

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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Date: April 9, 2014

Present: Mrs. Nietupski, Chairperson; Mr. Borowski, Vice Chairperson;
Mrs. Vigneau; Mr. Corey; Mr. Plante; Mr. Bedard, Business
Manager; Ryan Mercier, Student Advisory Council

Absent: Mrs. Hitchcock, Superintendent of Schools

Time: 6:30 p.m.

Location: Millbury Jr./Sr. High School Media Center

Mrs. Nietupski called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance.

1. Superintendent Search Process – MASC Executive Director, Glenn Koocher
Mrs. Nietupski introduced Mr. Glenn Koocher to speak on the MASC (Massachusetts Association of School Committees) superintendent search process. Mr. Koocher provided handouts “Looking for a Leader – The School Committee’s Guide to the Superintendent Search Process” and “A Vacancy in the Superintendency – Key Decisions for the School Committee Planning for a Transition.” Mr. Koocher indicated the state is seeing approximately 50 superintendent vacancies this year, which are mostly driven by retirements. He did indicate that the presence of a strong internal candidate will limit the outside candidate pool. He advised if the district has internal candidates that they be given serious consideration and review prior to proceeding with the outside search. While he did indicate we are a few months late in the process, he noted in the worst case scenario if a replacement is not found, the state will grant a critical shortage waiver to hire an interim superintendent.

Mr. Koocher informed the committee that MASC has technical services available free of charge through our membership with MASC. Mrs. Nietupski inquired the legal process of proceeding with the search committee. Mr. Koocher indicated there is no required process, only that it be conducted in public. He stated once the initial list is narrowed down to 10-12 candidates, the committee can then conduct public interviews and site visits. Mr. Borowski indicated his concern with a “recycled” superintendent. Mr. Koocher advised due diligence to inquire as to why someone is leaving their position. Mr. Borowski questioned the average search time for hiring a superintendent. Mr. Koocher noted that for a July vacancy, we are very late, a September vacancy can be expedited in 90 days if the search committee works quickly.

Mr. Borowski questioned the learning curve for someone without superintendent experience. Mr. Koocher indicated someone with central office or district-wide experience is very helpful, and that MASC offers an induction program which provides mentoring.

While many districts opt to handle the search themselves, the search consultants can handle some of the administrative details. He recommended the first step is to form the search committee and decide where and how to advertise. The decision has to be made on seeking internal or external candidates (or both). He recommended a smaller search committee that included a few members of the school committee as well as student and teacher representation. He advised against angry teachers with an agenda or insecure central office administrators being on the committee. Mr. Plante recommended scheduling the search committee meeting. It was decided to hold it on Wednesday, April 16th, beginning at 6:00 p.m. at the Millbury Jr./Sr. High School Media Center. Mrs. Nietupski requested the meeting be posted.

2. Review and Approval of March 26, 2014 Regular Session Minutes and Executive Session Meeting Minutes

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of March 26, 2014.

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

Mrs. Nietupski stated any changes, additions or deletions to the Executive Session Minutes of March 26, 2014 will have to be made in Executive Session.

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

3. Report of the Administration

a. TBD

Mr. Bedard stated there were no new items to report.

4. Budget

a. Approval of the Final FY2015 School Budget of \$19,133,159 – Vote Required

Mr. Bedard stated the final FY2015 School Budget amount of \$19,133,159 is the exact amount agreed upon at the Joint Meeting with the Millbury Board of Selectmen and the Finance Committee. The figure represents a \$294,000 reduction in the school budget. Mr. Bedard reported the Insurance Advisory Committee has recommended the change from Tufts to Fallon health insurance for all employees. This change reflects a substantial savings from the 9.6% increase in the Tufts plan. Fallon's rates represent only a 1.5% increase in health insurance. He noted that 4.4 FTE position cuts will still have to be made to the school budget.

Mr. Borowski made the motion to approve the Final FY2015 School Budget of \$19,133,159, seconded by Mr. Plante. All in favor (5-0).

5. Old Business

Mr. Borowski requested an update on the Student Government Day. Mr. Mercier indicated the Student Advisory Council is working on finalizing a date with all concerned.

6. New Business

a. Current School Year Status – Number of Days

Mr. Bedard spoke on the proposed change to the school calendar for this school year. Due to the four weather days, the students' last day falls on Monday, June 23, 2014. This historically is a half day for students. Since it falls on a Monday, the recommendation is that the students' last day be held on Friday, June 20th. This plan will ensure greater student attendance on the last day and will allow two days of Professional Development for educators and paraprofessionals on Monday, June 23, and Tuesday, June 24. Mr. Bedard noted this will save on transportation costs and still meet the required number of instruction days for students.

Mr. Borowski made the motion to have Friday, June 20th, (half-day) as the final instruction day for students and to hold Professional Development Days on Monday, June 23 and Tuesday, June 24. The motion was seconded by Mr. Plante. All in favor (5-0).

Mr. Bedard noted that announcements will be made on the Connect-Ed system, and updates will be made to the school website regarding the change in the calendar.

b. School Choice – Vote Required

Mrs. Nietupski noted that the superintendent recommends that the district does not participate in school choice for the same reasons given every year. Mr. Borowski also noted that reimbursement is \$5,200 per student and is far less than Millbury's per pupil expenditure of \$13,999 per student. He also noted that once you accept in a school choice student, you are obligated to provide education services until they graduate. Mr. Corey made the motion not to accept students through School Choice, seconded by Mr. Borowski. All in favor (5-0).

c. Superintendent's Evaluation

Mrs. Nietupski stated that Mrs. Hitchcock received a full packet of her evaluation on Monday, April 7, 2014. Mrs. Hitchcock requested that in her absence, the evaluation be done since it will be Mr. Corey and Mr. Borowski's last school committee meeting. Mrs. Nietupski served as the aggregator for the evaluation. Mrs. Nietupski read the following report:

"In the School Committee's evaluation of the Superintendent, it is agreed that she MET all progress toward goals (Professional practice, Student learning and District improvement).

Further the School Committee rates the Superintendent as PROFICIENT in the following standards: Instructional Leadership, Family and Community Engagement and Professional Culture. The Superintendent has been rated EXEMPLARY in the Management and Operations standard.

The overall rating achieved by the Superintendent for SY 13/14 is PROFICIENT with a rating of HIGH impact on student learning. The evaluation system requires comments on the part of the evaluators when a rating of High is attained. The School committee notes in its individual evaluations that throughout her tenure as Superintendent, budgets have always been tight and mandates have been plentiful, but the Superintendent has overcome these obstacles to maintain a high level of achievement throughout the school district as evidenced by the improvement of the Jr/Sr HS from a level 2 to a level 1 performing school. The School committee is unanimous in its praise for her ability to manage tight budgets and cumbersome mandates and her ability to communicate their effect on the district, from the kindergartener through to staff and administration. With a strong administrative team in place, the committee notes the improved communications within the school district. Evidence of this is in the quarterly principal newsletters at all three schools, the much improved website, the updates and invitations to attend curriculum training and special education events. With effective planning, Millbury schools are poised to handle the technology demands placed upon the student with the final step of the three year technology plan implementation to occur this year. A strong teacher mentoring program is in place to help ensure that the district retains young, bright and dedicated educators for our students.

Overall, the School Committee recognizes all the Superintendent has done to prepare the school district and the impact that this will have on the district for years to follow.

This and the supporting documents are part of the public record and available in the Central office.

Documents supporting this evaluation:

End of Cycle Summative Evaluation Report – LV

End of Cycle Summative Evaluation Report – AC

End of Cycle Summative Evaluation Report – KP

End of Cycle Summative Evaluation Report – WB

End of Cycle Summative Evaluation Report – JN

Millbury Public Schools District Goals and Initiatives 2013-2014

Superintendent's 2013-2014 Evaluation March 12, 2014

Mr. Corey made the motion to accept the superintendent's evaluation, seconded by Mr. Plante. All in favor (5-0).

Mrs. Nietupski welcomed Mr. Corey to the podium to acknowledge his nine years of service to the school committee. Mr. Corey thanked his past and present colleagues for their support throughout the years. He stated that he never had an axe to grind and just wanted to make a difference for the students in Millbury.

7. Future Topics

a. New Student Discipline Regulations

b. New Fingerprint Identification System for Employees

Next Meeting: April 30, 2014

May 6, 2014

MHS Media Center – 7:00 p.m.

MHS Guidance Conference Room – 6:30 p.m.

8. Adjourn

Mrs. Nietupski asked for a motion to adjourn at 7:20 p.m. Mr. Corey made the motion to adjourn, seconded by Mr. Borowski. All in favor (5-0).

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

Approved:

Leshia M. Vegre

Joseph B. Nietupski

Kevin Slent

Items in Packet:

Draft of Regular Session Minutes of 3/26/2014
Draft of Executive Session Minutes of 3/26/2014
School Committee Voted FY15 Budget
Thank You Letters (4)