

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

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MILLBURY, MASS.

**Date:** July 10, 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:** 5:30 p.m.

**Location:** Superintendent's Conference Room, 12 Martin Street

At 5:30PM Mrs. Nietupski opened the meeting.

**1. Approval of the Regular Session Minutes of June 12, 2013**

Mrs. Nietupski asked if there were any changes, additions or deletions from the Regular Session Minutes of June 12, 2013. Mr. Corey made a motion to approve, seconded by Mr. Borowski. All in favor (5-0).

**2. Approval of Line Item Transfers in the FY 2013 Budget**

Mr. Bedard discussed three documents that were included in the school committee packet, all regarding the closing of the FY 2013 School Operating Budget.

1. Preliminary Financial Statement, ending June 30, 2013
2. FY 2012-13 Encumbrances
3. FY 2013 Budget Transfers

Mr. Bedard stated the FY 2013 School Operating Budget of \$18,189,439, including Medicaid reimbursement, has a closing ending balance after expenditures and encumbrances of \$675.50. These funds revert back to the town's general fund. The amount is slightly less than last year. Mr. Bedard explained that the \$18,189,439 total school appropriation was reduced by \$31,192 for the School Department's share of the two Special Town Meeting articles for Math Textbooks and Technology. This reduced the total available funds to \$18,158,247.

The total appropriation encumbrance is \$1,169,527.52, which includes teacher summer salaries of \$910,363.27. Mr. Bedard explained that many teachers choose to receive their pay over the summer months even though the school year is over. All the payments are charged to FY 2013.

Mr. Bedard discussed the line items needed for transfers in the budget transfer document. Budget transfers were needed into Administration, Other Services and Operations/Maintenance. Budget decreases were made in Instruction and Programs with Other Systems. The School Committee discussed the transfers.

Mr. Bedard stated that the budget increase in administration was needed primarily for legal fees. Other Services is primarily transportation costs. The budget increase in Other

Services is needed for hiring a contractual nurse on many occasions instead of an employee. This is from the extended workers compensation leave at the high school and the shortage of nursing substitutes. Most of the budget increase is needed for special education transportation and homeless transportation. There has been a sharp increase in homeless transportation during FY 2013. Mr. Bedard stated we have spent about \$45,000 more this year than last year.

The budget increase needed for Operations and Maintenance is due to the increase in snow removal costs, especially with six snow days during the school year. In addition the following special maintenance projects took place during the year: MHS Classroom Imagine, security buttons installed, MHS computer lab, lighting retrofitting not covered by the Green Community Grant, windows installed on interior doors throughout the district and major HVAC renovations and projects.

Mr. Bedard said the budget decrease from Instruction is attributed to savings from maternity leaves, leave of absences, new hirings, savings in teacher retirement buyouts and top step payments. In addition, there was some savings in a special education line and tuition reimbursement. Tuition reimbursement was \$9,000 less than the previous year. The budget decrease in Programs with Other Systems is from the savings from tuition costs and the pre-pay amounts. Mr. Bedard stated that the school department is pre-paying \$49,078.90 in FY 2014 special education tuitions. This is a decline from previous years of \$82,825.40 in FY 2012 and \$106,788.58 in FY 2011.

The School Committee also discussed the encumbrance amount.

There were two votes taken on closing FY 2013:

1. Mrs. Neitupski asked for a motion to accept the FY 2013 Budget Transfers for Increases and Decreases, as outlined in the Budget Transfer Request. Mr. Borowski made a motion and Mrs. Vigneau seconded the motion. All in favor (5-0).
2. Mrs. Nietupski asked for a motion to accept the FY 2012-13 Encumbrance report as stated in Mr. Bedard's 7/10/13 memo. Mr. Borowski made a motion and Mrs. Vigneau seconded the motion. All in favor (5-0).

The School Committee members signed the encumbrance report and budget transfers.

### **3. Update on Early Retirement Incentive**

Mr. Bedard and Mrs. Hitchcock discussed Mr. Bedard's 7/8/13 memo to the School Committee regarding how many MTA teachers have elected to retire on 6/30/14 and qualify for the one-time early retirement bonus of \$10,000. The School Department has received eight (8) MTA qualified teachers that have chosen to retire. The School Committee discussed the success of the early retirement incentive and the potential savings down the road.

### **4. Graduating Class of 2010 Account - Disbursement**

Mr. Bedard referred the School Committee to his 7/8/13 memo. Since the School Committee voted on 6/12/13 to disburse graduating class funds to the donation account, the Class of 2010 has expressed interest in their funds. Mr. Bedard stated that since the true purpose of the funds should go to graduating class for reunions, the School

Committee should consider rescinding their earlier vote on the Class of 2010. Specifically, he recommended that the School Committee vote to rescind their June 12, 2013 vote regarding the Class of 2010's \$1,699.18 in available funds by donating the funds to the Millbury Jr./Sr. High School Donation Account and disbursing the funds to the graduating class as per School Committee policy. The School Committee discussed and agreed that the funds should go to the graduating class. Mr. Borowski made a motion to rescind the June 12, 2013 vote as specified. Mr. Corey seconded the motion. All in favor (5-0).

### **Old Business**

Mr. Borowski asked Mrs. Hitchcock about the new busing policy and procedures. Specifically, what would happen with changing of bus stop requests for one-half days. Mrs. Hitchcock said that we do not have many half days on the calendar but all of these individual parent requests can be handled by the school Principal. Mrs. Hitchcock also stated that usually the Principals are accommodating for extraordinary circumstances. The new procedure and parent letter was due to the last minute requests by parents to make bus stop changes. Other than the one inquiry to Mr. Borowski, the School Committee said they have not heard much reaction from Mrs. Hitchcock's letter regarding student bus changes.

Mr. Plante inquired about the new honor roll requirement. Specifically, how it affects a student receiving a grade of 89. Mrs. Hitchcock said she will discuss with Mrs. Vasil.

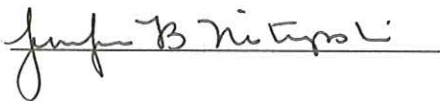
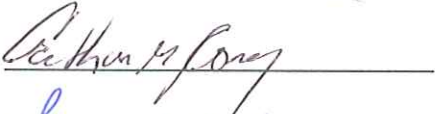
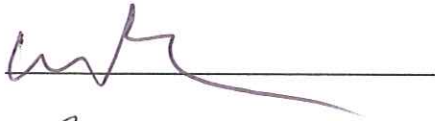
Mrs. Vigneau inquired about how many Seniors for next year (Juniors this past year) did not pass the MCAS test?  
She also asked for next year's Kindergarten enrollment numbers.

It was decided that the next School Committee meeting would be Wednesday, August 28, 2013 in the MHS Media Center. Mrs. Hitchcock said that Mr. Glen Koocher from Mass. Assn. of School Committees will be presenting at 6:15PM about the new Superintendent's Evaluation Tool. Mrs. Nietupski had made the request. The meeting after that would be Wednesday, September 11, 2013.

At 6:23PM Mrs. Nietupski asked for a motion to adjourn the meeting. Mr. Borowski made a motion to adjourn and Mr. Plante seconded the motion. All in favor (5-0).

Respectfully submitted,  
Richard G. Bedard, Jr.  
School Business Manager

Approved:



**Items in Packet:**

Draft of Regular Session Minutes of 6/12/2013  
Memo from R. Bedard dated 7/10/13 FY 2012-13 Encumbrances  
Preliminary Financial Statement, 6/30/12, R. Bedard  
FY 2013 Budget Transfer Request, R. Bedard  
R. Bedard 7/8/13 memo regarding Graduating Class of 2010 Account disbursement  
R. Bedard 7/8/13 memo regarding MTA One Time Early Retirement Incentive Bonus  
S. Hitchcock thank you letter to Peter DiCecco  
S. Hitchcock thank you letter to Judy Bastarache  
S. Hitchcock thank you letter to Molly McCausland  
S. Hitchcock thank you letter to Brooke Nadeau  
S. Hitchcock thank you letter to Shawn and Michelle Carrigan