

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

Date: January 11, 2012

Present: Mrs. Vigneau, Chairperson, Mr. Corey, Vice Chairperson, Mr. Clawson, Mrs. Nietupski, Mr. Plante, Mrs. Hitchcock, Superintendent of Schools, Mr. Bedard, Business Manager

Time: 7:00 p.m.

Location: Millbury Junior/Senior High School Media Center

Mrs. Vigneau brought the meeting to order at 7:00 p.m.
Mrs. Vigneau requested a moment of silence in honor of Penny Gustafson and Donna Evans, who both worked at Elmwood Street School, and passed away very recently.

1. Approval of the Regular Session Minutes of 12/14/11 and the Executive Session Minutes of 11/09/11, 11/15/11 and 12/14/11

Mrs. Vigneau requested a motion to accept the Regular Session Minutes of December 14, 2011. Mr. Corey made a motion to accept which was seconded by Mr. Plante. All in favor (5-0).

Mrs. Vigneau requested a motion to accept the Executive Session Minutes of November 9, 2011. Mr. Corey made a motion to accept which was seconded by Mr. Plante. All in favor (5-0).

Mrs. Vigneau requested a motion to accept the Executive Session Minutes of November 15, 2011. Mr. Plante made a motion to accept which was seconded by Mr. Corey. All in favor (5-0).

Mrs. Vigneau requested a motion to accept the Executive Session Minutes of December 14, 2011. Mr. Corey made a motion to accept which was seconded by Mrs. Nietupski. All in favor (5-0).

Mrs. Vigneau announced that the committee has approved and signed a three year contract with Superintendent Susan Hitchcock through June of 2015.

Mrs. Hitchcock announced that Kindergarten registration will be held on January 24 and 25 at the Elmwood Street School from 9:00 a.m. to 2:00 p.m. and again from 5:00 p.m. to 7:00 p.m. on both days. Any questions can be directed to Susan Frederick, Principal of Elmwood Street School.

2. Report of the Administration
a. New Teacher Evaluation Mandate from DESE

Mrs. Hitchcock informed the committee of the new initiative by the DESE on teacher evaluation. Millbury is required to implement these changes by fall of 2012 because we are part of Race to the Top, which will provide the district with financial support of the initiative. All other districts will have to comply by the fall of 2013. Mrs. Hitchcock stated that this is a significant change for the district in how evaluations are performed and the impact it will have on the administrative staff. The new system will also tie MCAS and MEPA results to the teacher being evaluated. It will involve mid cycle goals review and a summative evaluation. Currently, teachers are being observed with notice. The new system requires teacher observations without notice.

Mrs. Hitchcock stated that administrators have attended workshops from Ribas Associates on how to implement these changes. A timeline will be developed by Mrs. Hitchcock and Jeff Lyon, president of the teachers' union. A committee of between 12 and 14 people with equal representation of teachers and administrators will be established to work out the details. There are models available but every step will need agreement for negotiation purposes.

Mr. Corey asked if the state is providing extra funding for these changes, or if extra staff will be required? Mrs. Hitchcock said this is an unfunded mandate, but that funding from Race to the Top (\$134,000 over four years) will be helpful in training administrators and paying for meeting with teachers beyond the school day. Mrs. Hitchcock will report on the progress on a monthly basis.

3. Budget

a. Presentation of the Proposed FY'2013 School Budget

There were approximately twenty-five people in the audience, including some members of the Finance Committee.

Mrs. Hitchcock did a Power Point presentation referring everyone to the handout on the budget information.

Mrs. Hitchcock stated that the FY 13 Draft budget of \$18, 189,439 is a 3.65% increase over the FY 12 budget. She outlined the major areas of the increase and the reasons why as explained in her Programmatic Assumptions for 2012-2013. The following points were made during her discussion:

- The increases will be partially offset by an increase in \$176,414 in Circuit Breaker funds.
- Millbury had a successful year in 2010-11 with Elmwood and Shaw Schools making AYP in both ELA and Math. However, the end goal is to provide the necessary skills to the students at the Junior/Senior High School in the Needs Improvement and Warning categories.
- Between July 1, 2008 and June 30, 2012, Millbury Public Schools reduced their budget by \$1,113,801 because of economic conditions effecting federal, state and

local government. This resulted in a loss of 14.3 FTE's in the district and the increase in student/teacher ratios.

- Grants were secured to absorb Professional Development obligations and training to improve teaching and learning.
- The end of the ARRA and Ed Jobs Grant funding for a teacher and nurse position in the Classroom Imagine at Shaw is now allocated to the local budget for FY13.
- A preschool teacher and part time paraprofessional is included in the local budget due to SPED regulations and the current number of preschool students.
- The growth of the English Language Learner population and the lack of instruction time per day (*DESE standard is 2 hours and we are currently providing only 40 minutes per day*) has warranted the need to hire one additional full-time, licensed ELL teacher and .5 FTE paraprofessional.
- PDD (Pervasive Developmental Disorder) students are being educated in Millbury. We need to hire one BCBA (Board-Certified Behavior Analyst) to design educational plans, analyze data and train teachers. This position will be at the Elmwood Street School due to the amount of students serviced at that school.
- An increase of a .5 FTE Assistant Principal is needed at the Shaw School due to the additional responsibilities and mandates set by the DESE. It is the preference of Mrs. Bellville at the Shaw School and Ms. Frederick at Elmwood School to hire one individual to share between the two schools. (*This position will not require funding as there is a music teacher retiring. This music position will be refigured utilizing a music teacher in the district.*)
- An increase of a full time Licensed Social Worker at the Millbury Junior/Senior High School. Changes in the family and tough economic times have warranted the increase in counseling services to students, which is non-existent under many health insurance plans.
- An increase of a full time licensed Special Education Pre-Vocational Teacher in the Life Skills Class at the Junior High School to meet the DESE's mandate of the student/teacher ratio and age span requirements.

Mr. Bedard referred the committee to the green sheet (Major Areas of Increase) along with the yellow sheets (FY2013 Proposed Budget and Budget Detail). Mr. Bedard noted that the proposed warrant articles are not included in this information. The total of salaries, tuitions, transportation and operation of maintenance accounts for 94.3% of the budget with 5.7% left for other things. Mr. Bedard reviewed budget line items with major changes and stated the bid opening for the new bus contract is January 23, 2012.

Mrs. Nietupski asked if the proposed additional ELL teacher will provide enough coverage for the number of ELL students in the district. Mrs. Molnar indicated that the additional teacher will help to cover the two hours of DESE mandated instruction during the school day, but that the number of ELL students from the Head Start program continues to grow.

Mrs. Vigneau asked if a student's health care is covered under medical insurance why we need to hire a social worker. Mrs. Hitchcock responded that it is difficult to get coverage under Mass Health. Many students are coming from struggling families and that having a

clinician for 45 to 50 minutes once a week to talk about issues will help students as part of a whole system along with any making any necessary referrals.

Mr. Bedard indicated that there are five retirements thus far: three in June and two in the fall. Mr. Clawson requested a breakdown of these positions which will be provided by Mr. Bedard.

A member of the audience, Mrs. White, requested more information on the 633.33 percent increase in maintenance. Mr. Bedard responded that this is due to the shuffling of the Classroom Imagine at the high school. Another question was the increase in the Athletic account. Mr. Bedard stated this is necessary to update the soccer field at Elmwood Street School to alleviate some of the demands of the field at the high school.

Mr. Bedard announced that extra copies of budget are available at central office.

b. Clarification of Questions Posed at Last Meeting Pertaining to Special Education and School Lunch Costs

Mr. Bedard provided a memo on the request for SPED costs in the district. Information was taken from the DESE website 2010 End of the Year Report showing Millbury expended 17.8% of its budget on Special Education. This information does not include transportation costs. Information from the FY2011 School Operating Budget and the corresponding Special Education per pupil expenditures resulted in a cost of \$12,658 per student (without transportation). This represents 23.4% of our budget. The total SPED enrollment is 17.5%.

Mr. Corey asked the amount of the student body receiving free and reduced meals. Mr. Bedard stated approximately 22-23%

4. Old Business

a. Elmwood School Stair Treads Update

Mr. Bedard provided a Maintenance Update along with pictures of the new stair treads. The material used is very durable and was installed by our maintenance staff. The concrete sides will be finished during the warmer weather.

b. Shaw School ADA Doors Installation Update

Mr. Bedard reported that the work on the Shaw door replacements has been completed. Pictures of the new doors were also provided for review. He noted there is a ground fault wiring problem (*pre existing*) that Sacca Electric is looking to complete soon. Both Gardner Construction and Sacca Electric completed the work professionally and in a timely manner. The principal of Shaw School, Mrs. Bellville, noted that the air quality has improved since the renovations and that the traffic flows much better in the building. Mr. Bedard noted this update is the result of a warrant article from last year in the amount of \$135,000 and acknowledged appreciation of the town's support of this project.

Mrs. Vigneau requested information from Principal Brown on how the students did who participated in the Virtual High School courses. Mr. Brown will report back with this information.

Mrs. Vigneau also indicated that she would like to tour the Shaw School and the High School as part of future school committee meetings. Mrs. Hitchcock requested that this wait until March after the budget discussions and the budget hearing is complete.

5. New Business

a. Appointment of a School Committee Member to Serve on the Town of Millbury Financial Task Force

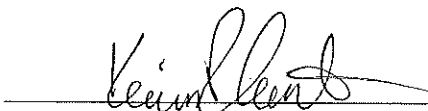
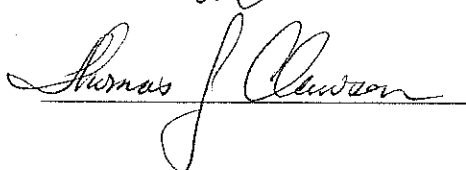
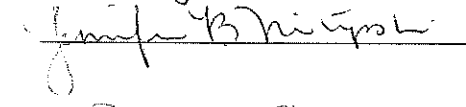
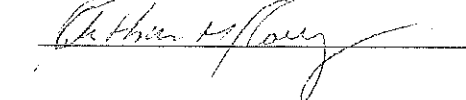
Mrs. Vigneau asked if any member was interested in serving on the Town's Financial Task Force. Mrs. Nietupski requested more information on what the Task Force is. Mr. Clawson requested a copy of the bylaws. Mrs. Hitchcock stated that she had attended a meeting of elected officials recently and that the goal was to look at a long term plan for financial health for the Town of Millbury and how to fund the services needed by both the town and schools. Mr. Plante asked if there was a deadline for this Task Force. Mrs. Vigneau agreed to obtain a copy of the bylaws for the next school committee meeting.

Mrs. Vigneau requested release of the Executive Session Minutes after they are complete. She also requested a motion to release the three contracts recently signed. All in favor (5-0).

Mrs. Vigneau requested a motion to adjourn the Regular Session of the School Committee at 8:45 p.m. Mr. Corey made a motion to adjourn and Mr. Plante seconded the motion. All in favor (5-0).

Respectfully submitted,

Sandra Femino
Executive Assistant to the Superintendent
Approved:

Items in Packet:

FY13 Budget Binder

Regular Session Minutes of 12/14/2011

Executive Session Minutes of 11/9/2011

Executive Session Minutes of 11/15/2011

Employment Agreement –Millbury School District and Susan T. Hitchcock (*for signatures*)

Congratulatory Letter dated 1/11/2012 to David Roach (*for signatures*)

Memo from R. Bedard dated 1/5/2012 on SPED Costs

Memo from R. Bedard dated 1/4/2012 on School Lunch Program

Memo from R. Bedard dated 1/4/2012 on Maintenance Update

Vacancy Postings (3)