

Millbury School Committee Minutes

DATE: February 9, 2011

Present: Mrs. Vigneau, Chairperson, Mr. Corey, Vice Chairperson, Mr. Plante, Mr. Clawson, Mrs. Nietupski, Mr. Bedard, Business Administrator, Mrs. Hitchcock, Superintendent, Jennifer Simanski, R. E. Shaw Principal Joseph Fleming, MHS Principal, Karen Molnar, Director of Pupil Services, Russel Rapose, Director of Curriculum, Instruction and Assessment

Location: Millbury Memorial Junior/Senior High School

Time: 7:00 P.M.

Mrs. Vigneau brought the meeting to order at 7:00 P.M.

Executive Session Minutes

Mrs. Vigneau asked for a motion to approve the Executive minutes from the meeting of November 30, 2010. Mr. Corey made a motion to accept the minutes and Mr. Clawson seconded the motion. All approved (5-0).

Mrs. Vigneau asked for a motion to approve the Executive minutes from the meeting of December 7, 2010. Mrs. Nietupski asked to have them placed on hold to be discussed at an executive meeting. Mrs. Vigneau agreed.

Mrs. Vigneau asked for a motion to approve the Executive minutes from the meeting of December 8, 2010. Mr. Clawson made a motion to accept the minutes and Mrs. Nietupski seconded the motion. All approved (5-0).

Mrs. Vigneau asked for a motion to approve the Executive minutes from the meeting of December 16, 2010. Mr. Corey made a motion to accept the minutes and Mr. Plante seconded the motion. All approved (5-0).

Mrs. Vigneau asked for a motion to approve the Executive minutes from the meeting of December 22, 2010. Mr. Corey made a motion to accept the minutes and Mrs. Nietupski seconded the motion. All approved (5-0).

Mrs. Vigneau asked for a motion to approve the Executive minutes from the meeting of January 19, 2011. Mr. Corey made a motion to accept the minutes and Mr. Plante seconded the motion. All approved (5-0).

Approval of Regular Minutes

Mrs. Vigneau asked for a motion to approve the minutes from the meeting of December 15, 2010. Mr. Corey made a motion to accept the minutes and Mr. Clawson seconded the motion. All approved (5-0).

Mrs. Vigneau asked for a motion to approve the minutes from the meeting of December 22, 2010 and January 26, 2011. Mr. Corey made a motion to accept the minutes and Mr. Plante seconded the motion. All approved (5-0).

Report of the School Council

Mr. Fleming, Principal of Millbury Junior/Senior High School, introduced Taylor Fox and Mackenzie Woll the two student council representatives for their report. The girls informed the committee about the Winter Carnival dance to be held on February 11th, Winter Carnival is being held at the High School next week, National Honor Society induction was held on January 14th, Vex Robotic competition results allowed the team to be included in the competition in Orlando, Florida, the Business Club is planning a trip to New York City, and the CSL grants were awarded February 4th.

Report of the Administration

Mrs. Hitchcock stated that Governor Patrick wanted a congressional-type student day and invited 350 towns to identify an 8th grader to participate in Project 351: Speak, Act, Lead. The criteria are that they participate in Community Service Activities, Assemble in Boston, participate in town meetings. The person that we chose was Jenny Quan, a fourteen year old in our eighth grade. Jenny has been a volunteer in our community at a very young age, is involved in sports and has high academic standards. She mentioned Jenny represented Millbury well. Mrs. Vigneau thanked Mrs. Hitchcock for that report and thanked Jenny Quan. She asked that a thank you letter be sent from the School Committee to Jenny.

Mrs. Hitchcock mentioned our robotics team earned the "Excellent Award" at the Leominster Robotics Invitational. Because of this, the team was invited to participate in Orlando on April 14 – 16, 2011 with the 13th as a set up day. Ten students, 5 girls and 5 boys, will attend. The cost will be \$950 per student for flights and hotel registration fee. There is a \$500 registration fee and \$400 computer upgrade cost. Mrs. Hitchcock noted that the school has funded those two costs in hopes that the School Committee would approve the trip to Florida. Mr. Rawley and Mr. Trevidi are guiding and chaperoning this team and Mrs. Vasil is most likely to chaperone. A parents meeting was held on fundraising. Letters to local businesses seeking donations are planned. Mrs. Hitchcock asked the Committee for their approval to allow them to go. Mrs. Vigneau stated that it is a fabulous program and she recommends it. Mrs. Nietupski made a motion to allow the team to attend the Florida competition. Mr. Corey seconded it. All approved (5-0)

Mrs. Hitchcock noted that each year the Business Club takes a trip with a different theme. This year the students will be taking a trip to New York City Financial District and Yankee Stadium with a theme of “owning your own business.” The cost is \$67 per student and 41 students and five chaperones will attend. Mr. Plante made a motion to allow the Business Club to take the trip to New York City. Mr. Corey seconded the motion. Approved (4 – 0) Mrs. Nietupski abstained (daughter attending).

Mr. Hitchcock informed the School Committee that Millbury will host Destination Imagination on Sunday, March 6th. She anticipates 1200 people. There will be two custodians and two policemen; one policeman inside in the front lobby and one outside directing traffic. Mrs. Hitchcock noted that D. I. has asked that we put the word out to invite organizations for food vendors. Millbury Music Parents and Millbury DI Team will be vendors. Another organization that may be willing to do something is the athletic boosters. The robotics team has asked to sell snacks, juice and water. She mentioned at this point in time we are in need of organizations to do something substantial such as pizza, sandwiches, coffee, and soft beverages. If people are interested in doing this, they need to get in touch with Mrs. Hitchcock in the Central Office by next week.

Mrs. Hitchcock wanted the School Committee to know she was thrilled yesterday to hear from DESE that the District’s Bullying Plan was approved 100%. She noted an article in the Boston Globe said one-third of school districts had not met all requirements. Mrs. Hitchcock mentioned that many people were on the committee who worked diligently to make that happen. The Bullying Prevention Policy will be back to the School Committee on 2/16/11 for final approval. Mrs. Vigneau commended Mrs. Hitchcock on putting the Bullying Committee together and working diligently on the policy. Mrs. Vigneau thanked the Bullying Committee.

Mrs. Hitchcock noted the benefit to our students to have classes on March 18th and postpone the Professional Development Day until the end of the year because we have used six snow days to date. She suggested we could use that day to concentrate on ELA and the composition piece in the elementary schools. Mrs. Nietupski made a motion to accept the moving of the Professional Development Day to the last day of school and making March 18th an instructional day for students. Mr. Plante seconded the motion. Approved (5-0).

Mrs. Vigneau noted the trip to Washington was cancelled (not enough students) but would be pleased to return to that next year as it sounded like a fun and wonderful trip.

School Lunch Price Increase

Mr. Bedard discussed the need to increase the breakfast and lunch prices at all three schools for the school year 2011/2012. He noted that there had not been an increase in the lunches or milk for four years and no increase in breakfast for 14 years. There has been an increase in the cost of food and the labor to prepare and serve the food. We have more salad and fresh fruit, the capital purchases of new ovens, the purchase of steamers, and the increase in electrical costs. Mr. Clawson motioned to accept the increase in the

lunch and breakfast program by \$.25 and milk by \$.05. Mr. Corey seconded the motion. Approved (5-0).

FY 2012 Budget

Mrs. Vigneau indicated that the preparation of the budget was very thorough and asked if other people had any questions. She noted a lot of programs are in place that we need and the increases are important for our system. She noted how disappointing it was that the federal money is gone. As no one had any budget comments, Mrs. Vigneau stated they will be presenting this budget to the town and the public hearing would be held next Wednesday at 7:00 P.M. before the School Committee's regular meeting.

Dorothy Manor Lease

Mr. Bedard discussed the proposal to have our own Dorothy Manor School property on Millbury Avenue leased for five years by Pakachoag Acres Day Care Center Inc. Our previous lease with Pakachoag Acres is up in June 30, 2011. Mr. Bedard noted the new lease would run from July 1, 2011 to June 2016 with restricted use as a daycare provider non-profit school. Pakachoag Acres is the only one that put in a proposal. He noted the rent will reach \$57,805.09 by 2016, an increase of 4% each year. Mr. Bedard mentioned we use \$35,000 of the annual rent payments towards our operating school budget. It is important money for us, and the balance is used for contingency like replacing the water pipe. Mr. Plante made a motion to enter into a five-year lease agreement with Pakachoag Acres through June 30, 2016. Mr. Clawson seconded the motion. All approved (5-0).

Roselli and Clark Audit Results

Mr. Bedard presented to the School Committee the Roselli and Clark's Single Audit for FY2010. Mr. Bedard noted the timely fashion in which the audits were administered and that no material weaknesses during the audit were found. He stated that the time and effort reports were asked to be included. He noted the school department and the town had 1.5 million dollars in Federal Grants. Mr. Bedard included the management letter report and the Financial Statements for the Town of Millbury. The other audit report from Roselli and Clark has to do with the End of Year Report, which is the school district's Financial Statement submitted each year to the DESE. He noted these figures come back to us from DESE as net-school spending and per-pupil expenditures. Again, Roselli found no material weaknesses in our End of Year Report. One revenue column change was requested by Roselli and Clark and a written agreement with the town on indirect costs was requested. Mr. Bedard is working with Mr. Spain and Mr. Turbitt on that.

Mrs. Vigneau noted it is nice to know that things were put together well that the audit firm agrees with us. She thanked Mr. Bedard for a good job.

Maintenance Update

Mr. Bedard gave a maintenance update to the School Committee. The first was Bay State Elevator's improvement of the elevator's capacity to lower and open in the event of an emergency such as a power loss. The HVAC Heater Coil broke at Elmwood and the District is moving forward to replace it with all of the \$15,883.00 cost being paid by the insurance company less the \$1,000 deductible. As for the school roofs, the building

inspector has been involved from the beginning. Right now we have 17 to 22 inches of snow on our roofs. There have been no major visual signs of sagging as witnessed by a structural engineer, who looked at blueprints and into classrooms, and encouraged us to clear off portions of the roofs. The District has called in Rockwell Roofing and Greenwood Industries to help our crews remove the snow on the roofs. Mr. Bedard noted the extra support placed on the renovated areas of the high school where there is an elevation change and drifting does occur.

Mrs. Hitchcock noted that the request for R. E. Shaw ADA Doors Warrant Article has been sent to the town hall and Mrs. Vigneau thanked her.

Old Business

Mrs. Vigneau noted that last Friday, February 4th there was a Community Service Learning Breakfast that was excellent, where Mr. Alfred Confalone was honored for his and Millbury Wheelabrator, Inc.'s contributions. Mrs. Vigneau asked that a thank you note be sent to him.

New Business

Mrs. Vigneau asked from Mr. Fleming a listing of seniors that are doing senior projects and what those projects are.

Mrs. Vigneau asked from Mrs. Hitchcock the number of students that we loose to school choice.

Mr. Vigneau mentioned that we had track team members going to state finals, and to send them a congratulatory letters.

Mr. Corey made a motion to adjourn the meeting at 7:47 P.M. and Mrs. Nietupski seconded. Approved (5-0)

Respectfully submitted,

Pamela O'Toole
Administrative Assistant to the Superintendent

Items in Packets:

Executive Minutes of 11/30/10, 12/7, 12/8, 12/16, 12/22, 1/19/11

Regular Minutes of 12/15/10, 12/22/10 and 1/26/11

VEX Robotics Competition fax dated 1/19/20

Memo - Woolies VEX Robotics Team trip to Orlando

Memo - Business Club trip to NYC

Memo - FY2012 School Lunch Price Increase

Memo - Dorothy Manor School RFP Lease

Memo - Roselli and Clark's Town of Millbury FY2010 Single Audit

Memo - Roselli and Clarks Millbury Public Schools' FY2010 End of Year DESE
Financial Report Audit
June 30, 2010 Audit Booklets
Memo - Maintenance Update
Memo - Snow Accumulation on the School Roof
Memo R. Bedard to B. Spain re: Warrant Article for June 7, 2011

Approved:

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