

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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Date: June 13, 2012

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 Junior Senior High School Media Center

1. Approval of the Regular Session Minutes of May 1, 2012 and May 23, 2012 and Executive Session Minutes of May 23, 2012

Mrs. Nietupski asked if there were any changes, additions or deletions from the Regular Session Minutes of May 1, 2012. Mr. Borowski made a motion to approve seconded by Mr. Plante. All in favor (4-1-0). *Mr. Plante abstained from the vote.*

Mrs. Nietupski asked if there were any changes, additions or deletions from the Regular Session Minutes of May 23, 2012. Mr. Borowski made a motion to approve seconded by Mr. Plante. All in favor (5-0).

Mrs. Nietupski asked if there are any changes, additions or deletions from the Executive Session Minutes that they are made in Executive Session. Mr. Borowski made a motion to approve seconded by Mr. Corey. All in favor (5-0).

2. 2012 Budget Presentation by Senator Michael Moore

Mrs. Nietupski welcomed Senator Moore to the podium. Senator Moore provided a brief summary of the 2013 state budget outlining the Senate recommendations to the state.

Some of the highlights noted:

- Unrestricted General Government Aid (UGGA), Chapter 70 and Special Education Circuit Breaker are the three largest sources of direct state aid to cities, towns and school districts. In these three program areas alone, the Senate Ways and Means budget proposes \$275.4 million in aid over the amount appropriated in the FY 2012 budget.
- The budget proposes an additional \$13 million in Chapter 70 aid to ensure that all school districts receive at least an additional \$40 per pupil in aid over and above FY 2012.
- Recommending full funding of the total Special Education Circuit Breaker amount of \$242.2 million dollars. This program has not been fully funded since FY 2008.

Senator Moore opened the meeting to questions. Mr. Borowski questioned Senator Moore on when the budget conference committee will take place between The Senate and The House. Senator Moore stated conferences were scheduled to take place prior to July 1, 2012.

Mr. Corey asked Senator Moore if there was any talk of transportation funding coming back to public schools? Senator Moore stated there has been no discussion at this time. Mrs. Hitchcock indicated that somewhere around 2001-2002, public school districts lost transportation funding but regional districts held onto it. Mr. Bedard concurred and stated that even the regional funding has been cut over the years. Senator Moore asked what percentage of the budget is used for transportation costs. Mr. Bedard stated approximately 8 percent. Senator Moore stated he will research this item further.

Mr. Bedard questioned Senator Moore regarding his opinion on the unfunded mandate of McKinney-Vento transportation costs. Senator Moore indicated that The House is exceeding The Senate's budget recommendation for transportation. However, once they confer there may be a consensus made.

Senator Moore thanked the committee and announced he was leaving copies of in-depth summaries of the complete Senate budget and a breakdown of the Governor's and House budgets.

3. Update on the Status of Windle Field by Jessica Sharon

Mrs. Nietupski invited Jessica Sharon to the podium for an update on the status of the clean up of Windle Field and acknowledged the committee receiving a letter of thanks from Ms. Sharon for the first clean up day. Ms. Sharon stated that the project is complete for this year except for plans to redo the basketball courts this summer. She updated the committee on the progress made in cleaning the field, painting the gates in Millbury colors, installing two donated refrigerators and fixing the door in the kitchen area to open sideways for safety purposes. Ms. Sharon stated she plans to continue the project throughout her high school career. She was recognized by the Blackstone Valley Leadership Academy at graduation recently for the best project. Ms. Sharon is also planning an Open House in August for the public to view the field.

Mrs. Vasil also recognized Ms. Sharon for her perfect attendance during the school year. Mrs. Hitchcock acknowledged three other Millbury students involved in the Blackstone Valley Leadership Academy - Tea Bourdeau, Haleigh Gallant and Jenny Quan. Mrs. Hitchcock also recognized Millbury sophomores Julia L'Esperance and Emily Dame for their participation in the Young Women's Leadership Program sponsored by the YWCA of Worcester.

ACTION ITEM: Mrs. Nietupski requested congratulatory letters be sent to all six students.

4. Vote to Suspend Meeting to Hold the Educator Evaluation Plan Public Hearing

Mrs. Nietupski requested a motion to suspend the regular session meeting to hold the Educator Evaluation Plan Public Hearing. Mr. Borowski made the motion seconded by Mr. Corey. All in favor (5-0).

Mrs. Hitchcock presented an overview of the Department of Elementary and Secondary Education's regulations to ensure the new Educator Evaluation system is implemented in every school district to provide best practice and good teaching. Since Millbury is

receiving funds from the Race to the Top grant, we are required to implement the plan on September 1, 2012. The district is receiving \$133,000 from the grant to assist in professional development for the program.

Mrs. Hitchcock provided a Power Point presentation for the viewing public describing the two-year cycle for educators with professional teacher status and the annual cycle for educators without professional teacher status.

The Two-Year Cycle includes:

- Self Assessment (for half of our teachers) beginning in September, Year 1
- Educator Plan Development & Goal-Setting – Educators will develop goals with the approval of their principal. (Sept-Oct), Year 1
- Implementation of the Plan & Collection of Evidence (Oct. Year 1, May Year 2) - For the first year evidence of teaching must be collected by educators in addition to the school district evaluators. Evaluators will include principals, assistant principals and directors.
- Formative Evaluation (May – June, Year 1) The Principal will evaluate performance and progress at the end of Year 1 consistent with the rubric developed by the state.
- Summative Evaluation (May-June, Year 2) The Principal will determine teacher's rating on each Standard and Overall Rating

Mrs. Hitchcock noted that this is a burdensome task and only entails half of the staff for the first year. At the end of the first year, the teachers with Professional Status will also be required to be evaluated through the same methods. She noted the obvious need for additional staffing to meet these state mandates. Observations will include walkthroughs which are contrary to the existing Millbury teachers' contract. A committee of administrators and educators has been established and are meeting regularly to work on the best plan for Millbury in hopes of ratifying the process before the September 1, 2012 date. The goal for the district is to recognize quality teaching and best practices and to assist those who are struggling.

Mrs. Hitchcock acknowledged a full time assistant principal will be hired for Elmwood Street School with no new funding required. However, funding is required for the other .5 FTE assistant principal at the Shaw School to make that position full time. Additional local aid as reported by Senator Moore will be helpful in funding this position. Elmwood has 46 educators with their evaluation ration at (23:1) for a 2-year cycle. Shaw has 34 individuals to evaluate at (25:1) ratio. The Junior High has 17 to evaluate with a (17:1) ratio and the high school has 55 educators with a (27:1) ratio per 2-year cycle. The Assistant Principal of the Junior High will be able to help evaluate shared staff between the two buildings easing the ratio at the high school. The superintendent will be required to evaluate the principals, assistant principals and directors. The School Committee will be responsible to evaluate the superintendent using this new evaluation format. Mrs. Hitchcock stated the requirement to hold this as an informational public hearing and welcomed any comments or opinions from the audience.

Senator Michael Moore of 7 Morman Drive, Millbury, spoke of a referendum from the “Stand for Children” initiative regarding security language in teachers’ contracts. Mrs. Hitchcock noted that the AFT (American Federation of Teachers) union has not given their support to either side thus far.

Mrs. Nietupski asked Mrs. Hitchcock for an example of evidence on the teachers’ evaluation. Mrs. Hitchcock stated student’s classroom work, classroom projects, emails to parents around homework on the teacher’s website, and the cultural fair are such examples. It will be the teacher’s job to collect the evidence and present it. Mrs. Nietupski also questioned the amount of times a principal will visit the teacher’s classroom. Mrs. Hitchcock indicated the observation or walkthrough model will determine giving feedback within a certain length of time. Teachers can ask their evaluator to not use feedback from an unannounced walkthrough and come back at a later date. The purpose of the evaluation process is constructive feedback and to recognize teacher’s strengths. The evaluator’s sole submission to the Department of Elementary and Secondary Education is to ensure that we are looking at the same rating criteria. Mr. McDermott noted the requirements for professional development plans as a predefined, predetermined plan to help focus on observations and evidence.

Mr. Borowski questioned the administrative team and the time sync involved in the evaluation process. Mrs. Hitchcock said it is possible to take an additional 10 hours per week. She noted that nothing else is going away – management, behavioral issues, initiatives, SPED team meetings and curriculum common planning time.

Mr. Bedard noted that mentors for 1st and 2nd year teachers will still be provided. He also noted that Senator Moore’s announcement on the increase of \$40 per student will be used to support the other .5 portion of the assistant principal at the Shaw School.

Mrs. Nietupski asked if there were any more questions from the audience. The Public Hearing was closed at 7:45 p.m.

5. Vote to Reopen the Regular Session

Mrs. Nietupski asked for a motion to reopen the Regular Session. Mr. Borowski made the motion to reopen seconded by Mr. Corey. All in favor (5-0).

Mrs. Hitchcock congratulated and introduced Mrs. Mandy Vasil as the new Millbury Junior/Senior High School Principal. Mrs. Vasil’s background includes three years as the Assistant Principal of Millbury Junior/Senior High School along with twelve years of combined Assistant Principal experience; first in a vocational school, and then in a junior high school in the Spencer-East Brookfield district. She holds a Masters of Science in Vocational Education and a second Masters in Educational Leadership. Mrs. Vasil’s core values are important to the leadership team and the Millbury community. Mrs. Vasil has also been attending the Ribas training for the new teacher evaluation process.

6. Report of the Administration

a. Graduation Review

Mrs. Hitchcock reported on the impressive evening with 110 students receiving their diplomas out of 116 students (two of the students chose not to walk). Out of the six students not receiving diplomas, 3 are enrolled in summer school and we are currently working on other 2. Mrs. Hitchcock noted that one student is older and currently receiving services.

b. Reminder: Last Day of School is Tuesday, June 19th (1/2 day)

c. Other, as Needed

Mrs. Hitchcock referred the committee to a letter received from Attorney Regina Tate, the district's Student Services Attorney. The letter is a response to an inquiry on whether the School Committee has jurisdiction to hear challenges from students and their parents/guardians to disciplinary actions of principals.

Mrs. Hitchcock provided the committee with a copy of an email sent by DESE to put together a Medical Emergency Response Plan by September 1, 2012. She noted this is a worthwhile initiative and that our nurses have done some training on response plans and can assist in this plan.

7. Budget

a. Approval of French River Bid – Vote Required

Mr. Bedard recommended the committee approve the six bids from French River Educational Collaborative to include copy paper, classroom supplies, technology supplies, athletic supplies, school lunch supplies and custodial supplies. Mr. Borowski made a motion to approve seconded by Mr. Plante. All in favor (5-0).

b. Approval of Dorothy Manor Parking Lot Bid – Vote Required

Mr. Bedard recommended Murray Paving and Reclamation out of Holliston, MA, for \$23,794. This project is funded through the Dorothy Manor Revolving Account. Mr. Borowski made a motion to approve seconded by Mr. Plante. All in favor (5-0).

c. Approval of Type A 20 Passenger School Bus Bid – Vote Required

Mr. Bedard recommended the low bid from O'Connor Motor of Portland, ME, to replace a 2002 Chevy mini bus for a cost of \$39,192 with the trade-in of the old unit. Mr. Bedard noted a second vote will be required to dispose of the mini bus through the trade-in. This purchase was approved at the annual town meeting as a warrant article for \$50,000. The purchase came in at \$10,808 under budget which will be returned as free cash to the town at the end of the year. Mr. Borowski made a motion to approve the purchase of the Type A, 20 Passenger School Bus seconded by Mrs. Vigneau. All in favor (5-0). Mr. Borowski made a motion to approve the trade-in of the 2002 Chevy mini bus seconded by Mr. Plante. All in favor (5-0).

d. Approval of MHS Boiler Insert Bundle Bid – Vote Required

Mr. Bedard recommended Aalanco Service Corporation of Westborough, MA, for \$13,465 to replace one of the hot water tanks at Millbury High School. Mr. Corey made a motion to approve seconded by Mr. Borowski. All in favor (5-0).

e. Approval of MHS Classroom Imagine – Vote Required

Mr. Bedard recommended the committee accept the bid from Antonelli Construction for \$16,809 to install the Classroom Imagine Room at Millbury High School. This project was budgeted in our FY'13 maintenance budget. Mrs. Vigneau questioned the amount budgeted for the project. Mr. Bedard stated \$20,000. Mr. Corey made a motion to approve seconded by Mr. Borowski. All in favor (5-0).

f. Approval of MHS Outside LED Lighting Bid – Vote Required

The Energy Advisory Committee received a low bid from R and M Electrical Contractors of Shrewsbury, MA, of \$54,350 for the installation of LED lighting in the front and back parking lots at Millbury High School and the Town Common. Mr. Bedard recommended the committee accept the bid from R and M Electrical Contractors for the high school portion of \$48,350. Mr. Borowski made the motion to approve seconded by Mr. Corey. All in favor (5-0).

8. Old Business

a. Second Reading of No Idling of Motor Vehicles on School Grounds Policy

Mrs. Nietupski asked if there were any comments on the policy. Mr. Corey made a motion to approve the Second Reading of the No Idling of Motor Vehicles on School Grounds Policy seconded by Mr. Borowski. All in favor (5-0).

9. New Business

Mr. Corey referred to the Blackstone Valley Tech issue from past meetings and provided a copy of the Business Section article from the Worcester Telegram & Gazette to the superintendent for her review. Mr. Corey is in correlation with ideas in the article and proposed discussion at a later meeting. Mrs. Hitchcock concurred to his request.

Mrs. Vigneau requested Mrs. Hitchcock provide information on approvals of fund raisers for this past school year. Mrs. Vigneau also requested information on the requests for field use in the district. Mrs. Hitchcock concurred but also requested that in the future the committee decide as a group when making such requests.

a. First Reading of Proposed School Admissions Policy

Mrs. Hitchcock noted this came up at the last meeting. After looking at Millbury's Policy Manual, there is no recent policy approved by the school committee. The model used is from an old MASC policy manual. There are additional policies regarding homeless students and students that are in foster homes. A Draft copy was provided for review. Mrs. Vigneau questioned the subject of vaccinations as part of the policy. Mrs. Hitchcock stated that is part of the procedures and that the MASC policy book translates School Admissions in terms of residency. Mr. Borowski made a motion to approve the

First Reading of the Proposed School Admissions Policy seconded by Mr. Corey. All in favor (5-0).

Mr. Borowski complimented Mr. Bedard on the energy saving initiatives made and if it were possible to get a tally the savings. Mr. Bedard will comply with the request.

10. Vote to Move Into Executive Session

At 8:12 p.m., Mrs. Nietupski requested a vote to move into Executive Session under MGL Chapter 30 A, Section 21 (a) (3) for discussion pertaining to possible litigation after which the regular session will reopen in order to close the meeting.

Mrs. Vigneau (Yes), Mr. Corey (Yes), Mrs. Nietupski (Yes), Mr. Borowski (Yes), Mr. Plante (Yes)

11. Next Meeting June 27, 2012 7:00 p.m. MHS (to be determined)

Mrs. Hitchcock noted she is unaware of any items needing to come before the committee. No meeting will be held.

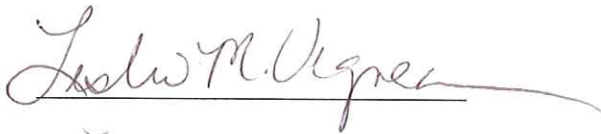
July 11, 2012-05-23 5:30 p.m. Central Office

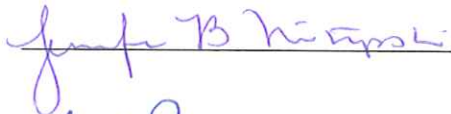
Mrs. Hitchcock noted this meeting will include the approval of budget transfers along with a few of the policy readings.

12. Adjourn

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

Approved:









Items in Packet:

Draft of Regular Session Minutes of 5/1/2012

Draft of Regular Session Minutes of 5/23/2012

Draft of Executive Session Minutes of 5/23/2012

Timeline for Two-Year Cycle on Educator Evaluation

Memo from R. Bedard dated 6/6/12 on French River Educational Collaborative Bid Results

Memo from R. Bedard dated 6/6/12 on School Bids Award Information

Draft of Policy Regarding Motor Vehicle Idling on School Grounds

Draft of School Admissions Policy

Copy of Thank You Letter from R. Bedard to Worcester County Sheriff L. Evangelidis regarding Community Service Program

Copy of Thank You Letter from A. Alaimo, Veterans Inc. to J. Bellville, Shaw School

Copy of School Choice letter to R. Hatch from Superintendent S. Hitchcock

Millbury Jr./Sr. High School Environmental Council Newsletter: Spring 2012

Job Posts (2)

Items Distributed at Meeting:

Copy of Letter from Atty. Regina Tate dated 6/12/12

Copy of Email from J. Considine of DOE dated 6/11/12