

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

TOWN CLERK  
12 MAY -3 AM 8:55  
MILLBURY, MASS

**Date:** January 25, 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.

**1. Approval of the Regular Session Minutes of 1/11/2012.**

Mrs. Vigneau requested a motion to accept the Regular Session Minutes of January 11, 2012. Mr. Clawson made a motion to accept seconded by Mr. Corey. All in favor (5-0).

**2. Report of the Administration**

**a. Student Council Report**

Megan Crain and Lauren Gonynor of the Student Council updated the committee on current events at the high school. Ms. Gonynor distributed invitations to the committee for the upcoming Induction Ceremony for the National Honors Society on Friday, January 27, 2012.

**b. VEX Woolie Robot Demonstration**

Mrs. Hitchcock welcomed the team of designers and operators of the VEX Woolie Robot, who received the "Design Award" at their last competition on December 17, 2011, which qualified them to enter the International Championships in Anaheim, California in April. Mr. Bruce Rawley is the team's advisor along with department head Pam Graves. Millbury Junior/High School students Ashley Kim and Nickie Machacz provided a visual demonstration of the robot for the audience. Lauren Mungovan spoke on the fundraisers and events this year for the robotics program. The lead driver of the robot is Peter Jenkel, who was not in attendance. Mrs. Hitchcock noted that only one team out of forty-two was given the "Design Award."

Mrs. Graves informed the committee on the specifics of the upcoming competition in April. She noted the competition includes other events for the students requiring their interaction, observation and communication skills.

Mrs. Hitchcock requested that Item **5a (Approval of the VEX Robotics' Team to Attend the International Competition-Vote Required)** be taken after Mrs. Grave's

presentation. Mrs. Graves provided a memo in the packet and explained the breakdown of costs for the trip.

Mrs. Vigneau requested a motion to vote on the approval of the VEX Robotics' Team to Attend the International Competition in April. Mr. Clawson made a motion to accept seconded by Mr. Corey. All in favor (5-0).

**c. Announcement of the Student Representative to the Governor's Project 351**

Mrs. Hitchcock notified the committee of the selection of Christian Lopez, an eighth grader at the Junior High School, to be the student representative to the Governor's 351 Project, which took place on January 14, 2012. She noted Christian's leadership qualities and characteristics that led to his selection by the staff at the Junior High. One student is selected from grade seven or eight to attend this yearly event which gives back to communities in need.

Mrs. Vigneau requested Mrs. Hitchcock write a congratulatory note to Christian from the committee.

**d. Virtual High School Report**

Mrs. Hitchcock reported on the success of the Virtual High School (VHS) program at the Junior Senior High School. The variety of course offerings not included in the regular high school setting have kept enrollment in the program to capacity (fifteen slots per semester). An itemized list of course offerings was included in the packet along with comments on the program. Mrs. Hitchcock noted the grades for courses taken thus far range from A+ to B-. The annual cost of the program is \$10,200.

Mrs. Vigneau asked for Mr. Brown's feedback on the program. Students have told him they find the program challenging and self-motivating. He stated the program is off to a great start. Mrs. Nietupski asked if any student has had to be turned away from participating in the program. Mr. Brown noted "not yet."

Mrs. Hitchcock stated that the system has to have a director and a teacher in order to participate in the VHS program. Mr. Brown acknowledged Stephanie DeBaggis, Maribeth Nyce and Christopher Degon as instrumental pieces of the success of the program.

Mrs. Hitchcock informed the committee of the recent accreditation of the Elmwood Street School by the National Association of Education of Young Children (NAEYC). She acknowledged Principal Sue Frederick, Director of Pupil Services Karen Molnar, Early Childhood Coordinator Andrea Ostrosky and Assistant Principal Mary Ann Ablove for the significant amount of work necessary for this achievement.

**3. Budget**

**a. FY'2013 School Budget Discussion/Questions**

Mr. Bedard noted four items of interest:

1. Five retirements were listed in the memo included in the packet to the committee.

2. More information will be forthcoming on Chapter 70 local aid money, when the Governor releases the state budget amounts.
3. More information on the transportation bid will be available at the next school committee meeting. The district has received two bids. The low bid is our incumbent, Atlantic Express. Their bid amounts are within our FY2013 budget.
4. A public hearing notice will be posted in the Millbury-Sutton Chronicle for the February 15, 2012 Meeting.

**b. Request for Additional Local Aid to be Split with the School District**

Mrs. Hitchcock referred to an article in the Millbury-Sutton Chronicle dated December 15, 2011 stating that "Millbury received a local aid disbursement of \$108,295. Disbursements of the \$65 million were based off the lottery formula that distributes local aid monies." She reminded the committee of a conversation last year with the Town Manager, Business Manager and herself to receive \$30,000 of this money for the school department.

Mr. Clawson questioned how the committee can obtain these funds now that the budget has been set for this fiscal year. Mr. Corey noted that he did recall the former conversation with the Town Manager. Mrs. Vigneau noted that while the budget is already set for this year, the money may be appropriated through a special meeting of the Town Manager and Mrs. Hitchcock in May.

Mrs. Hitchcock stated that she wanted people to know the status of the budget that we are currently in with eight claimants for unemployment this year due to layoffs. Seven of these claimants are continuing to collect resulting in a shortfall of funds. By the end of the year if these seven claims continue, we will have expended \$153,962 – a shortage of \$106,487 of the \$47,475 budgeted for this expense in FY'12. Mr. Corey asked Mr. Bedard how many weeks this amount was based on. Mr. Bedard stated that it was based on 32 weeks. Mr. Clawson asked if the 8 claimants reflected the loss of the 4.1 FTE's for this year. Mr. Bedard indicated they did and that it is difficult to determine how soon they will get re-employed. Mrs. Hitchcock noted that two of these claimants were receiving high salaries. Mrs. Vigneau asked to be kept apprised of the claims and that there may be a need for a special town meeting to request funding.

Mrs. Hitchcock requested the committee support her in having a conversation with the Town Manager regarding the available funds. She requested a formal motion be made to approve her to have a conversation with the Town Manager on how best to proceed with obtaining any of this local aid money when it becomes available. Mrs. Vigneau requested a motion to approve this request. Mr. Clawson made the motion to approve seconded by Mr. Corey. Mrs. Vigneau requested to have this request in writing in the next school committee packet.

Mrs. Hitchcock also noted the shortage in Special Education transportation due to unanticipated routes. Mr. Corey noted that this situation has never happened in the past. Mrs. Hitchcock reported the projected cost of the regulatory Special Education routes for the year are projected to be \$508,900, leaving a shortfall of \$67,820 from the budgeted

\$441,080 for FY'12. Mr. Bedard noted that one additional out of district route can cost between \$35,000 and \$40,000. Mrs. Hitchcock noted that since the School Committee no longer allows the pre-pays to exceed \$100,000 the district has no way to pay for unforeseen increases. Mr. Plante noted that in the past we had more SPED pre-paid tuitions, which could have helped defray costs, such as this.

Mrs. Hitchcock indicated that due to the drastic reductions over the past four years, there is nothing left in the line-items to cover these costs.

Mr. Clawson asked Mr. Bedard for a proposal on the projected funding needed for the end of the year. Mr. Corey asked Mr. Bedard if he had a projection on the fuel and energy savings for the year. Mrs. Vigneau requested a motion for this report. Mr. Clawson made a motion seconded by Mr. Corey. All in favor (5-0). Mrs. Hitchcock stated we will have that report for the second meeting in February.

**c. Results of the Roselli & Clark FY 2011 Audit Report and Management Letter**

Mr. Bedard referred the committee to the four booklets from the auditors along with his memo provided in the packet. He noted the auditing of the Student Activity Accounts has never been done in the past.

The following recommendations were made as a result of the audit:

- Formalize the Indirect Cost Agreement between the Town and the School Department
- Designate a representative from each of the 3 schools to develop a customized Policies and Procedures Manual for their Student Activity Accounts
- Establish procedures on purchases over \$5,000 abiding by the MGL Chapter 30B bidding laws
- Reconcile the Student Activity Accounts along with the Town Treasurer on a monthly basis
- A new standardized check request form be completed and signed by both the School Principal and Student Activity Account treasurer before a check is written
- Only student activities will be reimbursed through Student Activity Accounts
- Develop a policy for handling and disbursing Student Activity Accounts for classes that have graduated. (Mr. Bedard noted a School Committee policy will be drafted for how these funds will be distributed if the class officers do not respond to our request.)

**4. Old Business**

**a. Appointment of a SC Member to Serve on the Town of Millbury Financial Management Planning Committee**

Mr. Corey nominated Mr. Kevin Plante to serve on the Town of Millbury Financial Management Planning Committee. Mrs. Vigneau requested a motion to appoint Mr. Plante to the committee. Mr. Corey made the motion seconded by Mr. Clawson. All in favor (5-0).

**5. New Business**

**a. Approval of the VEX Robotics' Team to Attend the International Competition – Vote Required** (*This item was moved to the Report of the Administration 2.b.*)

**b. First Reading of the Head Injury and Concussion Policy – Vote Required**

Mrs. Hitchcock informed the committee on the DESE requirement to have a fully approved Head Injury and Concussion Policy in place by March 1, 2012 and implemented by the start of the new school year. Mrs. Hitchcock noted this is a very comprehensive policy impacting all athletics as well as the marching band. A draft version was included in the packet for review.

Mrs. Vigneau requested a motion to approve the First Reading of the Head Injury and Concussion Policy. Mr. Plante made a motion to approve seconded by Mr. Corey. All in favor (5-0).

Mrs. Vigneau requested approval to release the SEIU and MTA Executive Session Minutes for the past one and one-half years. Mr. Corey made a motion to approve seconded by Mrs. Nietupski. All in favor (5-0).


The next School Committee Meeting is scheduled for February 8, 2012.

Respectfully submitted,

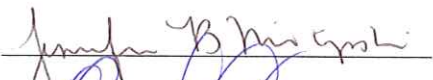
Sandra Femino  
Executive Assistant to the Superintendent

Approved:

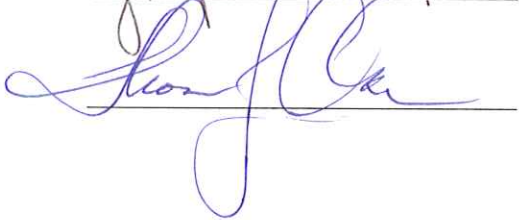
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Items in Packet:

Signed Copy of Employment Agreement between Millbury School District and Susan T. Hitchcock

Regular Session Minutes of 1/11/2012

Virtual High School Report dated 1/19/2012

Memo from R. Bedard dated 1/18/2012 on Budget Request – Retirements

Photocopy of Article from Millbury-Sutton Chronicle dated 12/15/2011 on “Local Legislators bring back local aid”

4 Booklets on Roselli, Clark and Associates FY2011 Reports

Memo from R. Bedard dated 1/18/2012 on Roselli, Clark and Associates FY2011 Reports

Copy of Bylaws, Article VII, Financial Management Planning Committee

Information on VEX Robotics International Championship on April 19-21, 2012

Draft of Millbury Public School District Head Injury and Concussion Policy

Vacancy Postings (2)