

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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Date: October 24, 2012

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 Junior Senior 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 Session Meeting Minutes of 10/10/2012

Mrs. Nietupski asked if there were any changes, additions or deletions to the Regular Session Minutes of October 10, 2012.
Mr. Corey made the motion to approve, seconded by Mr. Borowski. All in favor (5-0).

2. Report of the Administration

a. Student Council Report

Millbury senior and president of the student council, Guy Vigneau, updated the committee on recent and upcoming events at the Junior/Senior High School.

b. Report on BVT Trade/Technical Choices by Millbury Students

Mrs. Hitchcock referred the committee to the data supplied by the Blackstone Valley Vocational Regional School District listing the amount of Millbury students enrolled in the different programs in Grades 10 and 11 at BVT. She noted that the list shows a fair representation across the trades, with seventeen students from Millbury in Grade 10 and twelve students from Millbury in Grade 11. Mr. Corey stated the information is not indicative of knowing if students received their first program choice.

c. Mr. Thomas Ward, 2006 MHS Graduate Receives Fulbright Scholarship

Mrs. Hitchcock read the recent press release on Thomas Ward, the 2006 graduate of Millbury High School, who received a Fulbright Scholarship. Mrs. Nietupski requested a letter of congratulations be sent from the committee.

d. Receipt of MTA Letter to SC to Enter into Collective Bargaining

Mrs. Hitchcock referred to the letter dated 10/15/2012 from the Executive Board of the Millbury Teachers' Association requesting to begin negotiations in early 2013 for the next contract. She requested the committee's input and will convey the information to

Mr. Jeffrey Lyon, Union President. Mrs. Nietupski suggested meeting in January on the opposite Wednesdays of the regular school committee meetings. It was agreed to start on the third Wednesday, January 16, 2013, beginning at 6:00 p.m.

e. Report on 2012 MCAS Results

Mrs. Hitchcock announced that the three principals, Ms. Frederick, Mrs. Bellville and Mrs. Vasil, will be reporting on their 2012 MCAS results along with a PowerPoint presentation. She noted that the primary difference from last year's data is that the state is no longer looking at the No Child Left Behind accountability system where all students were to meet proficient or advanced levels by 2014. The state has now gone to developing a Progress and Performance Index for districts to narrow the academic achievement gap by 50% by 2016-2017. Mrs. Hitchcock reported that the Elmwood and Shaw schools received a Level 1 (*highest*) rating and the Millbury Junior/Senior High School received a rating of Level 2.

Handouts of all three PowerPoint presentations were given to committee members.

Elmwood Street School

Ms. Frederick spoke of the responsibility of Elmwood staff to build a good foundation for students. The following points were noted in Ms. Frederick's presentation:

- MCAS is only given in 3rd grade.
- All grades K-3 are responsible for MCAS results.
- It is helpful to compare cohorts of students instead of grade levels year to year. Elmwood does not have cohort data so they have to look at trends over time.

She provided a list of actions contributing to Elmwood's continued success along with a breakdown of the MCAS results by grade and subject. Ms. Frederick stated there is a focus on Math using assessment data to make instructional recommendations for students. She stated the Every Day Math program has gaps requiring additional resources to meet student needs.

The new accountability system (Progress Performance Index) compares the percentage of students compared to baseline scores (*Elmwood's baseline not the state baseline*) of 2011. The 2012 PPI shows more students moved into the advanced category and more students moved out of the warning category in English Language Arts. There were more students who moved into the advanced category in Math. These factors resulted in Elmwood receiving a Level 1 rating. Ms. Frederick cited the hard work of her staff contributing to this achievement.

Mr. Borowski stated his appreciation as a parent for Elmwood teachers providing more data to parents. He questioned the transition of students up to Shaw School without having the availability of cohort data. Ms. Frederick stated there are several meetings between the two principals to discuss the baseline data on the grade 3 students. There are also meetings with 3rd and 4th grade teams to group students in actual classes based on individual needs. This provides the student access to actually meet with their new grade

4 teacher on Step Up Day. Ms. Frederick indicated that Mrs. Bellville also started a Parent Night on Step Up Day where parents are given this information.

Raymond E. Shaw Elementary

Mrs. Bellville acknowledged the outstanding job of her staff this past year resulting in their Level 1 status. She cited the reasons for Shaw's success include teachers meeting weekly for Common Planning Time to discuss curriculum, trends and data. She noted the need to improve on getting this information out to parents and to improve the writing processes in Open Response and Long Composition portions of the test. Mrs. Bellville explained the tools utilized at Shaw include 4 Square Writing and Keys to Literacy.

Mrs. Bellville provided a Year to Year Analysis from 2009-2012 in ELA and Math for grades 4, 5 and 6. Bonus points were given in ELA for the percentage of students at Shaw in the Advanced Category raised from 12% last year to 13.5% this year. She noted the school has made significant gains in the last four years in ELA especially in reading comprehension. Scores in students' actual performance in Math have increased from 77.6 in 2009 to 86.9 in 2012. Mrs. Bellville noted that the staff at Shaw has not been using the Every Day Math curriculum and they have worked very hard to supplement math materials to meet the standards. In the Science and Technology category, Mrs. Bellville noted 41% of students in Grade 5 scored in the advanced category this year and contributed part of this success to the purchase of 75 science textbooks that are being shared. Bonus points were awarded to Shaw based on the 41% of students in the advanced category compared to the baseline of 13.1% last year.

In summary, she stated that Shaw continues to make significant gains in ELA, Math, Science and Technology, and thanked her staff again for their hard work.

Millbury Jr./Sr. High School

Mrs. Vasil announced that the Junior/Senior High School is a Level 2 school, however, the goal of the staff and Mrs. Vasil is to be a Level 1 school within two years. She spoke of the initiatives addressing MCAS deficiencies in the 2011-2012 school year.

Comparison data was presented from 2009 to 2012 for ELA in grades 7, 8 and 10. The cohort data for the Class of 2014 shows steady progress and she noted the English department was very proud of the fact that no students in grade 10 were in the Warning category and expect that this will continue to progress. The Item Analysis for 2012 indicates the lowest area in grades 7, 8 and 10 is the Open Response category. The highest areas are Structure and Origins of Modern English in grade 7, Understanding a Text in grade 8, and Formal and Informal English in grade 10. The highest question type in all grade levels is Multiple Choice. Mrs. Vasil stated teachers indicate that this shows students understand the content of the question but are weak in digesting the theme.

A list of Literacy Activities for 2012-13 was provided. Mr. Andy Hall is the chairperson of the Literacy Team. Mrs. Vasil noted staff have been asked to write one activity happening in their classroom directed toward literacy to share at each faculty meeting.

Comparison data was presented from 2009 to 2012 for Math in grades 7, 8 and 10. She stated there is definite work to do in grade 7. Mrs. Vasil noted that discussions with Mrs. Bellville on phasing out Every Day Math will have significant changes down the road with positive change expected in the future. There were huge gains in Grade 10 from 78% of students in advanced/proficient categories in 2009 to 83% in 2012. Mrs. Vasil stated that after speaking with Ms. Nyce, Math department head, and the other math teachers, they need to look at course sequencing for all grades. All math teachers in grades 7 through 12 are required to meet once a week for common prep time to align the math curriculum to see better gains and pupil progress index points. In the past, staff used the textbooks to drive the curriculum. This year, they are determining what the curriculum will be, determining the course sequencing, and choosing the textbook from those factors.

The Item Analysis in May for 2012 shows the lowest question type in grades 7 and 10 is the Multiple Choice category, indicating students are not grasping content to master MCAS testing. One of the changes this year is that teachers are giving MCAS-type questions as a warm up exercise at the beginning of each class.

Science and Technology test data was reported for grade 8 and Biology test data for grade 10 from 2009 through 2012. Cohort data is not available since the tests are not the same.

Mrs. Vasil spoke on the initiatives being done to address the MCAS deficiencies in the 2012-2013 school year. Mrs. Hitchcock stated that under the scheduling ability of Mrs. Vasil and this is the first time the high school is experiencing Common Planning Time in the high school. Mrs. Vasil stated credit is also due to Mr. Hall for his help over the summer in scheduling CPT. All teachers in grades 7 through 12 have CPT, which has resulted in positive feedback.

Mrs. Nietupski noted that 2012 MCAS data for grade 10 across the board looks excellent and that students are now meeting graduation requirements. She questioned Mrs. Vasil on how she plans to keep grades 7 and 8 students focused on the importance of MCAS testing in grade 10. Mrs. Vasil cited the importance of engaging students in the classroom and being vested in their future beginning in grade 7. She stated that students are involved in career assessment with new career paths being developed at the high school. Teachers having common prep time, meeting together on student progress and being engaged in the classroom will create more excitement for those students.

Mr. Borowski questioned Mrs. Vasil on anything she would like to see stopped overall in the Junior/Senior High School? Mrs. Vasil stated that negativity is the quickest way to diminish what is being done in the classroom. She stated that she asks teachers to talk about the positives with students, especially where they are only about 6 points away from becoming a Level 1 school.

Mrs. Hitchcock complimented Mrs. Vasil on her first time presentation of MCAS results. She also recognized the efforts of all the district's administrators for the management of their buildings while driving curriculum and providing instructional leadership.

3. Budget

a. Federal Sequestration Draft Plan/Effect on the FY'14 School Budget

Mrs. Hitchcock announced that as we approach the budget season the committee needs to be aware that if Congress can't agree on how to reduce the federal deficit with certain strategies they will move forward with a Federal Sequestration Draft Plan that will affect every school system in the country and every other department in the federal budget. If this happens, it will go into operation on January 1 2013, but will not go into effect for schools until the July 1 2014 budget. This means the budget we will soon be working on will be implemented if the sequestration occurs. All of the federal programs will be reduced by 7.9 percent. Mrs. Hitchcock noted that during the current school year we will receive \$680,327 in federal money from the Special Education, Title I and Title IIA grants. A 7.9% cut will mean a total reduction of \$53,746. She noted that most of these funds are used to fund staff positions and their fringe benefits. A listing of the grants and the breakdown of funding for FY2013 and FY2014 was provided along with the amounts used for funding of staff. The Special Education grant is also used for contractual services and consultation for students, which are absolutely critical. Mrs. Hitchcock stated that we will need to be thinking about this possible reduction in federal funds as we are developing the FY'14 budget.

4. Old Business

5. New Business

a. Renew Contract with Renaud Company for HVAC – Vote Required

Mr. Bedard stated that at this time last year, Renaud Company of Sutton won the bid for the school district's HVAC service contract at \$37,950. In their bid specs, Mr. Bedard included a provision that if we are happy with their service, we will extend the contract for 2 (one-year intervals). The contract now runs through December 31, 2012. The only provision is they have prevailing wages at 2% increase that they need to pay to employees. Mr. Bedard's recommendation is to renew the Renaud Company contract for the calendar year from December 31, 2012 to December 31, 2013. Mr. Borowski made a motion to approve, seconded by Mr. Plante. All in favor (5-0).

b. Acceptance of Bose Donation of 16 desktop and 4 laptop computers – Vote Required

Mr. Bedard reported on the generous donation of 16 desktop and 4 laptop computers to the Millbury Public Schools by local resident, Mr. Edward Bruegger of the Bose Corporation. He noted that Robert Bellville, Technology Coordinator, inspected these computers and they meet our specifications. The computers will be going to Elmwood Street School. Mr. Bedard stated the replacement value is \$15,000. He requested a vote to accept the donation. Mrs. Vigneau made a motion to accept, seconded by Mr. Corey. All in favor (5-0).

Mrs. Nietupski asked if there were any other item under New Business.

Mr. Borowski stated that he will be unavailable on November 8 and 9, so he will be unable to sign payroll. He stated that either three members will have to sign or a vote can be taken to appoint one member temporarily in his place. Mr. Corey agreed to sign payroll. Mr. Borowski made a motion to approve, seconded by Mr. Plante. All in favor (5-0).

Mrs. Nietupski questioned the upcoming election and availability of parking for the public at the high school. Mrs. Vasil noted that arrangements have been made with the Town Clerk for some parking for those that need access in the front of the building along with ample parking available in the back parking lot. She stated the district is holding Professional Development Day on November 6th and there are no classes in session.

6. Future Topics/Events

a. New Nutritional Regulations

7. Executive Session: if needed

At 8:40 p.m., Mrs. Nietupski announced that: *In accordance with M.G.L. Chapter 30A, S21 (a) (5), the Millbury School Committee will vote to move into Executive Session to discuss the filing of a complaint.*

Roll Call Vote:

Mrs. Vigneau – Yes

Mr. Corey – Yes

Mrs. Nietupski – Yes

Mr. Borowski – Yes

Mr. Plante – Yes

8. Next Meeting:

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| November 14, 2012 | MHS 7:00 p.m. |
| November 28, 2012 | Shaw School - Tour 6:30 p.m. Meeting 7:00 p.m. |

9. Adjourn

The committee will adjourn the Regular Session Meeting following the Executive Session.

Respectfully submitted,

Sandra Femino

Sandra Femino

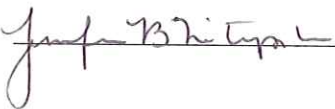
Executive Assistant to the Superintendent

Approved:



Kevin Pland





Items in Packet:

- Draft of Regular Session Minutes of 10/10/2012
- BVT Information on Students from Millbury
- Press Release on Thomas Ward, Recipient of Fulbright Scholarship
- Letter from MTA dated 10/15/2012 on Contract Negotiations
- Letter dated 10/15/2012 from Tony Clarizio
- Letter dated 10/18/2012 from S. Hitchcock to Bose Corporation