

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS.

Date: May 22, 2013

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

Absent: Mrs. Nietupski, Chairperson

Time: 7:00 p.m.

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

Mr. Borowski called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

1. Approval of Regular Session Meeting Minutes of 5/7/13 and 5/8/13; and Executive Session Meeting Minutes of 4/24/13 and 5/8/13

Mr. Borowski asked for any changes, additions or deletions to the Regular Session Minutes of May 7, 2013.

Mrs. Vigneau made the motion to approve, seconded by Mr. Plante. All in favor (4-0).

Mr. Borowski asked for any changes, additions or deletions to the Regular Session Minutes of May 8, 2013.

Mrs. Vigneau made the motion to approve, seconded by Mr. Plante. All in favor (4-0).

Mr. Borowski stated if there are any changes, additions or deletions to the Executive Session Minutes of April 24, 2013 they will have to be made in the next Executive Session.

Mrs. Vigneau made the motion to approve, seconded by Mr. Plante. All in favor (4-0).

Mr. Borowski stated if there are any changes, additions or deletions to the Executive Session Minutes of May 8, 2013 they will have to be made in the next Executive Session.

Mrs. Vigneau made the motion to approve, seconded by Mr. Plante. All in favor (4-0).

2. Report of the Administration

a. Report of the Student Council

Seniors Emily West and Ludiana Fraga updated the committee on recent and upcoming events at Millbury Junior/Senior High School:

- The Woolie Book is in production and will be read at Asa Waters in June and at the Community Reading Day in the schools
- Blankets were donated for Preschools, Senior Citizens, Police/Fire Departments
- Destination Imagination Team finished first at the State finals and are currently attending the Global Finals in Tennessee
- The Junior Prom was held on May 17, 2013 at Wedgewood Pines in Stow
- The Junior High Drama Club presented "The Big Snore" on May 3-5, 2013
- Senior Projects were presented on May 14, 2013
- Millbury High School Band Concert is May 23, 2013
- Music Awards Night is May 28, 2013
- Senior Supper is May 30, 2013
- Senior Class Trip is May 31, 2013
- Senior Semi is June 1, 2013
- Athletic Awards Night is June 3, 2013
- Graduation is June 7, 2013
- Underclassmen Awards Night is June 18, 2013

b. Wheelabrator Symposium Presentation

Millbury Junior/Senior High School Science Teacher, John Hillier, introduced the Millbury Wheelabrator team. The team attended the Symposium in Sunrise, Florida from April 29 to May 2, 2013 along with Mr. Hillier, Teacher Mark Sutphen, Pravin Trivedi and Bobby Dombrowski. The Symposium included 150 middle school students from 15 different schools and the focus was to take on an environmental problem and find a solution. Mr. Hillier stated that this year the Millbury team developed a greenhouse to grow vegetables and herbs to provide to the school community.

A Power Point and Video presentation was provided by the following Grade 7 & 8 students: Nathan Burdzel, Sean Craig, Maddison LaMonda, Shai Anna Leao, Christopher Leighton, Thomas Machacz, Antonio Romeo and Scott Yaghoobian.

The team described how they researched their project, constructed the greenhouse and finally began growing the plants which include cauliflower, chives, rosemary, basil, lettuce, cucumbers, tomatoes, parsley, thyme, carrots and cilantro. The team interviewed several teachers along with Margie Houde of the cafeteria to determine what exactly to plant. The group visited Wheelabrator Technologies in Millbury on March 14, 2013, and was given a guided tour by plant manager, Peter DiCecco. The presentation included a live Face Time report from the greenhouse given by team members, Christopher Rogan and Makenna Mancuso.

The vegetables and herbs will be used in the school cafeteria, Ms. Morin's nutrition program, and Ms. Medeiros' staff lunch provided on Fridays. Science teachers, John Hillier and Jane Kerins will incorporate the greenhouse into their curriculum. Mr. Jason Avakian, teacher of the Life Skills program will have his class care for the plants during the summer school program.

Mr. Hillier noted the Symposium provided a wonderful experience for the students to watch and learn from the other presentations. The team also received a note of recognition and congratulations from the White House. Mr. Hillier extended special thanks to Charles Alessi, teacher at Millbury High School and to Pravin Trivedi, former engineering teacher at Millbury High School, for their technological support to the team.

Mrs. Hitchcock thanked Mr. Sutphen and Mr. Hillier for their guidance of the team and their time and effort in excelling to represent Millbury. She noted this is a perfect example of the STEM (Science, Technology, Engineering and Math) initiative and congratulated the team on an impressive presentation. Mr. Borowski congratulated the team and thanked their parents and families for their support.

Mr. Hillier announced they have received a \$1,000 check from the Environmental Symposium for future Wheelabrator initiatives.

Mrs. Hitchcock stated that a thank you letter from the committee will be sent to Wheelabrator Technologies for their support.

c. Mathematics Textbook Adoption Presentation

Mrs. Hitchcock announced the recent request by the district committee for an additional two weeks for site visits and the final decision on the best textbook choice for students. She stated the presentation will take place at the June 12 school committee meeting.

d. Newly Mandated School Breakfast Program for Shaw School & Jr./Sr. High

Mrs. Hitchcock referred to the letter she received from the Department of Elementary and Secondary Education indicating that they want us to look at Shaw and the Junior/Senior High School to develop a plan to encourage families to apply for free and reduced lunches. They are concerned that not enough eligible families are taking advantage of the program and the students will benefit from the mandated school breakfast program.

e. DPH Notification Regarding Delayed Implementation of Milk Requirements

Mrs. Hitchcock referred to the letter from the Department of Public Health on the delay of implementation of the new milk requirements, originally scheduled for August of 2013, until the federal nutrition standards are available. She stated that Millbury will continue serving white and chocolate milk to anyone wanting to purchase.

Shortage in Transportation Funding

Mrs. Hitchcock informed the committee of the Governor's reduction in homeless transportation funding from 11.3 million dollars in FY 2013 to 6 million dollars in FY 2014. She stated that this shortage will only cover homeless transportation through the first part of 2014.

3. Budget/Facilities

a. FY'13 School Budget Transfer of \$31,192 for Two Warrant Articles – Vote Required

Mr. Bedard referred to his memo on the FY 2013 budget transfer for two capital warrant articles scheduled for the June 18, 2013 Special Town Meeting. The town and school will come up with a combined amount of \$92,000 (the school's portion is \$42,000). Mr. Bedard noted that \$10,808 can be deducted from this amount as savings from the purchase of the mini-bus purchased in May of 2012, leaving the school's contribution at \$31,192. Mr. Bedard recommended transferring \$31,192 from the Operations and Maintenance-nonpayroll account to fund the two warrant articles. Savings were incurred from electricity at the Junior/Senior High School and Elmwood Street School due to more competitive rates and savings from energy projects. A milder heating season also contributed to these savings.

Mr. Plante made the motion to approve the transfer of \$31,192 from the School Operating Budget to pay for the two warrant articles, seconded by Mr. Corey. All in favor (4-0). Mr. Bedard obtained signatures from the members for this budget transfer.

b. Shaw School Conference Room Conversion into Office Bid – Vote Required

Mr. Bedard referred to the second item on his maintenance memo. Bids were solicited to convert the Shaw conference room into a secretary/reception area. Glass panels will replace existing walls for better visibility. Three bids were received with the low bid of \$16,618 coming from R.A. Burns Construction, Inc. of Worcester. Mr. Bedard recommended that the school committee vote to accept this bid. He indicated that work will be done after school hours.

Mr. Borowski questioned when the project will be completed. Mr. Bedard indicated it will be done by June 30, 2013.

Mrs. Vigneau made the motion to accept the low bid of \$16,618 from R.A. Burns Construction for the conversion of the Shaw Conference Room, seconded by Mr. Plante. All in favor (4-0).

c. Maintenance Update

Mr. Bedard referred to the first item on his maintenance memo regarding the Junior/Senior High School air conditioning cooling tower basin. This basin is rotted and in disrepair creating an ongoing problem. Mr. Bedard procured the purchase of a new basin from the original manufacturer. The total cost of the basin along with installation is \$16,000 coming from the air conditioning maintenance line. This work will be completed within the next few weeks.

Mr. Bedard informed the committee of the work done recently at Windle Field through the assistance of prisoners through the Worcester County Sheriff's Office and the grounds crew of Millbury Public Schools. The infield was resurfaced at a supply cost of \$3,000. The Millbury girls' softball team is helping out by contributing half of the cost. The committee requested a thank you note to the Sheriff's Office and to the Girl's Softball Team for their donation. Mr. Bedard stated that pictures of the updates will be available on the school website.

d. Revolving Account

Mr. Bedard provided an update on the Revolving Accounts through April 30, 2013. He noted that the Windle Field Revolving will come down due to recent expenditures. He

also noted that the Dorothy Manor Revolving Account can be used to finance 10 percent of the cost of the purchase/lease of the pick-up truck as discussed at the April 24, 2013 School Committee Meeting. The Athletic Revolving Account has just crossed over since the local school athletic budget is now depleted. Mr. Bedard also stated that the School Lunch Revolving is listed through March 31, 2013 and does not reflect the recent expenditures for the cooler and freezer at the Shaw School.

4. Old Business

Mrs. Vigneau acknowledged the thank you notes included in the packet regarding the Junior High Play, Senior High Play and Second Grade Bicentennial Play at Elmwood Street School noting they were all fabulous presentations.

5. New Business

Mrs. Hitchcock referred to a letter from Ms. Frederick, Principal of Elmwood Street School, confirming a generous donation from a parent to purchase balls and other recess items for a dollar amount of up to \$200. Mrs. Hitchcock requested a motion to accept the donation.

Mr. Plante made the motion to accept, seconded by Mr. Corey. All in favor (4-0).
A thank you letter will be sent to the parent.

Mrs. Vigneau requested a copy of the newly published "Woolie" book for the committee to review, when it becomes available.

7. Executive Session

At 7:50 p.m., Mr. Borowski requested a vote to move into Executive Session in accordance with MGL, Chapter 30A, S21 (3) to strategize for Collective Bargaining.

Roll Call:

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

9. Next Meeting: June 12, 2013

10. Adjourn

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


Respectfully submitted,

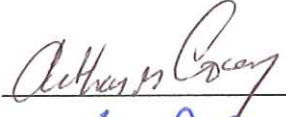
Sandra Femino


Sandra Femino

Executive Assistant to the Superintendent

Approved:







Items in Packet:

Draft of Regular Session Minutes of 5/7/2013
Draft of Regular Session Minutes of 5/8/2013
Draft of Executive Session Minutes of 4/24/2013
Draft of Executive Session Minutes of 5/8/2013
Letter to Supt. Hitchcock from DESE on Newly Mandated School Breakfast Program, Agreement #14-186
Letter to Supt. Hitchcock from MA Dept. of Public Health on delay of implementation of milk requirements
Memo from R. Bedard dated 5/9/2013 on FY 2013 Budget Transfer for Two Capital Warrant Articles
Memo from R. Bedard dated 5/13/2013 on R.E. Shaw Conference Room Bid Vote and Maintenance Memo
Revolving Account Summary through 4/30/2013
Thank You Letter dated 5/9/2013 to Best Buy
Thank You Letters dated 5/13/2013 to L. Marrino, D. Masiello and M. Merzigian
Thank You Letter dated 5/22/2013 to K. Tetzel and 2nd Grade Team at Elmwood
Thank You Letter dated 5/22/2013 to D. Ferreira, T. Reilly, R. Sullivan and MHS Drama Club
Thank You Letter dated 5/22/2013 to N. Boria and Junior High School Drama Club
Congratulatory Letter dated 5/22/2013 to T. Machacz
Letter dated 5/17/2013 to Supt. Hitchcock from S. Frederick regarding parent donation
Copy of summer 2013 "Reflector"