

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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Date: October 10, 2012

Present: Mrs. Nietupski, Chairperson, Mr. Borowski, Vice Chairperson (*arrived at 7:15 p.m.*), Mrs. Vigneau, Mr. Corey, Mr. Plante, Mrs. Hitchcock, Superintendent of Schools, Mr. Bedard, Business Manager

Time: 7:00 p.m.

Location: Millbury Junior/Senior High School Media Center

Mrs. Nietupski called the meeting to order at 7:04 p.m. followed by the Pledge of Allegiance.

1. Approval of the Regular Session Meeting Minutes of 9/26/2012 and Executive Session Minutes of 9/26/2012.

Mrs. Nietupski asked if there were any changes, additions or deletions to the Regular Session Minutes of September 26, 2012. Mr. Corey made a motion to approve, seconded by Mr. Plante. All in favor (4-0).

Mrs. Nietupski asked if there were any changes, additions or deletions to the Executive Session Minutes of September 26, 2012 they will have to be made the next time the committee goes into Executive Session. Mr. Corey made a motion to approve, seconded by Mrs. Vigneau. All in favor (4-0).

2. Report of the Administration

a. Update on October 1st Enrollment Report

Mrs. Hitchcock reported on the preliminary October 1 count. The state allows 2 weeks for this data to be verified. To date, Millbury has 1833 students and 23 outplacements. Elmwood is at an all time high of 651 students, Shaw has 407 students, and Millbury Junior/Senior High has 752 students. This total of 1833 represents 2 more students than the previous year. Mrs. Hitchcock stated final numbers will be brought back to the committee when available.

Mrs. Hitchcock informed the committee that the High School Guidance Director, Stephanie DeLucia, was asked to contact Blackstone Valley Technical School for the past two year's trade student enrollment from Millbury. Mrs. Hitchcock was informed that this data will come from the Superintendent-Director of BVT and will then be brought to the committee.

b. Update on Educator Evaluation Plan Implementation

Mrs. Hitchcock updated the committee on the status of the Educator Evaluation Plan. All principals and the superintendent have started the first 2 steps of the 5-step cycle. The first step requires staff to conduct self assessments. Secondly, they are required to develop 2 goals, with the approval of their principal/supervisor, pertaining to student learning and professional practice. Mrs. Nietupski asked for an example of a goal. Mrs. Hitchcock stated one teacher's goal is to improve and increase the level of communication with parents of children in her classroom in order to provide them with information on curriculum and skill development utilized in the classroom. The teacher plans to develop a weekly newsletter, update the website more frequently, and conduct a brief survey of parents as to their preference of communication (computer or narrative form).

c. Other, as Needed

3. Budget

a. Review of the FY 2014 Budget Timeline

Mr. Bedard referred to the highlights of the Budget Development Timeline. He noted that preparation for the 2014 budget will begin within the next few weeks. Administrators will be prioritizing items to present the proposed 2014 budget to the committee at the January 9, 2013 meeting. The proposed date for the public hearing of the 2014 budget is February 27, 2013.

b. Revolving Account Update

Mr. Bedard provided two Revolving Account Summaries dated June 30, 2012 and September 30, 2012. The following information was provided regarding the account balances:

- Dorothy Manor Revolving Account will be used for the recent paving project, and an asbestos removal project anticipated between \$15,000-\$20,000.
- The Elmwood PK and Non Resident Tuition Revolving Accounts currently show more receipts than expenses at the moment, however, these will catch up. Instructional salaries are taken from these accounts.
- The Athletic Revolving Account spends more toward the end of the school year.
- The Community School Revolving – AfterCare program at Shaw and Elmwood show a good balance with expenses and salaries picking up. This account is also used to defray custodial salaries.
- Student Parking Revolving Account – Some of these funds may be used for driveway sealer.
- School Lunch Revolving has a good balance in the event of equipment failures. We anticipate replacing the freezer at the Shaw School in the future. Mr. Borowski questioned if there are concerns about the need to replace other equipment in the district? Mr. Bedard stated that he has a list of equipment original to the buildings, and is looking to keep on top of the list and replacing items from the available balance. He noted the only two accounts used for capital improvement projects are the Dorothy Manor and School Lunch Revolving

Accounts. Mr. Borowski agreed that it is best to be proactive in replacing the older equipment.

c. Town's Financial Management Planning Committee Report

Mr. Bedard along with members of the Town's Financial Management Planning Committee have started meeting as a result of a bylaw from the Town of Millbury. They are in the process of generating a list projecting 3-5 years out to track the needs of the school and municipal budgets with the goal to have a presentation to the Town Manager in March of 2013. Mr. Plante, who is also on the planning committee, stated that Brian Turbitt, Chairperson of the Committee and the town's Finance Director, envisions the plan to be ready in March. Mr. Plante reported they will be coming to the school committee for their input prior to the presentation. Mr. Bedard stated this is a good way to work together with the town on capital projects. Mrs. Nietupski agreed that similar projects can be bundled to save costs.

Mrs. Hitchcock made note of two items regarding capital projects:

1. The need for the district to get on the School Building Authority List to begin plans for a new Shaw School building. The process takes between four to five years.
2. The need to explore the entire way in which budgets are allocated for the town and schools. It is not usual in the state of Massachusetts to combine school and town budgets into one pot (*Chapter 70 funding is separate along with all expenses against it*). We need to develop a plan for implementation next year before budget planning begins. Mrs. Hitchcock requested the planning committee bring up the fact that the school district employs about 288 individuals while the town employs about 68 individuals. This does not equal a balance in personnel and benefits.

Mr. Corey questioned Mr. Bedard on how we can estimate any percentage of increase in the budget. Mr. Bedard stated he looks at Chapter 70 funding based on enrollment. The Town's Finance Director, Brian Turbitt, will also project costs, utilizing a template similar to what the Millbury Sewer Department used recently as their model. Mr. Bedard will have to piece in the municipal side considering any growth factor in enrollment and property values.


d. Energy Savings Report

Mr. Bedard provided a memo with in-depth attachments on the details of savings as the result of nine energy saving projects initiated in the district over the past three years as a result of the Green Communities Grant. The projected savings listed are based on calculations provided by the vendor which may actually lead to some project overlaps. Six of the projects have been completed and the other three have been scheduled for completion.

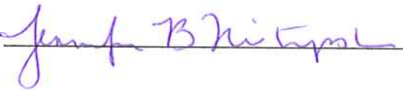
Mr. Bedard outlined the total energy consumption for the town and school during the FY2009 baseline year and began tracking energy costs and savings over the next five

Approved:









Items in Packet:

Draft of Regular Session Minutes of 9/26/2012
Draft of Executive Session Minutes of 9/26/2012
Draft of 2013-2014 Budget Development Timeline
Revolving Account Summary of 9/30/2012 and 6/30/2012
Memo from R. Bedard dated 10/4/2012 on Energy Efficiency Savings Analysis

Items Provided at Meeting:

Preliminary October 1, 2012 Enrollment