. All in favor (5-0).

b. State Ethics Program for all Employees/Members – Compliance Due Date: April 2, 2014

Mrs. Hitchcock reminded the committee that the State Ethics Program Compliance is due by April 2, 2014. A signature page has been included in the school committee packet, which can be returned to the Central Office or mailed to the Town Clerk directly.

Mrs. Hitchcock announced the request received from Local 888 SEIU to open negotiations for a new contract for Millbury School custodians, cafeteria workers and clerical staff in July 2014. She asked the committee's preference when to start the meetings. The consensus was to start on February 5, 2014 beginning at 6:00 p.m.

continuing on alternate Wednesdays. Mrs. Hitchcock stated that she will inform the local chapter.

Mrs. Vigneau referred back to Mr. Bedard's notice of the 30-day filing window to file for any damages or attorney fees incurred through the Atlantic Express bankruptcy. It was the consensus to file at this time. Mr. Bedard recommended that a vote be made to comply with the deadline. Mrs. Vigneau made the motion to approve, seconded by Mr. Borowski. All in favor (5-0).

6. Executive Session, if needed

7. Future Topics/Events

a. FY2015 Budget Deliberations

8. Next Meeting: **January 22, 2014 MHS Media Center 7:00 p.m.**
 February 12, 2014 MHS Media Center – 7:00 p.m.

9. Adjourn

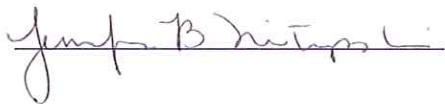
Mrs. Nietupski asked for a motion to adjourn at 8:40 p.m. Mr. Borowski made the motion to adjourn, seconded by Mrs. Vigneau. All in favor (5-0).

Respectfully submitted,
Sandra Femino
Sandra Femino
Executive Assistant to the Superintendent

Approved:







Items in Packet:

Draft of Regular Session Minutes of 12/11/2013
Letter to R. Ermenwein, AA Transportation Co., dated 12/21/2013
Policy Adoption File BGB
Staff Acceptable Use Policy – Wireless (WiFi) Network Addendum
Letter from J. Davolio, Town Clerk, on State Ethics, dated 12/20/2013

Hand-Outs at Meeting:

Copy of Superintendent's Programmatic Assumptions 2014-2014
Copy of FY2015 Budget Presentation
Letter from J. Springer, Director of Field Operations, SEIU, dated 12/30/2013
Capital Budget Request Form A