

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

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MILLBURY, MASS.

**Date:** November 14, 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. She acknowledged and congratulated the high school fall varsity athletes, especially the girls' volleyball team for placing first in the district championships.

**1. Approval of the Regular and Executive Session Meeting Minutes of 10/24/2012**

Mrs. Nietupski asked if there were any changes, additions or deletions to the Regular Session Minutes of October 24, 2012.

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

Mrs. Nietupski asked if there are any changes, additions or deletions to the Executive Session Minutes of October 24, 2012 they will need to be made in Executive Session.

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

**2. Report of the Administration**

**a. Millbury Public Schools' Emergency Response Plan**

Mrs. Hitchcock referred the committee to the high school Emergency Response Plan provided in the packet. She noted there is a plan for every school and referred to the fact that she reminded the committee this plan would be a little late getting to the Department of Elementary and Secondary Education. All three plans include information on the Rapid Communication System, Emergency Service Medical Response Time, Relevant Contacts and Telephone Numbers, Direct Emergency Medical Services Personnel, Safety Precautions in Classrooms and on the Facilities, Cardiopulmonary Resuscitation and First Aid, and Automated External Defibrillator. Mrs. Hitchcock noted that the AED's are available at all buildings for staff and the public. The athletic director also has 3 portable AED units which are taken to every home and away game.

**b. Collective Bargaining Date with the MTA – January 16, 2013 - 6:00-8:00 p.m.**

Mrs. Hitchcock reported that the Teachers' Union has agreed with the time and date to meet for Collective Bargaining beginning with Ground Rules. Mrs. Hitchcock will have a copy available from the previous negotiations.

**c. Bicentennial Cemetery Walk; Thank You to Grade 7 & 8 Students and Teacher Nicol Boria**

Mrs. Hitchcock referred to recent publicity of bicentennial events in Millbury, but noted disappointment in the lack of acknowledgment of the efforts made by the schools. She referred to Mr. Gary Francis of Goretti Supermarkets and his contribution of 90 pumpkins to line the walkway of the cemetery. Ms. Nicol Boria, the Junior High School Reading Intervention Teacher, agreed to supervise students in her classes to carve all of the pumpkins. Mrs. Hitchcock expressed her appreciation to Mr. Francis for his contribution and to Nicol Boria for her help with the project.

**d. Professional Development Day Results on 11/6/2012**

Mrs. Hitchcock reported on the professional development that took place in all three buildings on Tuesday, November 6, 2012.

Mrs. Hitchcock added the nine pages of Massachusetts K-12 Education Mandates for Superintendents to the packet for review. She noted these mandates are quite extensive.

Mrs. Hitchcock informed the committee on a wrinkle in the agreement with the town's Department of Public Works Director. On October 12, 2012, Mr. Rob McNeil along with Mr. Matt Stencil, DPW Operations Manager, met with Mr. Richard Bedard and Mr. Chester Hanratty. Mr. McNeil stated at the meeting that "the town will not be plowing school parking lots or driveways any longer." Mr. Hanratty stated at the meeting that he could not recall that ever happening before. Mrs. Hitchcock referred the committee to the copy of the Indirect Cost Agreement between The Town of Millbury and The Millbury Public Schools, wherein it states the "Highway Department is assessed upon 7% of the snow and ice budget for highway department personnel time snow clearing parking lots and driveways and other such school related work and 3% of the Department of Public Works Director's salary and the Operation Manager's salary, which accounts for the amount of hours in other types of assistance from the DPW Director and Operations Manager." She noted that this service to the schools is considered part of net school spending. This agreement was signed by all School Committee Members and the Board of Selectman.

Mrs. Hitchcock stated that she has since had a conversation with the Town Manager, Mr. Spain, who assures her that the situation has been worked out and plowing will occur whenever needed. Mrs. Hitchcock also stated that her first concern is the safety of all students and staff, and if the plowing is not provided she will request the \$16,060 and put the job out to bid. All members of the school committee concurred with Mrs. Hitchcock's view and expressed their first concern is for the safety of students and staff.

**3. Budget**

**a. Technology Concerns – Short and Long Term**

Mrs. Hitchcock informed the committee that the technology in the district is woefully inadequate. The problem arose with losing 1.3 million dollars due to the budget deficit in the past causing cutbacks in technology and professional development in order to keep

teachers in front of students. The last major infusion of technology funding was around the year 2000. She stated that while our technology department has been maintaining the system to the best of their ability, the hardware is very old and not supporting updated software. In addition, she noted the CAD lab at the high school needs replacement.

The Technology Committee has reconvened to develop a short and long term plan. Mrs. Hitchcock referred to the warrant article in the 2012-2013 budget of \$105,000 for technology with more funding expected for two more years. She stated the need of \$175,000 in technology under a warrant article for the coming year. Principals have preliminary prioritized their needs as outlined in the Building Technology Request for Budget Funding.

Mrs. Hitchcock wanted to put the request on the table and stated she will share more information when finalized. At the very least, the request will be \$100,000 in the technology budget for coming year. Mr. Borowski questioned why the committee will request this as a warrant article as opposed to incorporating into the local budget. Mrs. Hitchcock stated that if agreed by the committee, she will take the directive and include technology in the local budget. Mr. Corey referred to the past eleven years and the pattern of cutting technology out of the budget. Mrs. Hitchcock made the suggestion of requesting the funding of \$175,000 as a warrant article this year to get off the ground and to include technology in future local budget planning. Mr. Corey agreed to go with the warrant article for approval at the Annual Town Meeting with the understanding that we will increase the yearly budget for technology and if it becomes an issue, technology will be the last thing we will cut. Mr. Corey stated, "I will never vote to cut technology again." Mr. Bedard stated that operation budgets increase by about two or three percent each year and trying to absorb the large amount in the local budget will be difficult. Mr. Bedard said that \$175,000 represents one percent of the school budget. Mr. Borowski spoke of the importance of having the public understand that technology is education and not a supplement to education for our students.

#### **b. Maintenance Update**

Mr. Bedard referred the committee to the maintenance memo outlining major projects that are either completed or scheduled for completion. The projects include:

- Installation of occupancy sensors at the high school locker rooms and cafeterias
- Screening and refinishing gym floors at the high school and Elmwood
- Installation of ECM Motors at all three schools
- Installation of a larger dehumidifier in the Media Center at the Shaw School
- Soliciting pricing for new kitchen freezer at the Shaw School (*Funding will be from the school lunch revolving account*)
- Installation of a smoother egress from the back exit of Classroom Imagine Room at Shaw School (*Funding will be from the local budget*)
- Replacement of all twenty-six fire alarm horn strobes at the Shaw School

Mr. Bedard announced the new mini bus purchased through a warrant article is expected to be delivered next week.

**4. Old Business**

**a. Dorothy Manor Asbestos Abatement Bid – Vote required**

Mr. Bedard referred to his memo on the bid results for the Dorothy Manor Asbestos Abatement. Seven bids were opened on November 6, 2012. Mr. Bedard recommended the project go to Southern Middlesex Industries of Norwood, MA, at the low bid of \$9,777.00. He noted the project will be done over Thanksgiving Day weekend and will be inspected by our environmental consultant prior to reoccupying the building. Mrs. Nietupski requested a motion to vote on approval of Southern Middlesex Industries to be awarded the bid. Mrs. Vigneau made a motion to approve, seconded by Mr. Borowski. All in favor (5-0).

**5. New Business**

**6. Future Topics/Events**

**a. New Nutritional Regulations**

**7. Executive Session: if needed**

**8. Next Meeting:** November 28, 2012 Shaw School Tour 6:30 p.m.  
Meeting 7:00 p.m.  
December 12, 2012

**9. Adjourn**

Mrs. Nietupski requested a motion to adjourn the meeting at 7:55 p.m. Mr. Borowski made the motion to adjourn, seconded by Mr. Plante. All in favor (5-0).

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

Approved:

  
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**Items in Packet:**

**Draft of Regular Session Minutes of 10/24/2012**

**Draft of Executive Session Minutes of 10/24/2012**

**Medical Emergency Response Plan**

**Memo from R. Bedard dated 11/7/2012 on Dorothy Manor Asbestos Abatement Bid Results and Maintenance Update**

**Items Distributed at Meeting:**

**MA K-12 Education Mandates**

**Indirect Cost Agreement**

**Building Technology Request for Budget Funding**