

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

**Date:** January 14, 2015

**Present:** Mrs. Nietupski, Chairperson; Mr. Plante, Vice Chairperson;  
Mrs. Vigneau, Mrs. Teixeira, Mrs. Harris-Keddy,  
Ms. Gianna Okuliczki, Student Advisory Council;  
Mr. Myers, Superintendent of Schools;  
Mr. Bedard, Business Manager  
Mrs. Bellville, Director of Curriculum, Instruction & Assessment  
Mrs. Ryan, Director of Pupil Services  
Mrs. Vasil, Principal, MHS  
Mrs. Friedman, Principal, R.E. Shaw School  
Mr. Hall, Principal, Elmwood Street School

**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. Review and Approval of the December 10, 2014 Regular Session Meeting Minutes**

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of December 10, 2014. Mr. Plante made the motion to approve, seconded by Mrs. Harris-Keddy. All in favor (5-0).

**2. Report of the Administration**

Mr. Myers acknowledged the newly displayed artwork from Millbury students in the MHS media center as a showcase for student accomplishments. Student artwork will also be displayed in Millbury Town Hall and Central Office.

**a. School Safety Grant**

Mrs. Bellville notified the Committee that Millbury has been selected as one district out of fifteen in Massachusetts to receive the School Safety and Security Grant out of 100 applicants. The grant will provide \$15,000 to be used for labeling all doors (inside and out), updating digital recording devices at the elementary level, providing 2-way radios and "Go Kits", and potentially adding a school resource officer one day per week beginning in February.

**b. PARCC**

Mrs. Bellville provided a brief PowerPoint of the Partnership of Assessment of Readiness for College and Careers (PARCC) test that will be implemented in March 2015. Students in grades 3-6 will be using the paper-based ELA and Math assessment while students in grades 7-8 will use the computer-based ELA and

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MILLBURY, MASSACHUSETTS

Math assessment. MCAS will continue to be used for students in grade 10 for ELA and Math, and grades 5, 8 and 9 will continue to take the MCAS in Science. Mrs. Bellville provided examples of the distinct differences in MCAS and PARCC testing indicating the PARCC assessment requires a higher order of thinking skills. A PARCC parent night is being planned along with available childcare.

**c. January PD Day**

Mrs. Bellville reviewed the schedule and course offerings for Millbury staff on the January 16, 2015 Professional Development day.

**3. Budget**

**a. Acceptance of Camp Bournedale Donations/Grants (Vote Required)**

Mr. Bedard requested a vote to accept donations totaling \$1350.00 and grants totaling \$1585.92 to be used for students with financial hardships to attend the Camp Bournedale trip in April of 2015 from the following:

Donations: Fresolo Foundation \$550.00, Mr. and Mrs. Aspinwall \$400.00, Millbury Women's Club \$400.00

Grants: Saint Gobain \$825.92, and Greater Worcester Community Foundation \$760.00

Mrs. Vigneau made the motion to accept, seconded by Mr. Plante. All in favor (5-0). Mrs. Nietupski requested thank you letters to all.

Mrs. Friedman noted the Bournedale trip is at a cost of \$380 per student. She acknowledged the work of Instructional Assistant Mary Bernard for her efforts in obtaining these donations and grants. Mrs. Nietupski requested a thank you letter be sent.

**b. Acceptance of Millbury Chain of Lights Donation (Vote Required)**

Mr. Bedard requested a vote to accept a \$606.00 donation from the Millbury Credit Union as part of the raffle sponsored by the MCU at the Millbury Chain of Lights. The donation will be deposited into the Student Activity Fund.

Mrs. Vigneau made the motion to accept, seconded by Mr. Plante. All in favor (5-0). A thank you letter has been sent to Millbury Credit Union by Mr. Myers.

**c. FY 2016 Proposed School Budget**

Mr. Myers presented a PowerPoint overview of the FY 2016 Proposed School Budget on the major spending categories of the budget and provided rationale on any proposed increases. He noted the proposed budget is based on the best interests of our students, District Goals and DESE and accreditation requirements. The FY 2016 proposed budget is \$20,188,077, representing a 4.99% increase over the FY 2015 School Operating Budget. Mr. Myers noted that 82% of the proposed budget is based on fixed costs including contractual increases, transportation and student support and the other 18% is for restoration of positions or instituting new programs.

Contractual increases account for 36% of the total increase. This represents negotiated increases of \$210,000 (1.5%) and step increases of \$136,995.

Transportation accounts for 10% of the total increase. This includes AA Transportation and special services and homeless transportation.

Increases in student support tuition and contracted services amounts to \$344,516 (36% of the total increase). Mr. Myers noted that these services have increased due to the rising cost of tuitions and the actual number of students requiring special education services.

Mr. Myers provided information on the two new and one restored position totaling \$134,000:

**1.0 FTE School Resource Officer** – This new position will serve our needs in all three buildings and will be housed at MHS. This individual will be the first responder in emergency situations, be our liaison with the Millbury Police Department, be seen as the in-house expert and educator for students, and will be shared on a 50/50 basis with the Town of Millbury.

**1.0 FTE Library/Media Specialist** – This restored position was reduced to part-time because of budget constraints. There is currently no option but to reinstate this as a full time position to fulfill the requirement of the NEASC accreditation for the high school. This individual will take on research projects with the classroom teachers and have an active role in delivering curriculum to students.

**1.0 FTE ESL Teacher** – This new position is required in order to comply with state regulations of mandated learning hours for ELL students. Millbury has seen a growing ELL population from 30 students in 2009 to 50 students in 2015.

Mr. Myers provided information on the \$23,400 (2.4%) increase for new programs to include

- Massachusetts Math and Science Initiative (MMSI) – promoting AP courses and AP teachers to support enrollment and eliminate barriers. Every student has exposure to college rigor prior to entering college. The district is working to seek private funding for this initiative through a coalition of the Millbury Credit Union and Blackstone Valley Education Foundation.
- EOY reconciliation for school lunch – the School Lunch line item increase of \$1,000 is in response to a state regulation regarding the school lunch program. We are no longer able to carry a deficit from one year to another. Mr. Myers noted that we are not forgiving parental debt but need to include this increase to close out the books at the end of the fiscal year.
- Expansion of the Student Activities Grant line item of \$1,000 to be used to support student groups. This grant will be run and overseen by a council of Millbury students.

- Increase number of hours for some part time kindergarten aides to help meet the regulations of the new Massachusetts Kindergarten Entry Assessment (MKEA)
- Increase extended school year program to include student lunch at a cost of \$750

Mr. Myers noted a projected savings of \$18,446 in utilities due to lighting upgrades in all three schools, locked-in costs of heating oil and electricity, and solar credits.

The Millbury Public School FY 2016 Budget Timeline is as follows:

January 14, 2015: Presentation of Proposed Budget  
 January 28, 2015: Budget Discussion  
 February 11, 2015: Budget Discussion  
 February 25, 2015: Public Hearing, Committee Vote  
 May 5, 2015: Annual Town Meeting  
 These dates will also be posted on the district website.

Mr. Bedard provided highlights of the financial assumptions of the proposed budget referencing the green sheet which outlines the major areas of increase. He noted the 4.99% increase represents an increase of \$958,882 from the FY 2015 budget.

Mr. Bedard noted the budget offsets that offer other ways to pay for school expenses. These include Title I and IDEA grants for Special Education staff salaries, Circuit Breaker reimbursements, preschool and non-resident tuitions, after care tuitions, school lunch and Medicaid reimbursement.

Mr. Bedard referred the Committee to the yellow sheets, which are Budget Sense reports. They provide history from last year's expenditures, the FY 2015 budget and expenses including outstanding purchase orders and payroll encumbrances.

Mr. Bedard referred the Committee to the newly proposed budget items by page number.

Mrs. Harris-Keddy questioned the substantial increase in Circuit Breaker reimbursement from \$183,298 in FY 2012 to \$446,993 in FY 2016. Mr. Bedard stated this increase coincides with the increase of Special Education placements from 21 to 26, increase in Special Education services, and the increased Circuit Breaker reimbursement rates from 40-45% to the current 72-75%.

Mrs. Harris-Keddy questioned the increase in Professional Development line from \$1,500 in FY 2014 to \$6,720 in FY 2016. Mrs. Bellville noted that the increase is used to support district mapping, which was previously covered through funds from the Race to the Top grant.

Mr. Myers indicated more information will follow with the release of the Governor's Budget, and any information received from the Town Manager will be shared with the Committee.

**4. Old Business**

**5. New Business**

Mrs. Harris-Keddy thanked Mrs. Vasil and Mr. Myers for her recent tour of Millbury Junior/Senior High School.

**6. Executive Session (if needed)**

**7. Future Topics/Events**

- a. **FY 2016 Budget Deliberations and Budget Hearing**
- b. **2<sup>nd</sup> Quarterly Reports from AVC and SWCEC**
- c. **Proposed Revisions to District Wellness Policy**
- d. ***Bring Your Own Device (BYOD) Policy***
- e. **Report of the Policy Subcommittee**
- f. **Proposed 2015-2016 School Calendar**

**8. Next Meeting:**     January 28, 2015     7:00 p.m. – MHS Media Center

**9. Adjourn**

At 7:55 p.m., Mr. Plante made the motion to adjourn, seconded by Mrs. Teixeira.  
All in favor (5-0).

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

Approved:

Ledie M. Uigrea

Kevin Clement

Joseph B. Hilyard

Arthur W. Harrold, Esq.

Items in Packet:

Draft of Regular Session Minutes of 12/10/2014

Matrix for January 16, 2015 PD Day

Memo dated 12/10/2014 from M Friedman re Camp Bournedale donations/grants

Letter dated 12/11/2014 from MCU re Chain of Lights Donation/Thank You letter dated 12/15/2014

Copy of Proposed FY 2016 Budget

Thank You letter to Millbury Parents Club dated 12/17/2014