

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

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MILLBURY, MASS.

**Date:** April 24, 2013

**Present:** Mrs. Nietupski, Chairperson, Mr. Borowski, Vice Chairperson,  
Mrs. Vigneau, Mr. Corey, Mr. Plante, Mr. Bedard, Business Manager

**Absent:** Mrs. Hitchcock, Superintendent of Schools

**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 Executive Session Meeting Minutes of 4/3/2013 and the Regular and Executive Session Minutes of 4/10/2013**

Mrs. Nietupski stated if there are any changes, additions or deletions to the Executive Session Minutes of April 3, 2013 they will have to be made in the next Executive Session. Mr. Borowski made the motion to approve, seconded by Mrs. Vigneau. All in favor (5-0)

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of April 10, 2013.

Mr. Borowski made the motion to approve, seconded by Mrs. Vigneau. All in favor (3-0-2) *Mr. Plante and Mr. Corey abstained*

Mrs. Nietupski stated if there are any changes, additions or deletions to the Executive Session Minutes of April 10, 2013 they will have to be made in the next Executive Session.

Mr. Borowski made the motion to approve, seconded by Mrs. Vigneau. All in favor (4-0-1) *Mr. Corey abstained*

**2. Report of the Administration**

Millbury senior, Shanna Hudgin, updated the committee on recent and upcoming events at the Junior/Senior High School:

- Faculty & students returned from their trip to Europe
- MCAS testing will be completed in May
- VEX Robotics Team placed 61 out of 500 teams in Anaheim, California
- Junior Prom is scheduled for May 17<sup>th</sup> at the Wedgewood Pines Country Club in Stowe

**3. Budget/Facilities**

**a. Possible Additional 2014 Budget Deficit**

Mr. Bedard referred the committee to the superintendent's executive summary on the FY'14 deficit of \$109,000 and the recent addition of a \$138,400 deficit as a result of the House Ways and Means Committee not supporting the Governor's budget. The HWM reduced state aide to Millbury by \$530,688. Mr. Bedard stated the budget is now with the Senate, where it is hopeful there will be a compromise.

He stated the Town Manager and insurance advisory committee are looking to reduce health insurance by about \$300,000. This will involve higher co-pays and deductibles. There have been no decisions yet, but with this reduction of \$300,000, the balance of the deficit will be \$230,688. Mr. Bedard noted that if a decision by the Senate has not been made by the annual town meeting on May 7th, there is a possibility of a second town meeting to reconcile the numbers.

Mr. Borowski stated his concern with the 60/40 split between the school and the town every year. He does not endorse a 60% cut of the budget to the schools. He looks forward to dialog with the town board to prioritize needs rather than using a blanket formula to determine cuts in funding.

Mrs. Nietupski notified the committee of the proposal of the town board to meet with the school committee on either May 2 or May 6. Members concurred on holding the meeting on May 2 at 7:00 p.m. Mrs. Nietupski stated that the committee would appreciate the public attend the town meeting on May 7<sup>th</sup> in support of the school department's four warrant articles.

**b. Results of End-of-Year Audit Report Completed by Roselli & Clark**

Mr. Bedard referred the committee to his memo on the outcome of the End-of-Year FY'12 Audit Report conducted by Roselli and Clark. There were no audit findings. He noted the complete End-of-Year report is available in his office for review.

**c. Discussion Regarding the Lease/Purchase of a Pick-up Truck from the State Bid List – Vote Required**

Mr. Bedard stated information was given to the committee in a previous maintenance report on a 1996 Chevrolet pick-up truck owned by the school department. This truck is one of two used for plowing and sanding for all school parking lots and driveways. It has had several repairs with a \$5000 budget allotted per year for maintenance. It has a cracked frame which presents a safety hazard. Mr. Bedard proposed trading in the vehicle to lease/purchase a 2013 Ford F250 4x4 pick-up truck from the MHQ Municipal of Marlborough under the Commonwealth of Massachusetts Procurement Contract for the annual lease payment amount of \$8,376.50 for three years. He stated this will require two votes from the committee: one vote to lease/purchase the new vehicle and one vote to dispose of the older vehicle and use its trade-in value with MHQ.

Mrs. Vigneau inquired if this vehicle is used at Dorothy Manor. Mr. Bedard stated that it is used there for work around the buildings. She questioned the possibility of using funds from the Dorothy Manor Revolving Account for this lease/purchase. Mr. Bedard did not believe it could since this is a capital purchase and because it is not used exclusively at Dorothy Manor. Mrs. Vigneau asked if a percentage of the cost can come from this account. Mr. Corey asked Mr. Bedard how this vehicle is being funded. Mr. Bedard stated it was from the school's operating budget. He agreed to make a determination on the time the vehicle is at Dorothy Manor during the course of a year and use that

percentage toward the lease of the vehicle. He requested the committee proceed with the two votes along with this caveat.

Mr. Borowski questioned if the state bid list is only for new vehicles. Mr. Bedard stated there is an additional list on surplus equipment but that the vehicles are not always available.

Mr. Borowski made the motion to approve the lease/purchase the 2013 Ford F250 Motion as written with the caveat to use the determined percentage from the Dorothy Manor Revolving Account. Mr. Plante seconded the motion. All in favor (5-0).

Mr. Borowski made the motion to approve of the disposal of the old 1996 Chevrolet pick-up and use the trade-in value with MHQ for the lease/purchase of the new vehicle, seconded by Mrs. Vigneau. All in favor (5-0).

#### **d. Completion of Capital Improvement Request Forms A & B for the Financial Management Planning Committee – Vote Required**

Mr. Bedard reviewed information from the Financial Management Planning Committee, of which he and Mr. Plante are members. This committee was formed with the directive to help the town and schools plan operating costs. He referred the committee to Form A listing the Capital Budget Requests for the school department for the next five years beginning with FY'15. Form B is the narrative descriptions of items listed on Form A. Mr. Bedard noted this capital listing of twenty-five projects was reviewed by the school leadership team to see what meets the capital improvement threshold of costing \$25,000 or more. These projects total \$1,885,000 over the five year period.

Mr. Bedard noted the importance of the second item request for FY'15 of additional video surveillance cameras at the Elmwood and Shaw Schools for security reasons. Other items requested during the upcoming two years include recoating the athletic track at the high school in FY'15, along with replacing the athletic field's exterior bleachers and concession stand appropriated in FY'16. Under technology, there is an item request in FY'15 to install wireless internet in the district, and in FY'16 to increase the WAN Bandwidth. A maintenance item is listed in FY'15 to replace the tractor at the Shaw School and replacement of a Special Education van for out of district students is listed for FY'16.

Mr. Bedard noted a vote was required of the committee to accept the items under Form A. Mrs. Nietupski requested changing "Girls' Youth Soccer League" to "Girls' Youth Softball League."

Mrs. Vigneau made the motion to accept the Capital Improvement Request Forms A & B for the Financial Management Planning Committee, seconded by Mr. Corey. All in favor (5-0).

Mr. Bedard stated the items listed under Form A will be posted on the school website.

#### **4. Old Business**

#### **5. New Business**

##### **a. Annual Vote by School Committee Regarding School Choice**

Mrs. Nietupski referred to Mrs. Hitchcock's recommendation in her Executive Summary not to accept School Choice. Mr. Corey asked how the reimbursement of a school choice student of approximately \$5,200 compares with our cost per student. Mr. Bedard stated it is almost double at approximately \$12,000 per student.

Mr. Corey made the motion not to accept School Choice students, seconded by Mr. Borowski. All in favor (5-0).

**b. Acceptance of a \$1,000 Donation from Best Buy – Vote Required**

Mrs. Nietupski referred to a letter from Principal Vasil of the Millbury Junior/Senior High School on the donation of a 60 inch flat screen television valued at \$1,000 from Best Buy of Millbury. This television will be installed in the media center. Thank you – Mr. Borowski made the motion to accept the donation of the flat screen television, seconded by Mr. Plante. All in favor (5-0).

The committee requested a thank you letter be sent to Best Buy of Millbury.

**6. Future Topics/Events**

**7. Executive Session**

Mrs. Nietupski made a motion at 7:32 p.m. to move into Executive Session in accordance with MGL, Chapter 30A, S21 (a) (3) to strategize for Collective Bargaining.

Roll Call:

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

**8. Next Meeting:    May 8, 2013  
                              May 22, 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:

  
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**Items in Packet:**

**Draft of Regular Session Minutes of 4/10/2013**

**FY 2014 School Department ATM Warrant Articles**

**Memo from R. Bedard dated 4/9/2013 regarding Roselli and Clark's Millbury Public Schools' FY2012 End of Year DESE Financial Report Audit**

**Copy of Roselli and Clark's FY2012 End of Year Audit**

**Memo from R. Bedard dated 4/16/2013 regarding Lease/Purchase of New Ford F350 Pick-up Truck, Disposal of Old 1996 Chevrolet Pick-up Truck**

**Memo from R. Bedard dated 4/17/2013 regarding Financial Management Planning Committee Capital Budget Request Forms**

**Letter from M. Vasil dated 4/8/2013 on donation of 60" flat screen T.V. from Best Buy of Millbury School Committee Response Sheet**

**Hand Outs at Meeting:**

**Draft of Executive Session Minutes of 4/3/2013 and 4/10/2013**