

Millbury School Committee Meeting
REGULAR SESSION
Minutes

Date: October 26, 2011

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

Absent: Mrs. Jennifer Nietupski

Time: 7:00 p.m.

Location: Millbury High School Media Center

Mrs. Vigneau brought the Regular Session to order at 7:00 p.m.

Approval of the Regular Session Minutes of 10/12/11

Mrs. Vigneau asked for a motion to accept the Regular Session Minutes of October 12, 2011. Mr. Corey made a motion to accept and Mr. Plante seconded the motion. All in favor (4-0).

Report of the Administration

a. Student Council/Advisory Report

Student Council Members, Lauren and Luke, brought the committee up to date on sporting events and extracurricular activities happening at the high school.

b. 2011 MCAS Questions and Answers

Mrs. Vigneau questioned Millbury's MCAS status within the state. Mrs. Hitchcock responded that our status is a category of "No Status", which means the district is doing well and is on schedule. A proposed waiver from the Board of Education is required to be submitted by November 14, 2011. If passed, the standard will be that the federal government will have to be satisfied with the state's accountability system. The Adequate Yearly Progress determination will no longer exist. Millbury's progress, especially this year, will help to make the Commissioner's case due to the great gains made across the board. The waiver will allow Massachusetts to be more flexible with the Title I funds. In the past, these funds were strictly used for low income students. The funds under the proposed waiver will be available for low income, special education and/or general education students struggling in academics.

c. Notification of Veterans' Programs in Schools

Mrs. Hitchcock informed the committee of upcoming events to honor area veterans. On Monday, November 7, 2011, veterans and their families are invited to the Elmwood Street School for refreshments and a program beginning at 9:15 a.m. They will then proceed to

Raymond E. Shaw Elementary for a 10:15 a.m. program and lunch. The Millbury Junior Senior High School will host the veterans on Wednesday, November 9, 2011 offering a light breakfast at 9:00 a.m. in the media center followed by a program produced by Mr. Lyon and Mr. Ferreira.

d. Shaw Asbestos Abatement Letter to Parents, Staff and Visitors

Mrs. Hitchcock referenced her letter in the packet that went home to all parents addressing the issue of the replacement of the ADA internal doors at Shaw Elementary. Prior to replacement, some electrical work is required to connect alarms. This work is scheduled after school during the weeks preceding Thanksgiving break. During this time, all students remaining for after school instruction or After Care will be accompanied in the hallways by adults. The longer term project is to remove tiles on 7 sets of double doors that do contain asbestos. Mrs. Hitchcock informed the committee that this project was carefully thought through by Mr. Bedard and the district's architect. The asbestos removal will take place from November 23-27, 2011. All organizations have been informed that no recreational activities will be scheduled for the Shaw School during that timeframe. Air sampling will be done before students arrive on Monday morning. Mrs. Hitchcock said that if needed, school will not open on that Monday morning (November 28th), but she is not anticipating a problem. The ADA doors will be installed the week between Christmas and New Years.

Mr. Clawson asked if the asbestos abatement was covered under the \$135,000 warrant article. Mr. Bedard concurred and informed the committee that a containment area will be set up in each individual doorway for the asbestos removal. An environmental consultant will also be on site at all times to be sure the work is done appropriately.

e. Announcement of DESE Coordinated Program Review during 2012-2013

Mrs. Hitchcock informed the committee of notification of the CPR sometime during the 2012-2013 school year. The Review is done every six years. Approximately 55 non-compliance or partial compliance issues resulted in the last review. All compliance issues were resolved and DOE reported back that we are in compliance. During the review, DOE goes through documentation, interviews staff and the superintendent. The first part of the 4-day review will be a complex self study with information submitted and responded to via computer. This may save time pulling together paper documentation. The review looks at Special Education, Civil Rights and services for English Language Learners. Mrs. Hitchcock noted that Mrs. Karen Molnar, the Director of Pupil Services, will likely need some assistance in this endeavor. Outside consultants may be required. Mrs. Vigneau stated that the baseline set six years ago is good to have as a reference point in the review.

f. Professional Development Day on Thursday, November 10, 2011

Mrs. Hitchcock told the committee that there will be no school for students on November 10th. All professionals are required to be here and assistants were also invited to attend. The primary goal is training for the MAP assessment tool. The test will be administered three times a year as a benchmark. Mrs. Hitchcock noted it is an excellent tool to interface with data produced from the MCAS.

3. Budget

a. Review of Capital Improvement Project List Updates

Mr. Bedard referred the committee to the spreadsheet provided in the packet. The Project List is a continuation from October 2009 listing capital projects - school and district wide. Projects listed in order of priority at each school:

Elmwood Street School – Critical to replace the front stair treads and railing

Shaw – Update the mats on gym walls

High school – Exterior Bleachers

Under the High School list, Mr. Bedard referenced refurbishing the concession stand at the high school as there is a classroom currently being used for concession sales. Mrs. Hitchcock indicated we may need to utilize that classroom next year because the Classroom Imagine may be needed at the Junior/Senior High School. There may be four students entering the program in September.

Under the district wide list, Mr. Bedard cited projects in the technology department that require funding, including a domain server for all three schools, file servers and back-up devices and network switches. Mrs. Hitchcock agreed that these items are critical to the increasing demand of technology in the district. There may be a need to request a warrant article since this expense is not able to be contained in our school budget. Mrs. Hitchcock stated that Rob Bellville, IT Director, will be speaking in more detail about the technology requests at a future school committee meeting.

Mr. Bedard also referenced the need to replace the 2002 mini-yellow bus. This vehicle is used every school day and has around 125,000 miles with \$15,000 spent in repairs over the last three years.

Included in the Capital Improvement Project List were equipment at all three schools cafeterias requiring replacement. The school lunch program typically purchases these items through the school lunch revolving account.

Mrs. Vigneau asked if there were any questions. Mr. Corey asked Mr. Bedard if he was looking into leasing or purchasing the mini-yellow school bus. Mr. Bedard will look at leasing arrangements if allowable in the school budget or requesting it as a purchase through a warrant article. Mr. Corey also questioned the refurbishing of the Shaw gym floor. Mr. Bedard stated the floor is made of a different material, much like the rubber on the outdoor track at the high school. Mr. Plante questioned the time clock system repairs at Elmwood. Mr. Bedard said that all the clocks throughout the school are all off and in need of rewiring. Mr. Corey asked if the stairway at Elmwood required immediate attention. Mr. Bedard recommended it be repaired right away and that he is in the process of getting prices now. Mr. Corey requested a figure amount in order that a vote can be taken.

Mr. Bedard recommended the committee approve Item #4 under the high school project list for the auto scrubber for the second floor of the high school. This will cost \$12,000 for a 3 year lease (resulting in no more than \$4,000 in payments for this year). Mrs. Vigneau asked

for a motion to approve. Mr. Corey made a motion to approve seconded by Mr. Plante. All in favor (4-0).

Mr. Plante questioned what items on the project list were most important to put on a wish list for warrant articles. Mr. Corey asked Mr. Bedard to develop a list on what needs to be done if there is a considerable expense involved. Mrs. Hitchcock stated that technology is the number one priority since it is used for data submission to the state three times per year. Six years ago, technology was a \$50,000 warrant article to refurbish the schools. Mr. Bedard noted that the addition of new programs such as Budget Sense, X-2 and reports from DESE have put a burden on existing technology. Mrs. Vigneau asked him to come up with a priority list that is best for district.

b. Solar Panel Installation on Junior High Building

Mr. Bedard informed the committee that four solar panels were purchased last year through an energy efficient grant. Three teachers at the high school: Mr. Alessi, Mr. Sutphen and Mr. Hillier are looking to use two of the four panels and install them on the side of the junior high to obtain energy for classroom use. This project will be tied into the curriculum and be accessible for students to run experiments to see how the solar energy is used. Mrs. Vigneau requested a motion to approve the installation of the solar panels. Mr. Corey made a motion to approve seconded by Mr. Clawson. All in favor (4-0).

Mr. Bedard informed the committee he is in the process soliciting bids for the HVAC service contract. Mrs. Vigneau asked when bids will start for the transportation contract. Mr. Bedard said that bids will start this school year and a decision will be made before the spring in order to develop the bus routes in the summer.

4. Old Business

Mrs. Vigneau asked to clarify the decision made at the last meeting when to do the superintendent's evaluation. Her recommendation was the first meeting in April of 2012 before school committee elections. Mrs. Vigneau asked for a motion to approve. Mr. Corey made the motion to approve seconded by Mr. Plante. All in favor (4-0).

Mrs. Vigneau reported that she attended the first Community Service Learning meeting and that she approved of the great job being done by the students.

Mrs. Hitchcock is working on finalizing the teacher contract and is projecting to have it out to the committee for review by Friday.

5. New Business

Mrs. Vigneau requested the per pupil cost in the district. Mrs. Hitchcock stated that this calculation is done through a formula set by the state based on the End of the Year Report. Therefore, data is always a year behind. She proposed looking at the DESE data from FY10 and comparing to the FY09 data and reporting at the next meeting.

Mr. Plante asked for confirmation of the location for the next meeting. Mrs. Hitchcock said it will be held at Elmwood Street School and requested the school tour begin at 6:30 p.m. and the meeting at 7:00 p.m. The committee agreed. It was decided to hold the proposed November 16 meeting only if needed, which will be decided at the next meeting.


Mrs. Vigneau asked for a motion to adjourn. Mr. Plante made the motion and Mr. Corey seconded the motion. All in favor (4-0).

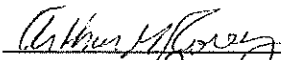
The Regular Session Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Sandra Femino
Executive Assistant to the Superintendent

Approved:







Items in Packet:

Regular Session Minutes of 10-12-11

Letter from Superintendent S. Hitchcock dated 10-19-11 (Shaw Asbestos Abatement)

Capital Improvement Project List – 10/2009 – 6/2012

Vacancy Postings