

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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Date: February 13, 2013

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

Absent: Mr. Plante

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 Meeting Minutes of 1/23/2013 and the Executive Session Minutes of 1/30/2013

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of January 23, 2013.

Mr. Borowski made the motion to accept, seconded by Mr. Corey. All in favor (4-0).

Mrs. Nietupski stated if there are any changes, additions or deletions to the Executive Session Minutes of January 30, 2013 they will have to be made in the next Executive Session.

Mr. Corey made the motion to accept, seconded by Mr. Borowski. All in favor (4-0).

2. Report of the Administration

a. Mr. Ron Marlborough – Windle Field

Mr. Marlborough addressed the committee on behalf of the Millbury Lions' Club to solicit the use of Windle Field from June 24 through July 11, 2013. This will include the use of the clubhouse. The committee agreed that this request will not conflict with other schedules. Mr. Marlborough assured the committee that the field will be cleaned and left in good condition.

Mr. Borowski made a motion to approve, seconded by Mr. Corey. All in favor (4-0).

**b. Review of Southern Worcester County Educational Collaborative Programs/Services;
Vote to Approve**

1. The 2011-2012 Annual Report

2. Authorize the Superintendent to Continue as the Voting Member of the Executive Board

Mrs. Hitchcock reported on the new regulations from the Department of Elementary and Secondary Education pertaining to the structure and operation of a collaborative in Massachusetts. Millbury has been a member of the Southern Worcester County Educational Collaborative since its inception. The school committee is required to read the collaborative's Annual Report and to vote to designate Mrs. Hitchcock as a voting member on their Executive Board. Mrs. Hitchcock noted the importance of the work done through the collaborative for special education students in a cost effective manner. Millbury currently has three students at the collaborative, placed under the direction of our Pupil Services Director, Lesia Diego. In addition to students attending the collaborative, we are able to purchase services on a contractual basis for our district students, which is a substantial savings to the district. They also provide professional development including passive physical restraint training for our staff.

Mrs. Hitchcock informed the committee that we are also a member of the Assabet Valley Collaborative. Mrs. Hitchcock assured the committee that both of these collaboratives have no fiscal issues and an independent auditor's report cites no findings of non-compliance. She stated that Mr. Bedard can attest to the fact that it is well run. In addition to the Board of Directors, there is also a Special Education Advisory Council that provides feedback on the quality of the programs.

Mrs. Vigneau made a motion to approve the 2011-2012 Annual Report from the Southern Worcester County Educational Collaborative, seconded by Mr. Corey. All in favor (4-0).

Mrs. Vigneau questioned Mrs. Hitchcock on the time commitment to be on the Board of Directors. Mrs. Hitchcock stated she attends a 2-hour meeting every other month. Mr. Bedard stated that to our benefit, any surpluse from the collaborative is divided among the 14 member communities.

Mr. Borowski made a motion to approve Mrs. Hitchcock as a voting member of the Executive Board, seconded by Mr. Corey. All in favor (4-0).

NYC Field Trip

Mrs. Hitchcock referred the committee to a letter from Mrs. Donna Saucier on the Business Club's annual trip to New York City. Mrs. Saucier is seeking the committee's approval for approximately 45 students and 5 chaperones to attend the field trip on March 15, 2013. The trip will include a guided tour of the World Trade Center, a visit to the Mercantile Exchange, a drive by the New York Stock Exchange and Wall Street, and a visit to Yankee Stadium and lunch at the South Street Sea Port. Mrs. Hitchcock recommended the committee approve the trip, and noted the benefit to students of the marketing programs at Yankee Stadium. Mrs. Njetupski questioned if an administrator will be attending the trip. Mrs. Vasil acknowledged that she is planning to attend. Mr. Borowski made a motion to approve the trip, seconded by Mr. Corey. All in favor (4-0).

3. Budget/Facilities

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

Mrs. Nietupski invited any questions from the committee on the proposed FY'14 school budget. Mr. Bedard pointed out to the public that all of the budget information is posted on the school website and is also available in the business office. He stated the public hearing notice for the upcoming budget meeting has been posted in the Town Clerk's office, on the school website and in the "Millbury-Sutton Chronicle." Mr. Borowski invited the public to either watch or attend the budget meeting on February 27th.

b. Review of the Updated Capital Improvement List

Mr. Bedard reported on the updated Capital Improvement List. The list is broken down by each school with items prioritized by the principals.

Mr. Corey noted there was no dollar amount noted for the interior window to the Conference room. Mr. Bedard stated this is currently being pursued with the architect.

4. Old Business

Mrs. Vigneau stated she had three items under Old Business:

1. She questioned Mrs. Hitchcock on the outcome of the recent Safety Meeting with area organizations using our facilities. Mrs. Hitchcock reported that at least eight outside organizations were present to brainstorm on safety measures. Mrs. Hitchcock is in the process of drafting a letter on these procedures to be implemented on or about March 1, 2013.

2. Mrs. Vigneau questioned the status of the letter from Mrs. Hitchcock to Senator Michael Moore and Representative Paul Frost advocating to keep full time kindergarten funding. Mrs. Hitchcock reported that she has had a telephone conversation with Senator Moore in which she had this discussion verbally.

3. Mrs. Vigneau questioned Mrs. Vasil on the impact at the high school after losing a guidance counselor two years ago. Mrs. Vasil stated there are 2.5 counselors at the high school and 1 counselor at the junior high school. She also noted the counselors have the support of the social worker when needed. Mrs. Hitchcock apologized for not bringing this request forward to Mrs. Vasil.

ACTION ITEM: Mrs. Hitchcock will bring back guidance counselor/student ratios and suggested that Mrs. Vigneau contact her with any future concerns and she will address them with Mrs. Vasil.

5. New Business

a. Review and Approve Warrant Article(s) Language – Vote required

Mr. Bedard referred the committee to the proposed FY2014 School Department ATM Warrant Articles and stated that each required an individual vote.

Student Parking Fees Revolving Account Warrant Article

Mr. Borowski made a motion to approve, seconded by Mr. Corey. All in favor (4-0).

School Department Medicaid Warrant Article

Mr. Borowski made a motion to approve, seconded by Mr. Corey. All in favor (4-0).

School Department Technology Warrant Article

Mr. Borowski made a motion to approve, seconded by Mr. Corey. All in favor (4-0).

School Department Math Textbook Adoption Warrant Article

Mr. Borowski questioned Mrs. Hitchcock if these textbooks will be used beginning in September. Mrs. Hitchcock stated they will be purchased after July 1st and teacher will be trained over the summer months on the selected textbook.

Mr. Borowski made a motion to approve, seconded by Mr. Corey. All in favor (4-0).

Mrs. Vigneau questioned the direction of the textbook adoption. Mrs. Hitchcock reported the committee is reviewing several series and will narrow the selection down to three. This process is expected to be done by the beginning of May. She noted the current program, "Every Day Math" is not built on a mastery basis, has not been fulfilling student needs, and that it does not follow the common core standards.

b. First Reading of the Policy on Disposition of Student Activity Class and Inactive Funds – Vote required

Mr. Bedard referred to his memo on a proposed policy regarding the Disposition of Student Activity Class Funds and Inactive Student Activity Funds. This additional policy will ensure the proper disposition of old graduating class accounts and obsolete or inactive student activity sub-accounts. Mr. Bedard made the recommendation that the committee vote on the First Reading of Policy JJFA, Student Activities Disposition of Class Funds and Disposition of Inactive Student Activity Funds.

Mr. Borowski made a motion to approve the First Reading in its entirety, seconded by Mr. Corey. All in favor (4-0).

Mr. Vasil noted that the account balance in the Student Activity Account from the graduating class of 2012 has been earmarked for a concession stand/press box and they are in the process of donating their funds to the MHS Donation Account.

c. Approve the Purchase/Lease of the Shaw School Cafeteria Cooler/Freezer for \$33,795

Mr. Bedard updated the committee on the two prices quoted from the state bid list for replacement of the cooler/freezer located at the Shaw School cafeteria. He recommended the committee vote to accept the low bid from Harbour Food Service Equipment for a total of \$33,975. This price includes \$7,000 for the delivery, labor and removal of the old unit. The remaining \$26,975 will be paid for through a lease over the next three years. The cost and lease of the unit will come from the School Lunch Revolving Account.

Mr. Borowski made a motion to approve the purchase/lease of the Shaw School cafeteria cooler/freezer for \$33,795, seconded by Mr. Corey. All in favor (4-0).

d. Approve the Proposed 2013-2014 School Calendar – Vote required

Mrs. Hitchcock presented the 2013-2014 Millbury School Calendar for the committee's approval. The calendar is very similar to this year's with a few changes. She noted a second day has been added to the calendar for New Teacher Orientation on August 21 and 22, 2013. October 11th will be a collaborative professional development day with surrounding communities. The principals voted on moving the professional development day prior to the Martin Luther King, Jr. Holiday in January until the day following the students' last day of school in June. Mrs. Vigneau questioned Mrs.

Hitchcock if she is happy with this change? Mrs. Hitchcock concurred stating the district will still have 183 days of instruction and 5 full days of professional development. Mr. Borowski made a motion to approve the proposed 2013-2014 School Calendar, seconded by Mr. Corey. All in favor (4-0).

6. Future Topics/Events

a. 3 Year Technology Plan

b. New Millbury Public Schools' Mentoring Program

c. Future Meeting to be Held at Elmwood

7. Executive Session – if needed

Mrs. Nietupski made a motion at 8:00 p.m. to move into Executive Session *"In accordance with MGL Chapter 30 A, S 21 (3), the Millbury School Committee will vote to move into Executive Session to discuss strategy with respect to collective bargaining."*

Roll Call:

Mrs. Vigneau	Yes
Mr. Corey	Yes
Mrs. Nietupski	Yes
Mr. Borowski	Yes
Mr. Plante	Absent

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

9. Adjourn

The Regular Session Meeting will be convened for adjournment following the Executive Session.

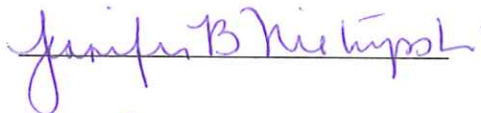
Respectfully submitted,

Sandra Femino

Sandra Femino

Executive Assistant to the Superintendent

Approved:







Items in Packet:

Draft of Regular Session Minutes of 1/23/2013

Draft of Executive Session Minutes of 1/30/2013

Annual Report from Southern Worcester County Educational Collaborative 2011-2012

Proposed FY'14 Budget Notice of Hearing

Capital Improvement Project Listing

FY'14 School Department ATM Warrant Articles

Memo from R. Bedard to S. Hitchcock dated 2/4/2013 on Disposition of Student Activity Class Funds and Inactive Funds

Memo from R. Bedard to S. Hitchcock dated 2/5/2013 on RE Shaw Elementary School Cooler/Freezer Purchase

Draft of 2013-2014 School Calendar

Local Districts' 2014 School Budget % Increases

Legislative Bulletin from MASC dated 1/25/2013

Letter to P. Murray dated 1/30/2013

Letter to T. Hamilton and Environmental Council dated 1/30/2013

Letter to C. Diamond dated 1/30/2013

Letter to B. Rawley and Woolie Robotics Team dated 1/30/2013

Reflector, Issue 3, Winter 2013

Handouts at Meeting:

Letter to S. Hitchcock from D. Saucier on Trip to NYC Financial District and Yankee Stadium – MHS Business Club