

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS

Date: January 22, 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 January 8, 2014

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of January 8, 2014.

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

2. Report of the Student Council

Senior Kaitlyn Warren, Vice President of Student Council, updated the committee on current events at the high school.

Student Advisory Report

Ryan Mercier updated the committee on the status of allowing backpacks in the Junior/Senior High School. He stated the Student Advisory Council is working with Principal Vasil, who has suggested a formal request be made to the school's Handbook Committee. They are considering either allowing the backpacks during the school day or changing the time between classes from 3 to 4 minutes.

Mr. Mercier also made the proposal to the committee that funding in the budget would be beneficial for student clubs and trips. A committee would oversee distribution of the funds similar to a competitive grant program. He also noted that he is currently formatting a letter to NEASC to change the Librarian position at the Junior/Senior High School to a .5 position.

Mr. Mercier stated the Student Advisory Council will make a formal presentation on the last school committee meeting in February. Mrs. Hitchcock requested Mr. Mercier arrange a meeting with her prior to the budget meeting on February 26, 2014.

3. Report of the Administration

a. Memorandum of Agreement between the Millbury Schools and the Millbury Police Department

Mrs. Hitchcock provided a copy of the signed Memorandum of Agreement between the Millbury Schools and the Millbury Police Department. This document outlines conditions when both parties will communicate and who the liaisons are. She noted this is a standard format in the state of Massachusetts and provides a standard of accountability.

Mr. Borowski asked Mrs. Hitchcock to cite an example of a non-mandatory circumstance of communicating with the police. She indicated a parent phone call regarding a concern of something happening in the school, or an incident of drunk driving on the part of a student as examples. She stated that all school principals and assistant principals have a copy of the agreement.

Mrs. Hitchcock was asked previously by a member of the school committee to provide class size information. She handed out to the School Committee a report on current class sizes. Class size ratios as of January 22, 2014 were provided. Mrs. Hitchcock noted the optimal class sizes for grades PreK-6 are as follows:

PreK cannot exceed 15 per classroom

Kindergarten: 18-19

Grades 1-3: 20-21

Grades 4-6: 22-24

While our current enrollment numbers exceed these numbers in some cases, Mrs. Hitchcock stated there is no way to anticipate the 23 homeless students currently in the district. She also referred to her Programmatic Assumptions of 2011-2012 stating the optimal class sizes. Mrs. Hitchcock stated that we are likely to see even more students enrolled before the end of the year. Elementary staff are typically moved yearly to accommodate the class size needs.

b. Review of the Assabet Valley Collaborative's Annual Report

Mrs. Hitchcock reminded the committee of the new Collaborative regulations put into effect one year ago. Mrs. Hitchcock noted that as a member of Assabet Valley Collaborative, the district has access to quality services for special education programming. She stated that the district is already doing cooperative purchasing through Assabet Valley, French River and Southern Worcester County Educational Collaborative. We also get transportation at a very reasonable rate for homeless students and students going to Assabet and to other private placements. Consultation services are available with the ability to hire OT, PT, speech, vision, and mobility staff to service students in our district. Mrs. Hitchcock noted this as one of the ways to keep costs down.

The Annual report includes results of the AVC financial statements. The collaborative is audited every year, well managed and all accounting principles are adhered to within the budget established by the Board of Directors. Mrs. Hitchcock also mentioned they are a very creative organization, and a number of our staff attend their professional development opportunities at a discounted rate.

c. Review of the SWCEC 2nd Quarterly Report

Mrs. Hitchcock provided the 2nd Quarter Report of the Southern Worcester County Educational Collaborative programs that serve students who are behaviorally and emotionally challenged. The Collaborative also provides therapeutic and contractual services along with opportunities for professional development for staff.

Mrs. Nietupski asked if there is a way to determine how much the Collaboratives are saving us in the school budget? Mrs. Hitchcock stated that these figures fluctuate, but that the cost for one student at the Collaborative is \$68,800 per year and \$77,000 for non-members. She compared the cost to other out-of-district day schools which can be up to \$98,000 a year for one student.

4. Budget

a. FY 2015 Proposed School Budget

Mr. Borowski made the suggestion that the committee reach out to the Board of Selectman and the Town Manager for a tentative date to hold a joint meeting prior to the Annual Town Meeting in May. Mrs. Hitchcock suggested waiting until the Governor's budget numbers have fallen into place, sometime at the end of March.

Mrs. Hitchcock noted another technology warrant article may need further explanation.

Mr. Bedard noted that redoing the high school track is on the list for capital projects for 2015, which may have to be pushed out for one year. Mr. Corey stated that if this is done, the negative side of replacing the track in the future will need to be addressed. Mr. Nietupski concurred, noting there are also safety issues involved.

Mr. Bedard informed the committee that the Financial Planning Committee is currently working on the capital project list and staffing projections, which should be available at the next meeting in February.

Mrs. Vigneau noted her opposition to the increased amount of the proposed high school athletic budget with the current "no fee" policy for sports in place. Mr. Bedard stated the increase reflects expected transportation cost increases, more athletic meets, improvements to the athletic fields, and a decrease in gate receipts from the Thanksgiving Game. Mrs. Vigneau questioned if the field improvements should be part of the athletic budget, noting the athletic budget has increased \$40,000 in the past three years.

Mr. Bedard stated a "pay for play" is a decision the committee can make. He did note that the fields are being worn down and we were at a point where we were losing maintenance enhancements made a few years ago.

Mr. Borowski questioned if the sharp incremental change over last three years is due to the athletic line being underfunded in the past. Mrs. Nietupski noted that new regulations from the MIAA require teams to have two different colored uniforms for home/away games. Rates for officials have also increased. Mr. Corey stated accountability is there for the increases in the line item budget and that we are moving in the right direction with

the necessary improvements. He noted the percentage of the athletic line item is minimal compared to rest of budget. Mrs. Vigneau stated that she is not looking to cut the budget, rather was looking for a reasonable explanation of the increase.

b. Review of Revolving Accounts

Mr. Bedard provided updates on the Revolving Accounts through January 15, 2014. He noted four of these accounts have budget offsets including maintenance, instructional and custodial salaries. He also noted that many of the accounts show an increased balance, which usually is expended in the final quarter of the year.

Mr. Corey referred to the student parking revolving account and the projected work on the parking lots. Mr. Bedard stated that with the balance of \$28,229, we can now begin to look at the paving as a capital project to take place over the summer months.

c. Maintenance Update

Mr. Bedard referred to the three items listed in his maintenance memo: the installation of carbon monoxide detectors at all three schools, the AHERA (Asbestos) 3-year re-inspection at the three schools and the Dorothy Manor School, and the continued issues with the upgrades of the Honeywell HVAC Automated Control System.

5. Old Business

a. Second and Final Reading of the Staff Technology Acceptable Use Police Regarding the WiFi Addendum – Vote Required

Mr. Borowski made the motion to approve the Second and Final Reading of the Staff Technology Acceptable Use Police Regarding the WiFi Addendum, seconded by Mr. Corey. All in favor (5-0).

6. New Business

7. Executive Session

The School Committee will vote to move into Executive Session, in accordance with MGL Chapter 30A, S21 (a) (3) to discuss strategy with respect to collective bargaining.

At 7:55 p.m., Mrs. Nietupski requested a roll call to move into Executive Session, noting the Regular Session Meeting will adjourn following the Executive Session.

Mrs. Vigneau: Yes

Mr. Corey: Yes

Mrs. Nietupski: Yes

Mr. Borowski: Yes

Mr. Plante: Yes

8. Future Topics

a. FY 2015 Budget Deliberations and Budget Hearing

b. 2014-2015 School Calendar

9. Next Meeting

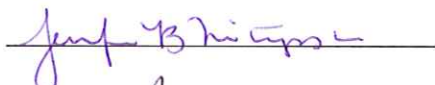
February 12, 2014 MHS Media Center – 7:00 p.m.

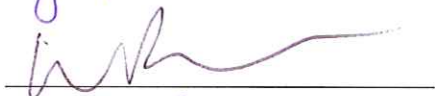
February 26, 2014 MHS Media Center - 7:00 p.m.

FY2015 School Budget Hearing

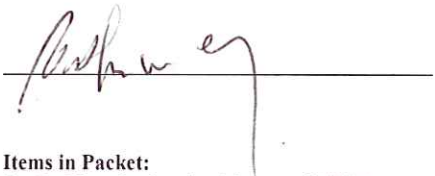
Respectfully submitted,
Sandra Femino
Sandra Femino
Executive Assistant to the Superintendent

Approved:









Items in Packet:

Draft of Regular Session Minutes of 1/8//2013
Memorandum of Agreement between MPS and MPD
2012-2013 Annual Report of Assabet Valley Collaborative
Assabet Valley Collaborative Financial Statements (Year ended 6/30/13)
2nd Quarter Report of SWCEC (October 2013-December 2013)
Revolving Account Summary 1/15/2014
Memo from R. Bedard dated 1/16/2014 re Maintenance Report
Memo from R. Bedard dated 1/9/2014 re Atlantic Express Bankruptcy and AA Transportation Emergency Procurement under Chapter 30b Emergency Waiver
Advertisement & Invitation to Bid for School Bus Transportation for MPS
Staff Acceptable Use Policy – Wireless WiFi Network Addendum
Ground Rules dated 2/5/2014 for Millbury School Custodians, Cafeteria Workers and Clerical Staff Chapter of SEIU Local 888 and Millbury School Committee

Hand-Outs at Meeting:

Class Size Ratios dated 1/22/2014
Programmatic Assumptions 2011-2012