

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS.

Date: March 13, 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: 7:00 p.m.

Location: Millbury Jr./Sr. High School Media Center

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

1. Approval of the Regular Meeting Minutes of 2/27/2013 and the Executive Session Minutes of 2/27/2013

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of February 27, 2013.

Mr. Borowski made the motion to approve, seconded by Mr. Corey. All in favor (5-0).

Mrs. Nietupski stated if there are any changes, additions or deletions to the Executive Session Minutes of February 27, 2013 they will have to be made in the next Executive Session.

Mr. Borowski made the motion to approve, seconded by Mr. Corey. All in favor (5-0).

2. Report of the Administration

a. Presentation of the New Teacher Mentoring Program by the Mentor Coordinators

Mrs. Hitchcock introduced the three mentor coordinators, Jennifer Kephart of Elmwood Street School, Miriam Friedman of Raymond E. Shaw Elementary School, and Mark Sutphen of Millbury Junior/Senior High School. Dr. Brian McDermott, Director of Curriculum and Assessment, is the administrator overseeing the program. Dr. McDermott stated that the new program is the result of the three mentor coordinators upgrading and retooling existing mentoring programs.

Mr. Sutphen described the new program and the work done over the last two years with changes made to the previous Project Success mentor program. He had a Power Point presentation. One of the changes is that the master lead position is at the teacher level and is not an administrator. The goal of the program is to be more effective and rely on a master mentor in each of the three buildings.

Mrs. Friedman spoke on the action plan and designing a program without limitations. The group worked with Dr. McDermott and the three principals to revamp what was already in place and what works best for Millbury. The program will continue to evolve based on teacher needs and the mentor's feedback.

Ms. Kephart spoke on the goal of mentors providing the necessary support for all new teachers to the school district, as well as new teachers who have graduated from teaching programs, veteran teachers who are new to the district and career changers who are new to the field of education. The program will also include the training and sustaining of mentors. The key components of the program are lead mentors (one per building), confidentiality and accountability. Key program components include monthly calendars, collaborative assessment logs, reflections designed for discussion between the mentor and mentee, and suggested readings and activities.

A mentor from the audience asked if there has been any discussion to try to match the mentor and mentee at the same grade level. Ms. Kephart noted that the goal is to match mentors and mentees as best as possible.

Mrs. Nietupski asked if teachers are required to be mentored or if they volunteer. Ms. Kephart noted that mentor positions are posted and training is provided to those that are interested with no obligation. New teachers are required by the Department of Secondary and Elementary Education to have a certain number of hours of mentor training with the hope that there is a one-on-one ratio.

Mr. Borowski asked what the biggest challenge was in implementing the program and how the school committee can show support. Ms. Kephart noted the school committee has shown their support in voting in the two training days at the beginning of the school year this coming fall. Mr. Sutphen noted they are training current mentors and working to get a mentor pool in each building to match grades and disciplines.

Another question from the audience arose on who holds the mentors responsible to be sure the mentees are on task and are getting the help they need. Mrs. Friedman stated the lead mentor in each building has the role of checking in at least monthly with the mentors. Another question was asked if the mentoring program encompasses all support staff, or just teaching staff? Mrs. Friedman stated the goal is that anyone hired by the district will have a mentor.

Mrs. Hitchcock addressed recent concerns raised on the following two warrant articles submitted for funding to the Town of Millbury. She stated the importance of supporting:

1. Math Textbook Adoption Article in the amount of \$104,000. She noted the supplies and materials line has been reduced by \$109,000 over the past four years resulting in a lack of funds. This reduction in funding was a conscious decision in order to keep the current teacher/student ratio. The current program, Everyday Math, is not working for us and does not meet the common core standards. Mrs. Hitchcock stated the adoption of a new math series is critical to improve

assessments. The cost of the textbooks includes supporting materials and professional development.

2. The Technology Warrant Article in the amount of \$175,000. Mrs. Hitchcock stated that it was made very clear last year that we will need 3 years of warrant articles to improve technology in the district. Last year, we purchased domain service, file servers and back up devices. This new warrant article is needed to support the infrastructure. In addition, she stated a third technology warrant article will be submitted next year in the amount of \$160,000 for wireless service in the district.

Mrs. Hitchcock addressed a concern in the community about safety plans/lock downs in our schools. She indicated that our schools have outdated safety plans. She cited the problem warrants outsiders to help us. The School Department is working with the Millbury Police Chief. A hazard checklist has been provided through the Massachusetts Emergency Management Agency and walkthroughs are being done. We are currently obtaining bids for the Shaw School on the design of the entrance for better visibility of people entering the building. All building doors are locked all day and the implementation of guidelines for outside agencies using our buildings for evening activities began on March 11, 2013. Mrs. Hitchcock stated that not all safety measures will be shared with the public. She stated that a lockdown has already occurred and more will continue. She invited anyone with concerns to either email her or call her office.

b. Update Regarding Changes in Purchase of Milk Regulations, effective 8/1/2013

Mrs. Hitchcock stated that the Department of Public Health has implemented a new regulation to take effect on August 1, 2013. She presented this as an FYI to parents. If a child purchases a full lunch next fall they are allowed to purchase chocolate milk. If a child brings a lunch from home or purchases an a la carte lunch, they may only purchase white milk. Mrs. Hitchcock is not in favor of the regulation. Senator Michael Moore has been informed of the regulation and is willing to explore if it can be removed. If not, a decision will have to be made as a school district on how to address the regulation.

c. Inform and Share DESE Guidelines Regarding “An Act Relative to Gender Identity”

Mrs. Hitchcock notified the committee that effective February 15, 2013, the Massachusetts Department of Elementary and Secondary Education issued guidance, clarifying how the new Gender Identity Law and its accompanying regulations apply to school districts. She stated that the guidelines will need to be put into place when rewriting any district policies and that Millbury Public Schools will prevent any discrimination based on gender identity.

d. Update on HS Trip to France & Spain; April 14-23, 2013

Mrs. Hitchcock provided an updated itinerary outlining details of the high school trip to Paris and Spain. Forty-five students will be attending at a cost of \$2,784 each. The administrators attending are Principal Mandy Vasil and her husband, Besian Kodra, Mary

Quinn, Paula Woefel, Pat Mara, and PJ McQuade. Mrs. Hitchcock stated the committee may be interested to hear from them when they return from overseas.

3. Budget/Facilities

a. Review of Revolving Accounts

Mr. Bedard provided a review of the Revolving Accounts through February 28, 2013. He stated that all funds are required to be used for specific purposes. Also, four of these accounts – Dorothy Manor, Preschool, Non Resident Tuition, and AfterCare, are a help to our local budget and help to defray costs. The current amount in the School Lunch account does not include the purchase of the freezer/cooler for the Shaw School, which is being purchased through a lease program.

Mr. Borowski asked if Mr. Bedard is comfortable with these figures for rest of the year. Mr. Bedard concurred they present a good balance thus far. He stated as a side note, any Athletics Revolving balance left toward the end of the year may be used to purchase needed equipment.

b. Roselli & Clark Auditors; Single Audit Results, Management Letter

Mr. Bedard informed the committee that we use Roselli and Clark, the same auditing firm as the Town of Millbury. He noted that the FY 2012 Single Audit Results found no material weaknesses. There was one school related finding on the Management Letter regarding reconciliation between the school and the town. Mr. Bedard has begun working with the Town's Finance Director to ensure all grants reconcile at the end of the fiscal year.

4. Old Business

a. Final Approval of the Policy on Disposition of Student Activity Class and Inactive Funds – Vote Required

Mr. Borowski made the motion for the final approval of the Policy on Disposition of Student Activity Class and Inactive Funds as written, seconded by Mr. Plante. All in favor (5-0).

Mr. Plante suggested the committee resume discussion on the school resource officer with the new Millbury Police Chief, Kenny Howell. Mrs. Hitchcock stated that she has already met with Chief Howell and discussed this. While they are both in favor, the decision to hire a school resource officer will have to wait until after the Annual Town Meeting and whether or not the town and/or school department will experience a deficit. Mrs. Hitchcock restated her position that she will not reduce staff or lay off a teacher in favor of a school resource officer.

Mr. Corey asked what the figure was last year for this position. Mrs. Hitchcock stated a full time position with benefits is about \$75,000, which is not included in the budget. She indicated that after discussion with the Town Manager, a deficit is anticipated in 2014. Initial discussion of the funding included a 50/50 split with the town. Mrs. Vigneau questioned the possibility of hiring someone on a part-time basis. Mr. Borowski requested that Mrs. Hitchcock keep this item on the front burner for further discussion.

5. New Business

There were no new business items.

6. Future Topics/Events

a. 3 Year Technology Plan – March 27, 2013

7. Executive Session

Mrs. Nietupski made a motion at 7:53 p.m. to move into Executive Session *“In accordance with MGL Chapter 30 A, S 21 (3), the Millbury School Committee will vote to move into Executive Session to discuss strategy with respect to collective bargaining.”*

Roll Call:

Mrs. Vigneau	Yes
Mr. Corey	Yes
Mrs. Nietupski	Yes
Mr. Borowski	Yes
Mr. Plante	Yes

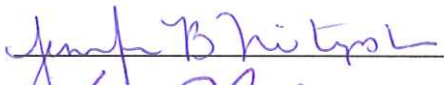
**8. Next Meeting: March 27, 2013
 April 10, 2013**

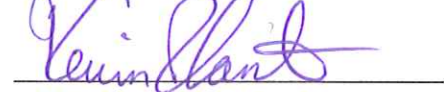
9. Adjourn


The Regular Session Meeting will be convened for adjournment following the Executive Session.

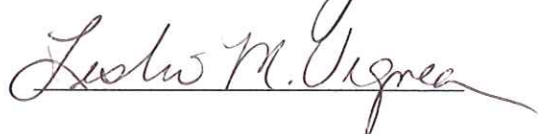
Respectfully submitted,
Sandra Femino
Sandra Femino
Executive Assistant to the Superintendent

Approved:









Items in Packet:

Draft of Regular Session Minutes of 2/27//2013

Draft of Executive Session Minutes of 2/27/2013

Updated Itinerary on High School Trip to Spain and France

DESE Guidance Regarding "An Act Relative to Gender Identity"

Revolving Account Summary – 2/28/13

Memo from R. Bedard to S. Hitchcock re Roselli & Clark's Town of Millbury FY2012 Single Audit and Management Letter

Proposed Policy JJFA – Student Activities, Disposition of Class Funds and Inactive Student Activity Funds

Letter from S. Hitchcock dated 3/1/2013 to Recreational/Community Members Who Use Millbury School Buildings

Hand Outs at Meeting:

Power Point Slides of Mentoring in Action Program for 2014

Budget Reductions 2009-2012