

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS

Date: November 13, 2013

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

Absent: Mr. Plante

Time: 7:00 p.m. (6:30 p.m. Tour of R.E. Shaw School)

Location: R.E. Shaw Elementary School Media Center

Principal Miriam Friedman conducted a school tour of the R.E. Shaw Elementary School prior to the meeting.

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 10/23/2013

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of October 23, 2013.

Mr. Corey made the motion to accept, seconded by Mrs. Vigneau. All in favor (4-0).

2. Report of the Administration

Mrs. Hitchcock informed the committee that there will be an item from the Student Advisory Council on the agenda for the next meeting on December 11, 2013.

a. Professional Development Offerings on November 5, 2013-11-13

Mrs. Hitchcock referred the committee to the list of trainings that took place on the November 5th Professional Development Day. She noted that this was the last full day of professional development for this school year. Mrs. Vigneau asked if the trainings were well received. Mrs. Hitchcock stated there was favorable feedback from the evaluations that followed the trainings.

b. Technology Update

Mrs. Hitchcock updated the committee on the technology upgrades in the district. All new equipment purchased under Phase II has been delivered and 30% of the high school teachers have their new computers. All Elmwood and Shaw equipment is in place and ready to be configured. The installation of sixty-two network switches will occur in next 1-2 months.

Mrs. Hitchcock noted that the wireless networking under Phase 2 may help to help reduce the technology warrant article for FY15. The technology department is working on a draft policy for staff to BYOD (bring your own device) for instructional and professional use. She noted that further conversation needs to occur on whether students can bring their own device. All wiring will not be done until the following year. Mrs. Hitchcock will bring these items back to the committee for approval once they are fully developed.

3. Budget

a. FY 2013 End-of-Year Financial Report

Mr. Bedard noted the district's End of the Year Financial Report has been submitted to the Department of Elementary and Secondary Education. It is available to the public at the superintendent's office.

Mrs. Hitchcock remarked that this is a very complex report and acknowledged Mr. Bedard for the outstanding job in completing it. The information is used to develop budgets as it provides a history of previous years' spending.

b. Renewal of Renaud HVAC Maintenance Contract – Vote Required

Under the terms of the existing contract, Mr. Bedard recommended renewing the maintenance contract with Renaud HVAC of Sutton for one more calendar year to include a 3.1% increase. This contract covers complete preventative and emergency maintenance. He declared satisfactory service with the company overall. This contract will be in effect from January 1, 2014 to December 31, 2014.

Mr. Borowski asked of the disadvantage of going out to bid again. Mr. Bedard stated that finding someone locally to do work on short notice is a concern and the state contract is currently higher than Renaud's hourly rate. Mr. Bedard feels it is in our best interest to renew the contract for one more year.

Mr. Borowski made the motion to approve the renewal of the HVAC maintenance contract with Renaud HVAC of Sutton, Mr. Corey seconded the motion. All in favor (4-0).

c. Future School Staffing Projections for Financial Management Committee

Mr. Bedard noted that along with Mr. Plante and Mrs. Hitchcock, they submitted the ten-year staffing projection to the Financial Management Planning Committee on September 26, 2013. He noted that every department in the town has done the same exercise. The school projections are based on enrollment projections, showing slight increases in the years from 2016-2019. He noted a request, along with the Town, for a Human Resource Director to work half-time for the school and half-time for the Town. There is also a request for a School Resource Officer, a full-time Technology Teacher at the R.E. Shaw Elementary School, and a half-time Out of District Placement Liaison for the district.

Mrs. Hitchcock noted the full time technology teacher for the Shaw School was a number one priority in the previous budget. She also noted that a half-time Out of District liaison can attend the many meetings that are required as well as monitor the financial obligations of these placements. This will allow a better use of the Director of Pupil Services position in the district. The proposed Human Resource Director will help to alleviate the extremely time consuming personnel issues with over 300 employees

currently being handled by Mrs. Hitchcock and Mr. Bedard. She suggested this new position not necessarily be the same person, as the interests and expertise involved is different from the Town's. Mr. Borowski noted the split of a position doesn't seem reasonable with the schools having the majority of employees.

Mr. Nietupski asked if this final report will be expected at the Annual Town Meeting in May. Mr. Bedard stated that this is a possibility.

Mr. Bedard mentioned the recent concerns with the air quality in the R.E. Shaw School building. Although there was no odor or smell, a metallic taste in mouth was noted. He stated that an indoor air quality consultant has been called in to do testing. The results were negative under normal and other conditions. He will report back to staff on their findings.

4. Old Business

a. Review/Approval of Anti-Bullying Plan Amendments – Approval Vote

Mrs. Nietupski requested a third and final vote on the approval of the Anti-Bullying Plan Amendments. Mr. Borowski made the motion to approve, seconded by Mrs. Vigneau.

All in favor (4-0).

Mrs. Hitchcock stated the plan will be on file in the administration office and on the district website.

5. New Business

Mrs. Hitchcock requested the committee entertain a change to the current policy on how many times a policy is read before it is finally approved. She noted that this practice varies throughout The Commonwealth. She noted that for the sake of efficiency, there are not a lot of comments between reading #2 and the final approval. Discussion followed on the necessity of a third reading in some cases. Mrs. Hitchcock considers the one week time from when the packet arrives to a member and the date of a meeting for the first reading, followed by the second reading at the next meeting is sufficient to hold the final vote on the policy at that time. She will bring back a draft policy covering the need to hold a third reading if necessary and her recommendation of having two readings with the final approval at the second reading.

a. Review the Assabet Valley Collaborative (AVC) 1st Quarter Report – No Vote Needed

Mrs. Hitchcock has brought this report before the committee in the past. She has recently learned that a vote is not required, but the committee is required to review. The report is very brief with bullets around the focus and accomplishments of the collaborative. The Executive Board meets on a monthly basis. Mrs. Hitchcock stated that it offers a robust series of programs that the district on its own is unable to offer and be financially effective.

Mr. Borowski noted the 2009 ratio of students to staff jumped in 2010. Mrs. Hitchcock stated services are driven by what is written on a student's IEP (Individual Educational Plan) upon entering the collaborative for the first time, and that the collaborative is only responsible for implementing what is written on the IEP. Mrs. Hitchcock noted the

approved Minutes of the Meeting will reflect the report has been reviewed by the committee.

b. First Reading of Amended Millbury Policies; Section A (Foundation & Basic Requirements) – Vote Required

Mrs. Hitchcock informed the committee of the purchase of the Massachusetts Association of School Committees' Policy Reference Manual to assist with updating several of our policies. Mrs. Hitchcock provided the first set of changes under Section A (Foundation and Basic Requirements). She requested the members review and offer any recommendations. She also noted that certain policies pertaining to Civil Rights and protection of staff and students in the district need to be updated in compliance with the findings from the Coordinated Program Review.

File AA - School District Legal Status (*No noted concerns or recommendations*)

File AB – The People and Their School District – Mr. Borowski questioned the board on including in the policy what the charges of the school committee are, i.e., hiring and firing of the superintendent, policy and budget. Mrs. Hitchcock noted this policy has never been approved by the school committee, and she will make the additional changes as suggested to be brought before the committee.

File AC – Nondiscrimination

Mrs. Hitchcock noted that as part of the Compliance Review, we are required to add that we are not allowed to discriminate based on gender identity and homelessness.

File ACA – Nondiscrimination on Basis of Sex – Mrs. Nietupski questioned if the same requirement regarding non discrimination based on gender identity and homelessness needs to apply as in File AC. Mrs. Hitchcock will check with the school's attorney since this is a new requirement and was not in place when the MASC manual was written.

Mr. Borowski questioned if the compliance officer listed under File AC, which is the Superintendent of Schools, needs to also be carried under Files ACA and ACAB. Mrs. Hitchcock noted that she will need to change this, as the superintendent may need to investigate and, therefore, cannot also be the compliance officer. It was agreed that the compliance and grievance officer be the same person, the principal of the high school. Mrs. Hitchcock will bring the recommended changes before the committee at the December 11 meeting.

File ACAB – Sexual Harassment

It was agreed to remove the name of the high school principal and only default to the Millbury Memorial Junior/Senior High School Principal as the Grievance Officer.

File ACE – Nondiscrimination on the Basis of Handicap

Mrs. Hitchcock noted that she defined the Compliance Coordinator for this policy as the Director of Pupil Services.

Mrs. Nietupski requested a vote on the first reading of the Section A policies based on the changes discussed. Mr. Borowski made the motion to approve based on the changes noted, seconded by Mrs. Vigneau. All in favor (4-0).

c. Acceptance of \$500 donation from the “Cruzzin Dreams” Classic Car Show – Vote Required.

Mrs. Hitchcock acknowledged the three gentlemen, Mr. Leonard Marrino, Mr. Dominic Masiello and Mr. Michael Merzigian for their generous donation of \$500 from proceeds of the “Cruzzin’Dreams” car show. This donation will be used to support the efforts of Students Against Destructive Decisions. This brings the eight-year total donation to \$7,125.

Thank you letters were sent to all three gentlemen.

Mrs. Nietupski requested a motion to approve the \$500 donation.

Mrs. Vigneau made the motion to accept, seconded by Mr. Corey. All in favor (4-0).

Mrs. Hitchcock stated there is a member of the committee that has requested to reopen the discussion on the locked door procedure at events. This item will be placed on the agenda for the December 11th meeting.

Mrs. Vigneau requested the committee send a thank you letter to Michael Tarka, teacher at the Shaw School. She noted that Mr. Tarka has been growing his hair for two years to make a wig for someone undergoing chemotherapy treatments. Mrs. Vigneu noted the actual hair cutting was turned into a community event at the Shaw School with students donating items for the local food pantries at the Millbury Federated Church and St. Brigid’s Church. Local barber, Matt Corey assisted with the hair cutting, and carriages from Goretti’s. It was agreed to also send thank you letters to Matt Corey and Gary Francis of Goretti’s.

6. Executive Session, if needed

At 7:50 p.m., Mrs. Nietupski noted that in accordance with Massachusetts General Laws, Chapter 30A, Section 21 (2), they will move into Executive Session to discuss strategy regarding litigation. A voice vote is required:

Mrs. Vigneau: Yes

Mr. Corey: Yes

Mrs. Nietupski: Yes

Mr. Borowski: Yes

7. Future Topics/Events

**8. Next Meeting: December 11, 2013 MHS Media Center 7:00 p.m.
Tour @ 6:30 p.m.**

9. Adjourn

The Regular Session meeting will be adjourned following the Executive Session.

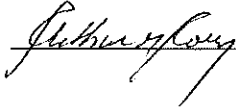
Respectfully submitted,

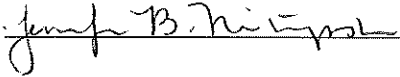
Sandra Femino

Sandra Femino

Executive Assistant to the Superintendent

Approved:







Items in Packet:

Draft of Regular Session Minutes of 10/23/2013

Training Sessions for PD Day of 11/5/2013

Phase II and III – Technology Upgrades

Memo dated 10/30/2013 from R Bedard on FY2013 DESE End of Year Financial Report

Memo dated 10/30/2013 from R Bedard on Renew Annual Contract for HVAC Maintenance to Renaud HVAC

Memo dated 11/5/2013 from R Bedard on Financial Management Planning Committee: Staffing Projection

AVC FY14 Quarterly Report #1

Updated Section A Policies (6)

Thank You Letters to L.Marrino, D.Masiello, M.Merzigian (3) for \$500 Donation from “Cruzzin’ Dreams”

Elmwood Street School Newsletter, Volume 1, Issue 1

“The Reflector” Issue 2