

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS.

Date: June 12, 2013

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

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 Regular Session Meeting Minutes of 5/22/13; and Executive Session Meeting Minutes of 5/15/13 and 5/22/13

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of May 22, 2013. Mr. Corey made the motion to approve, seconded by Mr. Borowski. All in favor (4-0) *Mrs. Nietupski abstained*

Mrs. Nietupski stated if there are any changes, additions or deletions to the Executive Session Minutes of May 15, 2013 they will have to be made in the next Executive Session. Mr. Corey made the motion to approve, seconded by Mrs. Vigneau. All in favor (5-0).

Mrs. Nietupski stated if there are any changes, additions or deletions to the Executive Session Minutes of May 22, 2013 they will have to be made in the next Executive Session. Mr. Corey made the motion to approve, seconded by Mrs. Vigneau. All in favor (4-0). *Mrs. Nietupski abstained*

Millbury Teachers' Association Contract Ratification 2013-2016

Mrs. Nietupski requested a vote be taken for the ratification of the Millbury Teachers' Association contract for 2013-2016. Mr. Borowski made the motion to approve, seconded by Mr. Spain. All in favor (6-0). Signatures were obtained from all members.

2. Report of the Administration

a. Preliminary Approval Request for MHS Students to Travel to Italy in 2014

Mrs. Hitchcock invited Mr. Besian Kodra, MHS teacher, to the podium to present a preliminary request to travel to Italy in April of 2014. Mr. Kodra provided a brief recap

of this year's trip to France and Spain stating it was a "once in a lifetime opportunity" for the 45 students who attended. He thanked chaperones, Principal Vasil and her husband, Millbury teachers Mr. Mara, Mr. McQuade, Mrs. Quinn, and Mrs. Woelfel. A video highlighting the trip has been prepared by Rebecca Thornburg, one of the students on the trip, and will be made available for the school committee members.

Mr. Kodra stated the proposed 2014 10-day trip will visit Venice, Florence, Assisi and Rome, with the options to visit Siena and Pompeii. This trip connects travel with high school curriculum, cultural enrichment and language skills. Thirty students have enrolled thus far; with the cap expected at thirty-five. Mr. Kodra stated they will be working again with EF Educational Tours.

Mrs. Nietupski requested a motion to approve the proposed trip. Mr. Borowski made the motion to approve, seconded by Mr. Plante. All in favor (5-0).

Mrs. Hitchcock requested Mr. Kodra keep her updated on enrollment for the trip.

b. Mathematics' Textbook Adoption Presentation

Mrs. Hitchcock acknowledged the hard work by the Textbook Adoption Committee over the past year. She noted the mathematics' textbook adoption as one of the school district's five goals for the year. Raymond E. Shaw Principal Jennifer Bellville, Elmwood Street Principal Susan Frederick, and Junior High School Assistant Principal Andrew Hall presented a PowerPoint on the selection process and final programs chosen. All schools utilized the same rubric to narrow down a program that was aligned with the Common Core while providing diversity for all learners.

Grades 6-8: Big Ideas

Mr. Hall stated this program was selected for the Junior High level because it offers a rigorous curriculum and matches the Common Core standards. It was built from the ground up by a teacher and curriculum developer understanding teacher and student needs. It offers a variety of assessments and a balanced approach between concrete and abstract learning.

Grades 4-6: Go Math

Mrs. Bellville referred to the key points on this selection. It was also built from the ground up. She noted that Grade 6 will be using the textbook from Big Ideas; however they will be purchasing the online version of Go Math as well. This will provide the Common Core shift at Grade 6 in rigor and intensity; while supporting help and support through the online program.

Mrs. Hitchcock clarified the fact that both Go Math and Big Ideas are developed by the Houghton Mifflin Company.

Grades K-3: My Math

Ms. Frederick noted that while the Go Math series has rigor, it is not developmentally appropriate for younger grades. My Math offers rigor and is built for Common Core with hands-on activities and a very strong vocabulary development piece. It also contains an

English Language Learner and Special Education component with translations in Spanish on the company website and access to a variety of assessments.

Mrs. Nietupski questioned the need for a transition piece of the program for grade 3 students. Ms. Frederick stated vertical meetings will be held in the spring to address this transition with grade 4 teachers. Students in grade 3 will have access to view the Go Math program online.

Mrs. Bellville noted that the professional development scheduled for June 26th will include representatives from all three programs providing material for teachers to review over the summer. They will be asked to return for the October professional development day for any questions and to work out logistics.

Mr. Borowski questioned what the well informed critic will say about the choices. Ms. Frederick stated the con about My Math program is that it is a new program, but it is also a pro where they are not buying an old, rearranged program, but a first edition. Mrs. Bellville noted that the programs and materials are updated every year to correct any found mistakes or necessary changes.

Mrs. Hitchcock noted the following points:

1. It was apparent to the committee that no one program can serve the needs of students in grades K-8. She credited the committee on choosing the best program for the configuration of grades and that this will continue to be one of the primary goals in the district for next year with further professional development planned in October.
2. The Special Town Meeting is being held on Tuesday, June 18 in the auditorium at Millbury Junior/Senior High School. Mrs. Hitchcock welcomed the support of the viewing public on the two school warrant articles, one of which is the math textbook adoption.

c. Draft Letter Outlining Changes to End-of-Day Transportation Requests for Elmwood and Shaw Schools

Mrs. Hitchcock stated that both Elmwood and Shaw Schools experience the difficulty of last minute phone calls, faxes and notes from parents to change their child's bus drop off in the afternoon on a daily basis. Both principals stated this is has been occurring for the past 2-3 years with approximately 30-35 requests daily.

Mrs. Hitchcock said that a letter will be sent home to parents before the end of the school year and will also be included in the student welcome packages in the summer. The letter requires parents to provide notification to the schools on where their child is to be dropped off on a consistent basis. If there is more than one location, a schedule is required. This new requirement will alleviate any chance of mix-ups in transportation and provide student safety with a consistent drop off location. While there may be a need to list more than one location for different days to the home or caregiver, the schedule needs to remain the same with any changes submitted to the school principal. Mrs. Hitchcock noted that an informal survey of surrounding districts reflects the same type of requirement. The School Committee will be updated in the fall for their approval if there are any changes in the transportation policies.

While Mr. Borowski stated that he is not opposed to the new safety requirement, he questioned if there were a way to elicit parental feedback prior to implementation. Mrs. Bellville stated that a written plan submitted at the beginning of the year can be altered. The concern involves the child's safety and having an accurate bus schedule at all times in the event of a bus accident.

Ms. Frederick stated that when parents send a note in the morning for a five or six year old to take a different bus, it is difficult for them to understand they are taking a different bus number home. There is also the case when a bus can be overcrowded due to an influx of students all going to the same home after school. She understands the importance of being flexible for divorced parents and accepting two different schedules, but they can no longer accept day-to-day changes.

Mrs. Nietupski referred to revising the last sentence of the letter regarding no longer being able to accommodate requests to have your child attend or not attend After-Care on a day-by-day basis, as this may be the case in a student's schedule.

d. Student Handbook Changes

Mrs. Hitchcock gave a brief overview of the changes in the school handbooks for the fall of 2013:

Elmwood and Shaw Schools had no changes to their handbooks other than the changes in the School Health Regulations that apply to all three schools including increased immunizations, medical absences from school additions, health screening additions, and birthday/holiday additions for healthy snacks.

The High School Handbook made the following changes:

- The Honor Roll now says Highest Honor students may not have any B's or C's. The student must have an average of 90 or higher and all A's. Honor students may not have any C's. The student must have an average of 80 or higher with all A's and B's.
- Truancy issue is now clarified by High School handbook. A supervisor of attendance must be employed (not a separate position) to follow investigational procedures.
- A loss of credit is a new addition to the handbook relating to attendance.
- Administration Detention has been added during the regular school day from 2:05 p.m. until 6:05 p.m. The same rules as Saturday School will apply.
- Discipline Reports remains the same but with a clearer format.
- Dress Code has been updated.
- Drug and Alcohol Policy has been revised to include increase in first offense suspension from 5 to 10 days. The second offense will result in an exclusion/expulsion hearing.

- Electronic Devices and Cell Phones require the first offense will have the item confiscated and turned into the Assistant Principal. The item will be given back to the student by end of the day, and a discipline report will be issued.
- Possible infractions leading to an Outside Suspension have been clarified.
- Addition of Athletic Code of Conduct rules, regulations and expectations of conduct for all interscholastic team members.

Mrs. Hitchcock stated the district is going ahead with the copying of handbooks to be available for the start of school in August.

e. Reminder: Annual Town Meeting on 6/18/13

Mrs. Hitchcock stated she had incorrectly called this meeting an Annual Town Meeting, when it is actually a Special Town Meeting.

Veterans, Inc.

Mrs. Hitchcock referred the committee to the letter from Veterans Inc. to Principal Bellville of the Shaw School in appreciation of their donation of \$2,500. The fundraiser was under the guidance of Mr. Richard Smith, teacher at the Shaw School.

A thank you letter will be sent by Mrs. Hitchcock.

Owen E. Carrignan Sports Scholarship and Memorial Fund

Mrs. Hitchcock notified the committee that the district received a \$3,000 donation from the Family Fun Day held on June 2, 2013 on behalf of the Owen E. Carrignan Sports Scholarship and Memorial Fund. Mrs. Nietupski requested a vote to accept the donation. Mr. Borowski made the motion to accept seconded by Mr. Plante. All in favor (5-0).

A thank you note to the Carrignans will be sent by Mrs. Hitchcock.

3. Budget/Facilities

a. Warrant Articles' Language for Annual Town Meeting – Vote Required

b. Approval of the Final FY'2014 School Operating Budget – Vote Required

Mr. Bedard referred to his memo of June 5, 2013 regarding the need to vote on the change in language for the two warrant articles in the FY2014 School Operating Budget. He noted the operating budget for FY2014 will be re voted due to the reduction of \$201,222 in state aid, bringing the new total to \$18,677,802.

Mr. Bedard noted this deficit has been reduced in part by the Insurance Advisory Committee and the town unions making design changes along with the efforts of town/school employees.

Mrs. Nietupski requested a vote to change the FY2014 School Operating Budget to \$18,677,802. Mr. Borowski made the motion to accept the change, seconded by Mr. Plante. All in favor (5-0).

Mr. Bedard noted in order to make the first loan payment of the money needed for the two capital warrant articles (Technology and Math Textbooks Adoption); a vote to

transfer money from available listed funds will be required. Mr. Borowski made the motion to approve the transfer of sums as written, seconded by Mr. Plante. All in favor (5-0).

c. Approval of French River Bids – Vote Required

Mr. Bedard described the collaborative purchasing practice among 12-15 districts to procure the best rates from vendors on supplies. This year, the copy paper bid has been awarded to W.B. Mason resulting in a 7% reduction in cost from last year. Other items included in the French River bids include classroom supplies, technology supplies, custodial and athletic supplies.

Mrs. Nietupski requested a vote to accept the French River Educational Collaborative bids for FY2014. Mr. Borowski made the motion to accept the bids, seconded by Mr. Plante. All in favor (5-0).

d. Approval of TEC Collaborative Bids – Vote Required

Mr. Bedard noted the new Food Service Director has past experience with TEC (The Educational Collaborative) out of Dedham, Massachusetts. The milk prices through TEC are lower than French River bids. Other lunch items through the bids include paper, bread and groceries.

Mrs. Nietupski requested a vote to accept the TEC bids for FY2014. Mr. Borowski made the motion to accept the bids, seconded by Mr. Plante. All in favor (5-0).

e. Approval of Proposed Student Parking Fee Increase at MHS – Vote Required

Mr. Bedard noted that as part of the effort to reduce the school budget deficit of \$201,222, an increase in the student parking fee rate of \$50 to \$100 is recommended. This would increase revenue by \$4,500 which can be used toward maintenance costs of the parking lot. The proposed rate of \$100 reflects the average fee of neighboring districts. Mr. Corey asked the current amount in the Student Parking Revolving Account. Mr. Bedard stated it was a little below \$20,000. Mrs. Vigneau stated that the current \$50 fee was more than enough and does not wish to impose more on students. Mr. Borowski agreed, however, stated the maintenance of the lots is important. Mr. Bedard stated that the lots are due to be sealed. Mr. Corey asked if this includes the back lot on Orchard Street. Mr. Bedard stated they will try to resurface both lots at the same time.

Mrs. Nietupski asked for a vote to increase the student parking fee from \$50 to \$100. Mr. Borowski made the motion to approve the increase, seconded by Mr. Plante. All in favor (3-2). *Opposed by Mrs. Vigneau and Mr. Corey*

f. Disbursement of Former Graduating Class Accounts – Vote Required

Mr. Bedard noted that he has posted the combined unclaimed graduation funds totaling \$2,837.29 for class accounts on the school website and through a legal ad. He recommended the School Committee vote to accept the donation of these funds as per the new School Committee Policy JJFA regarding the Disposition of Class Funds.

Mrs. Nietupski requested a vote to accept the donation to the Millbury Jr./Sr. High School Donation Account. Mr. Borowski made the motion to approve, seconded by Mr. Corey. All in favor (5-0).

4. Old Business

Mrs. Vigneau stated her appreciation to the committee for voting her as the representative to the Community Service Learning group at Millbury Jr./Sr. High School. Copies of the book, "How the Woolie Got It's Name" produced through the Millbury High School Social Issues Club headed by teacher Karin Raffa were distributed by Mrs. Vigneau to the committee. This book was read to students on Community Reading Day on June 3, 2013. Mrs. Hitchcock will send a letter of appreciation to Mrs. Judy Bastarache, Media Specialist at Elmwood Street School, for her work in organizing Community Reading Day.

5. New Business

a. Possible Vote to Approve the SC/MTA Contract for 2013-2016

This vote was taken at the beginning of the meeting after the Approval of the Minutes.

b. Superintendent's Evaluation

Mrs. Nietupski stated this year's Superintendent's evaluation is different from the past due to new Superintendent evaluation mandates set by the Department of Elementary and Secondary Education. She stated that she will read the preamble referencing the major points of the evaluation, ask for comment, and request a vote to accept the document. The final document and all supporting documents from the committee members will become public document for 2013 and will be on record for anyone requesting a copy. This change in the evaluation for all educators is part of the Race to the Top initiative, of which Millbury takes part.

The rating system is different and will be addressed in the final comment section. The full five-step evaluation will begin in September of 2013 with the self-assessment portion of the system and adoption of the district goals.

Mrs. Nietupski read the results of the evaluation pertaining to School Committee Relations, Relationship with Governmental Agencies, Fiscal Management, Personnel Management, Curriculum and Building Report. She noted that Mrs. Hitchcock received high praise in all six categories with nothing less than an excellent rating, no less than a 4 in any category with the aggregate score at 4.33 out of 5.

Mrs. Nietupski asked for any comments from the committee.

Mr. Borowski stated that Mrs. Hitchcock is a great leader and an asset to the town of Millbury. She has a knowledge of school regulations and is exemplary on understanding the mandates with action plans to implement them. She is the CEO of a 300-person organization and handles all of the Human Resource work. Graduated students of Millbury are attending amazing schools. He referenced that she receives the credit and the blame for all that happens in the district. Her fiscal management along with Mr. Bedard provides ultimate accountability along with the finance relationship with the Town Manager. He attributed Mrs. Hitchcock for procurement of the new math program, which was long overdue. Elmwood and Shaw Schools are at a Level 1 rating and the Junior/Senior High School is at Level 2 with an action item to continue to improve. He appreciates Mrs. Hitchcock's sincerity in dealing with very private and sensitive topics in the district.

Mr. Plante acknowledged Mrs. Hitchcock for implementing the new educator evaluation plan and seeing it to fruition.

Mr. Corey noted that it hasn't been easiest of years as a whole and Mrs. Hitchcock got through it with a good ending; "she got kicked around and recovered well."

Mrs. Hitchcock thanked Mrs. Nietupski for compiling all of the information with feedback from the committee.

Mrs. Nietupski requested a vote to accept the evaluation as written. Mr. Borowski made the motion to accept, seconded by Mrs. Vigenau. All in favor (5-0).

Millbury High School Juniors Ryan Mercier and Andrew Borus were in attendance at the meeting and requested that the committee consider reinstating the Student Advisory Council be allowed to bring forward needs of the students to the committee. The committee concurred that this is acceptable.

Mrs. Nietupski requested Mr. Hitchcock send congratulatory notes to Millbury Senior Molly McCausland and Sophomore Brooke Nadeau for their recent track and field awards.

8. Executive Session – *Vote to move into Executive Session in accordance with MGL, Chapter 30A, S21 (3) to strategize for Collective Bargaining, if needed*

**9. Next Meeting: July 10, 2013 Transfer of Budget Items
5:30 in Superintendent's conference room**

10. Adjourn

Mrs. Nietupski called for the meeting to be adjourned at 8:25 p.m. All in favor (5-0).

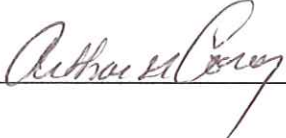
Respectfully submitted,


Sandra Femino


Sandra Femino

Executive Assistant to the Superintendent

Approved:







Items in Packet:

Draft of Regular Session Minutes of 5/22/2013

Draft of Executive Session Minutes of 5/15/2013 and 5/22/2013

Itinerary of April 2014 MHS Trip to Italy

Draft Letter to Parents Outlining End-of-day Transportation Requests

Student Handbook Changes

Memo from R. Bedard dated 6/5/2013 on Special Town Meeting School Related Articles

Memo from R. Bedard dated 6/6/2013 on French River and TEC Bids

Memo from R. Bedard dated 6/3/2013 on Proposed FY2014 Student Parking Fees

Memo from R. Bedard dated 6/3/2013 on Old Graduating Class Accounts – Disbursement

Re-vote information of the original FY2014 School Operating Budget

Letter dated 6/3/2013 re Owen E. Carrigan Sports Scholarship & Memorial Fund donation

Letter dated 5/29/2013 re appreciation from Veterans Inc.

Superintendent's Evaluation 2012-13

Hand-out on PowerPoint for Math Textbook Adoption