

Millbury School Committee Meeting
REGULAR SESSION
Minutes

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

Date: February 8, 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 1/25/2012 and Executive Session Minutes of 12/21/2011

Mrs. Vigneau requested a motion to accept the Regular Session Minutes of January 25, 2012. Mr. Corey made a motion to accept seconded by Mr. Plante. All in favor (5-0).

Mrs. Vigneau requested a motion to accept the Executive Session Minutes of December 21, 2011. Mr. Corey made a motion to accept seconded by Mrs. Nietupski. All in favor (5-0). Mrs. Vigneau asked for a motion to sign and release the Executive Minutes at the end of the Regular Session Meeting. Mr. Corey made a motion to approve seconded by Mrs. Nietupski. All in favor (5-0).

2. Report of the Administration

Mrs. Hitchcock informed the committee that she had additional items to report on and provided a packet at the meeting on these items.

Student Council Report

Maggie Smith and Kaitlyn Twomey of the Student Council updated the committee on current events at Millbury Junior/Senior High School.

Governor's 351 Project

Mrs. Hitchcock introduced Christian Lopez as Millbury's representative to the Governor's 351 Project for 2012. Christian spoke of his visit on January 14, 2012 to the State House in Boston. The group of students was greeted by Governor Deval Patrick. They were then separated into groups with their assignment of community service. Christian's group was assigned to the Martin Luther King Towers in Roxbury. They painted murals and made scarves and care packages. Christian expressed the impact of making a difference in the community and the realization that we should not expect to be thanked for our service, rather what we do describes what a community is. Mrs. Hitchcock thanked Christian for representing Millbury at the event.

a. Congratulations to Emily Nasuti; Letter of Intent to Play Division I Soccer at Northeastern University Signed on 2/1/2012

Mrs. Hitchcock informed the committee of Emily Nasuti signing with Northeastern University to play Division I Soccer. A letter of congratulations to Emily from the committee will be provided at the next school committee meeting.

CSL Breakfast Celebration

Mrs. Hitchcock updated the committee on the Community Service Learning Breakfast Celebration held on February 2, 2012. Sixteen grants totaling \$7,000 were awarded at the breakfast including some new programs not originally funded. A listing of the awarded grants and recipients was provided for the committee.

Homeless Transportation Costs

Mrs. Hitchcock provided a copy of an article published in the Worcester Telegram & Gazette on February 8, 2012, entitled "Transport Costs put us at \$11.3 Million". Along with the article were reports from State Auditor Suzanne Bump recommending lawmakers make an appropriation to refund towns. Mr. Bedard provided information on homeless student transportation costs dating back to 2009. Millbury's expense to date for 2012 is over \$18,000 with the projected cost at \$15,014. Mrs. Hitchcock noted this will lead to looking at adding additional money to the supplemental budget for FY13. This is an unfunded federal mandate (McKinney-Vento) in Massachusetts which we are unable to anticipate yearly.

Update on Local Aid

Mrs. Hitchcock and Mr. Bedard met with Town Manager Bob Spain and Finance Director Brian Turbitt on the additional \$108,295 received by the town in local aid. In addition, the school committee was provided an e-mail from D.O.R. to Mr. Turbitt outlining how the funds may be appropriated. This money may be used and appropriated provided it is not already proposed in the budget. They agreed on the following items:

- Supplement the excessive costs in unemployment for FY'12.
- Tuition for a Millbury student attending Norfolk Agricultural Vocational School. This tuition (approximately \$22,000) is funded by the town and not the school department.

Mrs. Hitchcock stated that no dollar amounts or percentages were discussed. Mr. Clawson agreed the tuition is an expense born by town (*such as Blackstone Vocational*) and does not go against the school budget. Mrs. Vigneau noted the money can be used after the town meeting for expenses in FY12.

The town meeting is scheduled for May 1, 2012.

Music Department Trip to New York City

Mrs. Hitchcock provided the committee with a final itinerary on the Music Department's trip to New York City on April 13-16, 2012. The trip was approved at the September 14, 2011 meeting.

3. Budget

a. FY'2013 School Budget Discussion/Questions

There were no questions or discussion on the budget. Mrs. Vigneau noted the Budget Meeting is scheduled for February 15, 2012 at 7:00 p.m.

b. Approval of Regular School Bus Bid – Vote Required

Mr. Bedard referenced his memo in the packet and provided an overview of the district's transportation needs and the bidding process. The regular school bus bid is done every three years. Eleven companies were solicited for bids and two were received: J.H. McCarty (Atlantic Express) and Illinois Central School Bus. Atlantic Express, our current provider, was the low bid at \$2,911,380. This represents a 3.4% increase on the big buses and a 7.5% on the mini-buses. Illinois Central School Bus came in at \$3,422,322.30. Mr. Bedard stated that the low bid came in within our budget projection.

Mr. Bedard recommended the committee approve the awarding of the three-year contract to J.H. McCarty Limo Service. Mrs. Vigneau asked for a motion to approve. Mr. Clawson made a motion to accept seconded by Mr. Plante. All in favor (5-0).

c. Review and Approval of Warrant Articles – Vote Required

Mr. Bedard spoke on the four recommendations for the FY2013 School Department Warrant Articles:

1. **Student Parking Fees Revolving Account Warrant Article**– Appropriation of \$15,000 in deposit funds received for student parking fees to be used toward maintaining the parking lot at the high school.
Vote: Mr. Corey made a motion to accept seconded by Mr. Plante.
All in favor (5-0).
2. **School Department Medicaid Warrant Article** – This customary article raises funds from Medicaid and goes into the town's general fund. Appropriation of \$96,578 is requested for the FY2013 School Department Budget.
Vote: Mr. Corey made a motion to accept seconded by Mrs. Nietupski.
All in favor (5-0).
3. **School Department Technology Warrant Article** – Appropriation of \$105,000 to fund district wide technology equipment which was discussed at a previous meeting.
Vote: Mr. Plante made a motion to approve seconded by Mr. Corey.
All in favor (5-0).
4. **School Department School Mini-Bus Warrant Article** – Appropriation of \$50,000 to fund one new mini-bus.
Vote: Mr. Plante made a motion to approve seconded by Mrs. Nietupski.
All in favor (5-0).

Mrs. Vigneau asked about the replacement the bleachers at Millbury High School. Mr. Bedard stated while this is a concern, the other items are priorities. Mr. Plante asked if purchasing the mini-bus will jeopardize the Green Communities Grant. Mr. Bedard noted that energy and fuel concerns will be taken into consideration before purchasing the bus, though school buses are exempt much like a fire truck.

d. Roselli & Clark FY2011 Single Audit Report

Mr. Bedard provided results Roselli and Clark's Town of Millbury FY 2011 Single Audit. This audit involves the town and school department's federal grants. There were no material weaknesses found and the time and effort reporting finding from last year was removed this year.

e. Notice of Budget Hearing on 2/15/2012

Mr. Bedard posted the Public Hearing for the Proposed FY13 Budget in the February 2, 2012 edition of the Millbury-Sutton Chronicle. The public hearing will begin at 7:00 p.m. followed by the Regular Session of the School Committee.

f. FY 2013 Preliminary Chapter 70 Report

Mr. Bedard recently received information on the FY13 Preliminary Chapter 70 funding. The aid for Millbury is \$6,566,950 for FY13, which is the same amount from FY12. The state has kept our funding the same although our enrollment is decreased by 38 students. The 6.5 million represents about 40% of the total foundation budget.

g. Revolving Account Update

Mr. Bedard provided an update on the Revolving Account. The only change since reported last time is in the athletic revolving account, which is edging up but will be spent down during the spring season. The School lunch revolving shows an increase in spending with the purchase of new ovens which were recently installed at the Elmwood School. The ending balance here is expected to climb due to the lunch increases in FY13.

4. Old Business

a. Second Reading of the Head Injury and Concussion Policy – Vote Required

Mrs. Vigneau asked if there was a motion to approve. Mr. Clawson made a motion to approve seconded by Mr. Plante. All in favor (5-0).

b. Review of the Staff Technology Use Policy Amendments – Vote Required

Mrs. Hitchcock referred to the following amendments to the Staff Technology Use Policy:

- Addition of Cloud computing technologies
- Clarification that staff may have their personal communication devices in the building. Language states that all cell phones, smart phones, or other similar communication devices may not be used for voice communications or text messaging during class time or while performing any job responsibilities
- Omit the statement requiring staff to immediately notify the school principal or appropriate district employee if they are aware of any violation of the policy

Mrs. Vigneau requested a motion to approve the amendment to the Staff Technology Use Policy. Mr. Plante made a motion to approve seconded by Mrs. Nietupski. All in favor (5-0).

Mr. Clawson questioned the amount of readings required for an amendment to an existing policy. Mrs. Hitchcock will research the ruling.

Mrs. Vigneau announced that she received notification from town hall that Kevin Plante is the School Committee representative for the Financial Management Committee. Mrs. Vigneau also commended the Millbury students from the Student Council, National Honors Society and Community Service Learning for representing these programs in such a positive way.

5. New Business

There were no new business items.

Mrs. Vigneau requested a motion to adjourn at 7:55 p.m. Mr. Corey made the motion seconded by Mr. Plante. All in favor (5-0).

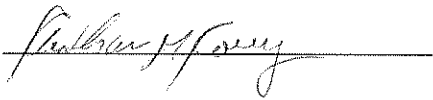
6. Executive Session (if needed)

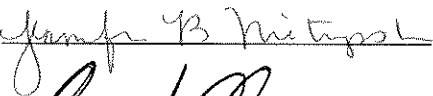
**7. Next Meeting: February 15, 2012 - Millbury Public Schools' 2013 Budget Hearing
March 14, 2012**

Respectfully submitted,

Sandra Femino
Executive Assistant to the Superintendent

Approved:

_____

_____

_____

Items in Packet:

Draft of Regular Session Minutes dated 1/25/2012
Massachusetts Public Schools Survey of Fees as of 1/19/2012
Memo from R.Bedard dated 1/30/2012 on Regular Day School Bus Transportation Three Year Bid Award
FY2013 School Department Warrant Articles
Memo from R. Bedard dated 1/31/2012 on Roselli & Clark's Town of Millbury FY2011 Single Audit
Roselli & Clark's Town of Millbury FY2011 Single Audit Report
Millbury-Sutton Chronicle Notice of Hearing on Proposed FY13 Budget dated 2/2/2012
Massachusetts DESE FY13 Preliminary Chapter 70 Summary
Revolving Account Summary dated 1/30/2012
Copy of Millbury Public School District Head Injury and Concussion Policy
Copy of Millbury Public School District Staff Technology Acceptable Use Policy (Revised-DRAFT 3)
Vacancy Notices (3)

Handouts at Meeting:

Millbury Service-Learning Youth Council Breakfast Program
Email from B.Turbitt regarding Bulletin 2011-15B
Copy of Bulletin 2011-15B
Copy of Worcester Telegram & Gazette article "Transport Costs Put at \$11.3M" dated 2/8/2012
Report from State Auditor Suzanne Bump – "Unfunded Mandate Costs School Districts \$11.3 M Statewide"
Letter from State Auditor Suzanne Bump on Recommendation for Mandate Funding dated 2/7/2012
Report fro State Auditor on Homeless Students Transportation Costs for Fiscal 2011 and Projected FY 2012
Final Itinerary for NYC & Six Flags Trip for Music Dept. of MHS
Copy of Winter 2012 "Reflector" from Millbury Junior/Senior High School
Vacancy Notice (1)