

Millbury School Committee Meeting
REGULAR SESSION
Minutes

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MILLBURY, MASS.

Date: January 23, 2013

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

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 the Regular and Executive Session Meeting Minutes of 1/9/2013

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of January 9, 2013.

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

Mrs. Nietupski stated if there are any changes, additions or deletions to the Executive Session Minutes of January 9, 2013 they will have to be made in the next Executive Session.

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

2. Report of the Administration

a. Student Council Report

Seniors Ludiana Fraga and Shanna Hudgin updated the committee on recent and upcoming events at the Junior/Senior High School during the month of January:

- Music department is preparing for their production of "Young Frankenstein"
- Junior Peter Murray qualified for the Senior High Central MA Districts for the Concert Band in Clarinet
- Environmental Council made their annual donation to Heifer International. They donated sheep, honeybees and tree seedlings.
- Environmental Council registered for Envirothon Competition and beginning on November 15th began recycling water bottles. So far, they have recycled 1300 water bottles. Mr. Bedard was thanked for helping set up the program.
- Science Week took place during January 7-11 with presentations, science-based scavenger hunt, and guest speaker, Kent Wallace, a professor from Fisk University spoke to classes on rockets and then visited each classroom individually.

- National Honor Society Induction took place on January 8, 2013
- National Honor Society are hosting the Mr. & Mrs. Millbury Junior/Senior High School fundraiser to support leukemia and local food pantries

ACTION ITEM: Mrs. Nietupski requested a letter of congratulations to Peter Murray.

ACTION ITEM: Mrs. Vigneau requested a letter of congratulations to the Environmental Council.

b. Recognition of Student Courtney Diamond as the Recipient of the Worcester County Superintendents' Association Scholars Award

Mrs. Hitchcock announced Millbury senior and valedictorian Courtney Diamond as the recipient of this year's Worcester County Superintendent' Association Scholars Award held at Clark University's Tilton Hall on January 10, 2013.

ACTION ITEM: Mrs. Hitchcock will send a congratulatory note to Ms. Diamond on behalf of the committee.

c. Upcoming Safety Meeting with Organizations Using School Facilities

Mrs. Hitchcock announced the upcoming Safety Meeting with Organizations on February 4, 2013, from 6:00 to 7:00 p.m. in the Millbury Jr./Sr.High School media center. The purpose of the meeting is to brainstorm solutions for managing the doors during their use of our school facilities. There are about 8-9 organizations invited to the meeting, which is open to the public.

d. Explanation of a New Regulation in MA: *The National Fingerprint Background Checks Act, Chapter 459 of the Acts of 2012*

Mrs. Hitchcock noted the new law signed by Governor Patrick, *National Fingerprint Background Check*, which will go into effect on September 1, 2013. Currently, we require Massachusetts CORI checks on any individual who is in contact with students without other adult supervision.

Mrs. Hitchcock noted this new law is a phase-in process and that during the fall as we are hiring new individuals we will not be allowed to employ staff unless they pass this fingerprint check. The actual process will be done by another organization designated through the FBI. There will be a charge paid by the potential employee, which will be \$55 for the professional staff and \$35 for the paraprofessional staff. Although we are required to perform this check on all new employees, we are also required to phase in the fingerprint check on the current staff over a three-year period. Mrs. Hitchcock stated that with the current amount of 299 employees, the plan is to conduct the check on 100 employees a year for the next three years.

e. Review of the Full-Day Professional Development Day on 1/18/2013

Mrs. Hitchcock updated the committee on the different workshops which took place on the Professional Development Day on Friday, January 18th. The workshops for teachers involved academic achievement to decrease the learning gap. Elmwood staff continued their work on the math curriculum, math mapping and updating the standards based report card. Shaw staff had a follow up to a previous professional development on

January 10th provided by Keys to Literacy on the Open Response piece in the MCAS testing. Mrs. Hitchcock noted the Open Response section of the testing is a major challenge for grade 4 students as they are required to delineate, summarize and build arguments. The Junior/Senior High School staff worked on website development for parents and students. A trainer was brought in for Special Education staff on goal writing and IEP development. Paraprofessionals were trained on how to manage difficult behaviors, and programs for instruction to children with autism and other disabilities. Health, guidance and physical education staff met with Food Service Director, Mary Leslie, on the guidelines for the Wellness Policy and the new standards for food and nutrition. School secretaries and the Town treasurer met with Mr. Bedard on student activity accounts.

f. Open Response Professional Development Day of 1/10/2013

Mrs. Hitchcock addressed this topic in the review of the Full-Day Professional Development Day on 1/18/2013.

g. Reminder: K Registration, January 29 and 30, 9:00 a.m.-2:00 p.m. & 5:00-7:00 p.m.

Mrs. Hitchcock reminded the community of the kindergarten registration dates.

Mrs. Hitchcock stated there is still a need for vendors for the Destination Imagination Tournament being held on March 16, 2013. Interested organizations can contact Mrs. Hitchcock either by telephone or email.

3. Budget/Facilities

a. Possible Changes in K Funding

Mrs. Hitchcock referred to recent headlines in the local paper that full day kindergarten funding is in peril. While superintendents are unaware of this, advocacy groups sent emails in December that some of money may be reallocated to other communities. Mrs. Hitchcock has heard nothing from the Department of Elementary and Secondary Education on this. She stated that we now receive \$60,000 in grants for our full day kindergarten program. We currently divide this among six classes at \$10,000 per classroom. This grant funds a .5 kindergarten teacher (*the other .5 is from the local budget*) and 4 of the 6 part time kindergarten aides. She stated that the Education Commissioner is looking to restructure this grant money and that the funding will go to communities that are labeled "gateway communities." These are communities where many of the students reside that are part of the growing achievement gap in the state. The reallocation of funds will help to support early education and to support communities that have no full day kindergarten to this point.

Mrs. Hitchcock noted the Superintendents' Association has asked the Commissioner to please make a decision on this soon since, in cases such as ours, the budget has already been presented. She also stated she had made a commitment to the teams at the elementary school that we will continue with full day kindergarten even if this \$60,000 cut in grant funding is made. We will continue to maintain our current ratio of 6 full day

kindergarten classes. She informed the committee this will be an issue that will be on the table as a loss of funding in the event that the Commissioner decides to make this change.

Mr. Borowski questioned Mrs. Hitchcock on advocating Senator Michael Moore and Representative Paul Frost to exert any political impact within the DESE in order to become our advocate. Mrs. Hitchcock agreed. Mr. Borowski made a recommendation to the committee that a letter is sent to Senator Moore and Representative Frost to advocate on the Town of Millbury's behalf, and others, to keep full time kindergarten funding. Mrs. Hitchcock stated that the Governor's budget came out today proposing an increase in Chapter 70 funding which supports early education, therefore, contradicting with this possible cut in funding. The committee agreed that Mrs. Hitchcock will write the letter to Senator Moore and Representative Frost. She will quantify what this means to us in terms of the sequestration money and now this cut which will possibly result in losing over \$100,000 in total.

ACTION ITEM: Mrs. Hitchcock will send a letter to Senator Michael Moore and Representative Paul Frost to advocate keeping full time kindergarten funding.

b. Returning Funds on the Mini-Bus Purchase to the Town

Mr. Bedard reminded the committee that after the Annual Town Meeting in May of 2012, a warrant article for \$50,000 was approved for the purchase of a new 20-passenger mini-bus. The vehicle has been delivered for a final cost of \$39,192. He recommended to the committee that the remaining balance of \$10,808 be turned back to the town which will be turned into free cash money at the end of the fiscal year. Mr. Bedard stated that this notice has been sent to the Finance Director, Brian Turbitt.

Mrs. Nietupski requested a motion to approve returning the remaining funds of \$10,808 to the town.

Mrs. Vigneau made the motion, seconded by Mr. Borowski. All in favor (5-0).

c. Monthly Maintenance Report

Mr. Bedard referred to the Monthly Maintenance Report. He stated that Southern Middlesex Industries has completed the asbestos abatement work in the basement of Dorothy Manor over Thanksgiving weekend. Our environmental consultant approved the work allowing Pakachoag Acres Learning Center to reoccupy the building. Mr. Bedard noted that bids are now being solicited to re-insulate the pipes. Energy Insulation Conservation of Worcester came in with the low bid of \$5,500. This project will be paid out of Dorothy Manor Revolving Account.

Mr. Bedard stated that through the Green Communities Grant, we are in the process of putting in the Honeywell software upgrade for the automated temperature control system at the high school. He noted that we are obtaining rebates through National Grid on all of the projects being done through the Green Communities Grant such as the Honeywell upgrades and the ECM Motors, which are variable speed drives running the kitchen refrigerators and freezers which were recently installed in all three schools. The ECM Motor at the Shaw School kitchen is not currently online since we are looking to replace the refrigerator/freezer at that location.

Mrs. Nietupski asked if energy savings on this project will count toward the 20% goal in five years under the Green Communities Grant. Mr. Bedard said that all of the energy projects will help toward this goal.

Mr. Bedard also noted that Renaud HVAC is in the process of repairing one of the high school boilers.

Mr. Bedard has solicited bids using the state bid list for a new kitchen refrigerator/freezer at the Shaw School. He anticipates having information at the next meeting in order to take a vote.

Mr. Borowski requested that Mr. Bedard look forward over the next two to three years on items such as the Shaw freezer that may be in need of replacement. Mr. Bedard agreed and noted this information is included on the Capital Improvement List (last page). The committee can begin to look at these items in order to prioritize them

Mr. Corey questioned Mr. Bedard if the boilers at the high school were replaced during the renovation in 2000. Mr. Bedard stated they were, however, routine repairs have been required.

d. Discussion Pertaining to the FY'14 Proposed School Budget

Mrs. Nietupski opened discussion to the FY'14 Proposed School Budget. Mr. Borowski stated that it is a solid budget and he is looking forward to the public hearing for discussion at that time. Mrs. Nietupski reminded the public that the public hearing on the budget will be held on February 27th in the high school media center.

4. Old Business

Mrs. Vigneau questioned the status of the high school with one less guidance counselor this year, which she stated was probably a question for Mrs. Vasil. She announced the Community Service Learning Grant Awards Celebration will be held on February 7th beginning at 3:00 p.m. All are invited to attend.

ACTION ITEM: Mrs. Vigneau requested a letter of congratulations to the Robotics Team for qualifying for the world finals again this year

5. New Business

There were no New Business items.

6. Future Topics/Events

a. 3 Year Technology Plan

Mrs. Hitchcock stated they are still working on the details.

b. 2013-2014 School Calendar

Mrs. Hitchcock reported the school calendar for 2013-2014 will be presented for review at the February 13th meeting. She noted that it will be similar to this year's calendar with 183 days of instruction.

Mrs. Vigneau questioned voting on the calendar before meetings with the teachers are completed. Mrs. Hitchcock stated adjustments can be made if necessary, but that scheduling the beginning of school and vacation weeks are priorities.

7. Executive Session – if needed

8. Next Meeting: February 13, 2013
February 27, 2013 FY'2014 Budget Hearing &
Regular Session

9. Adjourn

Mrs. Nietupski requested a motion to adjourn at 7:33 p.m. Mr. Borowski made the motion, seconded by Mr. Plante. All in favor (5-0).

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

Approved:

Louise M. Vigneau

Richard M. Plante

Janice B. Nietupski

Kevin Plante

Items in Packet:

Draft of Regular Session Minutes of 1/9/2013

Draft of Executive Session Minutes of 1/9/2013

Memo from R. Bedard to B. Turbitt dated 1/14/2013 on Mini-Bus Warrant Article

Memo from R. Bedard to S. Hitchcock dated 1/17/2013 on Maintenance Update

Memo from R. Bedard to S. Hitchcock dated 1/17/2013 on FY2014 Proposed Budget One Page Summary Sheet