

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS.

Date: August 29, 2012

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

Absent: Mr. Corey

Time: 7:00 p.m.

Location: Millbury Junior/Senior High School Media Center

Call to Order:

Mrs. Nietupski called the meeting to order at 7:00 p.m. All recited the Pledge of Allegiance.

1. Approval of the Executive Session Joint Meeting Minutes with BOS on 7/11/2012

Mrs. Nietupski stated that if there were any additions, deletions or changes to the Executive Session Joint Meeting Minutes that they will have to be done in Executive Session. Mr. Plante made a motion to approve seconded by Mr. Borowski. All in favor (4-0)

2. Report of the Administration

a. Opening Day Results

Mrs. Hitchcock reported that the first day of school today went smoothly, with buses on time and all open positions currently filled. The kindergarten students will start on Thursday, August 30th and preschool students begin on Tuesday, September 4th.

b. Report on New Teacher Orientation

Mrs. Hitchcock updated the committee on the New Teacher Orientation held on August 22nd. Nineteen people were hired to fill new positions, retirements or hired as long term substitutes for the year after serving as instructional assistants in the district. It was a busy day with the agenda covering district initiatives, introductions, Central Office presentations on business, pupil services and curriculum. Technology applications, Google Apps, and X-2 information were also introduced. Lesia Diego, the new Pupil Services Director, was also present at orientation. Lesia will be based at the Elmwood Street School.

c. Professional Development – 8/28/2012 Educator Evaluation Plan and Process

Mrs. Hitchcock stated that the Professional Development Day held on Tuesday, August 28th, was devoted entirely to the new Educator Evaluation Plan which is to take effect on

September 1, 2012. Nine administrators and nine teachers presented the plan to staff. A ratification vote will be scheduled by Jeffrey Lyon, MTA President, after Labor Day and then brought before the school committee for approval. Mrs. Hitchcock will be sending in the contract language to the state after it is approved. Mrs. Vigneau questioned the faculty response to the plan. Mrs. Hitchcock noted that some parts of the plan are not yet complete (i.e., student information to judge professionals in the classroom.) In the past, educators were not responsible to collect evidence for the evaluators, which is now required by the state plan. Mrs. Hitchcock stated we will need to go through the process and come back for any adjustments again in January and before the end of the school year.

d. Preliminary Enrollment

Mrs. Hitchcock presented very preliminary enrollment numbers as of August 29, 2012 for grades 1 through 12 at 1586 compared to 1597 from October 1, 2011. A look at the kindergarten enrollments show numbers at 2 classes of 24 students and 4 classes of 25 students. Mrs. Hitchcock noted that while these numbers are high, there is no money in the budget to add another kindergarten teacher. Mrs. Hitchcock will work on a student/teacher ratio once all registrations are complete and present the information prior to the October 1 numbers. Mrs. Vigneau noted that the numbers cited in the kindergarten classes are too high.

e. Student Handbooks

Handbooks for all three schools were provided in the packets. Mrs. Hitchcock noted changes in the high school with clearer language regarding medications distributed and/or shared by students. Elementary schools tried to use consistent language. Nondiscrimination statements have been added as part of the requirements under the upcoming compliance review.

f. Report on Graduation 2012 Data

Stephanie DeLucia of the Millbury Junior/Senior High School Guidance Office provided a memo on the overview of the graduating class of 2012. Mrs. Vigneau requested the graduation ceremony itself be on the agenda for future topics. Mrs. Hitchcock indicated an ongoing item will be on the agenda to know what needs to be covered.

g. School Resource Officer Update

Mrs. Hitchcock received word from Chief Mark Moore that the School Resource Officer is ready to start 2 days/week in the schools. This position is part of the Millbury police ratio and the officer may need to be taken from the high school, if needed. The Town of Millbury will pay for his salary. Mrs. Hitchcock stated the officer will be placed in the Junior/Senior High School for now. Mr. Borowski commended the collaboration of Chief Moore along with the Town and School Department as a positive move with no financial restraint for the schools.

3. Budget

a. Review of Facility/Maintenance Project Updates

Mr. Bedard spoke to the maintenance updates from his memo of August 22, 2012. Projects included addition of the Classroom Imagine room at the high school, removal of

the Junior High School Greenhouse, addition of LED lighting in the parking lots and on the town common, clean up of the drama club storage area in the basement of the high school by Peter Boll as part of his Eagle Scout Service Project, improvements to the Elmwood Street School athletic fields to enlarge the soccer playing surface and repair of the irrigation system, painting of interior areas of the Shaw School, and paving of the Dorothy Manor parking lot.

Mrs. Nietupski requested a thank you letter be sent to Peter Boll for his work on the Eagle Scout Project. Mr. Bedard also indicated that a tour of the high school basement will be planned.

b. Transportation Update

Mr. Bedard updated the committee that our transportation contractor, Atlantic Express, purchased 8 new full-size buses this year bringing the total fleet to 11 for Millbury along with 3 mini buses and wheelchair vans. All vehicles are marked "Millbury Public Schools." He also mentioned the new safety initiative with video cameras on the flashing arms of the buses allowing tracking of any license plate that goes through without stopping.

Mr. Bedard stated the new mini bus purchased through a warrant article will be delivered in November. The old mini bus will be traded in at that time. He also reported on a change in out of district transportation. Millbury is now associated with the Assabet Collaborative who works with other districts to economize transportation needs. Many of our out of district placements are now bused through Van Pool as part of this agreement.

Mr. Borowski agreed that the cameras are a nice safety addition. He requested Mr. Bedard to quantify how many students actually walk to school. This information will be helpful to work with the town on making sure all sidewalks are cleared for the winter months.

4. Old Business

a. Vote to Approve the Superintendent as the Voting Member to the SWCEC

Mrs. Hitchcock requested the committee once again approve her as a voting member of the Southern Worcester County Educational Collaborative, as part of their legislation requirement. Mrs. Vigneau made the motion to approve seconded by Mr. Borowski. All in favor (4-0).

b. Third Reading of the School Admissions Policy

Mrs. Hitchcock added (Residency) under the School Admissions heading as requested at the Second Reading. Mrs. Vigneau made a motion to approve the Third Reading of the School Admissions Policy seconded by Mr. Borowski. All in favor (4-0).

5. New Business

a. Emergency Management Plan

Mrs. Hitchcock referred to a new Department of Elementary and Secondary Education initiative requirement made on June 17, 2012, which is comprised of some individuals that do not work during the summer. Mrs. Hitchcock informed the committee that due to

Items in Packet:

Town of Millbury Executive Session Minutes – 7/11/2012

Packet on Professional Development Day – 8/28/2012

Memo dated 6/22/2012 from S. DeLucia on Graduating Class of 2012

Memo dated 8/22/2012 from R. Bedard on Maintenance/Transportation Update

Copy of School Admissions Policy File: JF

Memo dated 8/22/2012 from S. Hitchcock on New Staff

Copy of Millbury Public Schools School Calendar 2012-13