

Millbury School Committee Minutes

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MILLBURY

Date: September 1, 2010

Present: Mrs. Vigneau, Chairperson, Mr. Corey, Vice Chairperson, Mr. Plante, Mr. Clawson, Mrs. Nietupski, Mr. Bedard, Business Administrator, Mrs. Molnar, Director of Pupil Services, Mr. Rapose, Curriculum Coordinator, Mr. Fleming, Interim High School Principal, Ms. Simanski, Shaw Elementary School Principal, Ms. Frederick, Elmwood Street School Principal, Mrs. Ablove, Elmwood Street School Vice Principal, and Mrs. Hitchcock, Superintendent

Location: High School Media Center

Time: 7:00 pm

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

Approval of Regular Minutes

Mrs. Vigneau asked for a motion to approve the minutes from the meeting of July 15, 2010. Mr. Clawson made a motion to accept the minutes and Mr. Plante seconded the motion. All approved (4-0).

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

Approval of Executive Session Minutes

Mrs. Vigneau asked for a motion to approve the Executive Session minutes for the meeting on July 23, 2010. . Mr. Corey made a motion to accept the Executive Session minutes for the meeting on July 23, 2010 and Mr. Plante seconded the motion. All approved (5-0).

Report of the Administration

Mrs. Hitchcock stated that the School Department was formally informed late last Thursday that the district will receive an additional \$451,918 for the DESE (Ed Jobs Grant), which will be used to restore positions that were cut from the FY2011 budget. It was very clear that the money was to be used to restore positions. She also stated that

some of the money could be used for the FY 2012 budget and maybe into the FY2013 budget.

Mrs. Hitchcock stated that due to the budget cuts the class sizes at the Elmwood Street School were higher than they would like at these grade levels when students are learning to read. She stated that Sarah Beckeman will be rehired and they will advertise for an additional kindergarten teacher. The other laid off teacher has found another job. Mrs. Hitchcock stated that the Shaw Elementary School's enrollment has decreased this year. Mrs. Hitchcock stated that Ms. Frederick was working hard to move the students into the new classrooms for Kindergarten and Second Grade. A ConnectEd message was given to the parents of the students that would be moving to the new classrooms.

Mrs. Hitchcock stated that back in the spring of 2009 preparing for the FY2010 Budget she had informed the School Committee that they were required to hire a Classroom Imagine II teacher at the Shaw Elementary School along with a nurse. She also stated that a new preschool teacher must be added as the number of students per classroom was over the regulation. It was decided that the FY2010 Budget could not fund these positions and therefore they used the Federal Grant money to fund these positions. However, this money was only available for only two years. Mrs. Hitchcock stated that some of the money we just received will be used for these positions. She also stated that the kindergarten aide position that was cut to part time will be restored to full time. Mrs. Hitchcock also stated the Related Arts positions that were cut two periods have been restored to full days. She also stated that the Technology Teacher at Elmwood left to take position in another district. Mrs. Hitchcock stated that the cut custodial/maintenance/grounds positions will be restored including increasing the head of maintenance position to full time. Two positions at the high school and a part time secretary will not be restored. The decisions on which positions would be restored were made to benefit the students. She also stated that these funds could not be used to restore the Curriculum Coordinator's position to full time because the new grant cannot be used for central office administration. Mrs. Hitchcock stated that she presented a prioritized list of positions to be restored if funds became available. She stated that this money is not part of the Race to the Top Grant, which can only be used for professional development.

Mrs. Hitchcock stated that Opening Day was very successful. She stated that this year the students were phased into school at Elmwood. The kindergarten students started on day two and the preschool students started on day three. She stated that there were no complaints except some transportation problems.

Ms. Frederick stated that the Elmwood Street School had 28 new students to Millbury this year. She stated that 14 of the new students are kindergarteners. The kindergarten enrollment is approximately 148 students.

Mrs. Hitchcock stated that the New Teacher Orientation was completed in one day this year due to the fact that there were only three new teachers. The agenda consisted of district goals, improving literacy instruction and the anti-bullying plan. They also had a

tour of Millbury by Pam Graves and Linda Swenson and introduced to behavior management and the mentoring program.

Mrs. Hitchcock stated that on the opening day for teachers Attorney Tate talked about the procedures that should be used under the Anti-Bullying Prevention Plan. She also stated that each school's student handbook was redone to include a statement regarding the Anti-Bullying Prevention Plan. Mrs. Hitchcock stated that she is putting together a task force to draft an Anti-Bully Prevention Plan to bring to the School Committee for approval. This plan must be submitted to the Department of Education before December 31st.

Mrs. Hitchcock stated that a summary of the 2010 graduating class future plans was included in the School Committee packet. She stated that 95% of the class will be pursuing further education, with forty-nine students attending private colleges and 76 attending public colleges.

Mrs. Hitchcock stated that for the sixth year in a row a \$500 donation was given to the SADD program from Mr. Marino, Mr. Masiello and Mr. Merzigan the gentlemen that host the Cruzzin' Dreams Classic Car Show. The total of the donations amount to \$5,875 and the money is used to offset the Woolie Pride Night guest speakers. This program is mandatory for all athletes.

Mrs. Hitchcock stated that 39 students sat for 55 exams in English Literature Composition, Calculus, Biology and US History. A five is the highest score a student could receive and a one is the lowest. Most of our students received 3, 4, or 5.

Mrs. Hitchcock stated that Summer School was held at the high school and Special Education Summer School was held at Elmwood. A child will be enrolled in the Special Education Summer School if a child is to substantially regress during summer break.

Mrs. Hitchcock stated that she briefly wanted to explain the open meeting law. She stated that it is required to post all meetings with the Town Clerk forty eight hours before the meeting. It was decided that the agenda will be posted in a binder at the Police Station. She also stated that a list of documents included in the School Committee's packets must be included in the minutes.

Mrs. Hitchcock stated that Tim Bickford did an amazing job of landscaping and restoring the courtyard at the Shaw Elementary School for his Eagle Scout service project. He installed four reading benches for the students to use during good weather.

Budget

Mr. Bedard stated that a memo listing ongoing maintenance projects was included in the School Committee packet. He stated that the roof has been repaired at the Dorothy Manor School under the manufacturer's warranty. He stated that they have contracted to

have the exposed part of the chimney repaired. He also stated that the lease is up for the Pakachoag Acres Day Care on June 30, 2011 and a new request for proposals will be prepared.

Mr. McGarry committed to paving the first section of the driveway leading into Windle Field. The new siding was installed in July as a result of last year's hail storm damage.

The High School Drainage Project Phase II has been completed and Mr. McGarry met with the Conservation Commission on our behalf to have a final inspection and to request a certification of closure. The second hot water tank at the high school was repaired in August. It was covered under the manufacturer's warranty.

The hot water tank at the Elmwood Street School was replaced and was covered under the manufacturer's warranty. The front steps between the middle parking area and the top parking area will be repaired within the next month.

Mr. Bedard stated that we have recently joined efforts with the Town of Millbury on bids or heating oil (Dennis Burke Oil), natural gas supply (Sprague Energy) and electrician services (Ostrow Electric).

Mr. Bedard stated that the maintenance crew did a tremendous job getting the schools ready during the summer. Particularly in area that had staff reductions or staff members on leave. Mrs. Vigneau stated that she agreed that the maintenance department did a good job considering they were short handed. She also stated that there were some things that were left undone.

Mr. Bedard stated that the transportation issues are in the process of being resolved. He also stated that he would like to remind the folks at home to be aware of buses with top arms and flashing lights.

Mrs. Vigneau asked Mr. Bedard if the buses were parked in Millbury. He stated that they are parked in Sutton; however, the bus contractor pays excise taxes to Millbury. Mrs. Vigneau also stated that she has received numerous calls regarding buses parked at residential homes. Mr. Bedard stated that some drivers do take their buses home in between their routes. Mrs. Hitchcock asked Mrs. Vigneau to refer the calls regarding the buses to call Mr. Bedard directly. Mr. Bedard stated that we have one more year under contract with the bus company.

Mrs. Vigneau asked that the High School Drainage Project be kept on the agenda until completed.

Mrs. Vigneau suggested setting the dates for the tours of the schools. Mrs. Vigneau suggested that the September 22nd meeting be held at the high school media center due to the fact that a report of the results of AYP will be presented at this meeting and that a large room would be better.

Mrs. Vigneau asked that four dates be put under Old Business on the next agenda.
Mrs. Vigneau asked for a motion to adjourn the meeting. Mr. Clawson made a motion to adjourn the meeting and Mr. Corey seconded the motion. All approved (5-0).

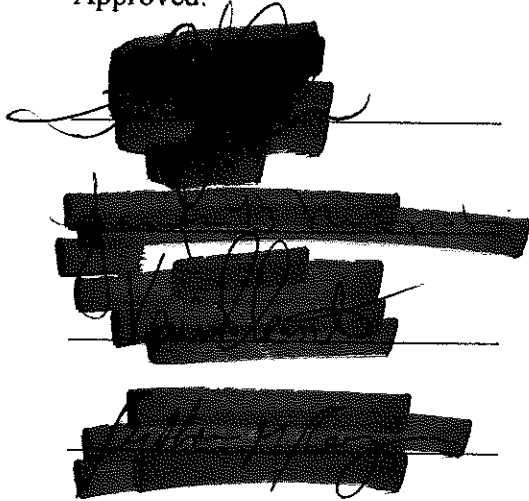
Respectfully submitted
Donna Lane
School Committee Clerk

Documents included in the School Committee Packet

- Agenda
- Superintendent's Informational Items
- Draft minutes from July 15, 2010
- Draft minutes from July 22, 2010
- Budget Comparison August 10, 2010
- Letter to Mrs. Vigneau from Millbury Parent's Club regarding the Meet the Administration Meeting
- Millbury Public Schools letter to Parents regarding attendance policy
- Email to all staff/all schools from Mrs. Hitchcock – Regarding L. Swenson Retirement Party
- Letter to Mrs. Stepien from the School Committee – Regarding SADD Conference
- New Teacher Orientation Agenda
- Professional Development Day Agenda
- Memo to School Committee from Mrs. Hitchcock – Regarding new staff
- Memo to Mrs. Hitchcock from Leslie Mums, Guidance Counselor High School – Regarding Graduating Class of 2010
- Letter to Mr. Marrino from Mrs. Hitchcock and School Committee – Regarding donation
- AP Current Year Score Summary 2010
- Millbury High School Summer School Program pamphlet
- Summer School 2010 results
- Class size comparisons
- Letter to Tim Bickford from Mrs. Hitchcock – Regarding Project at Shaw School
- Millbury Junior/Senior High School Handbook 2010 – Grades 7 and 8
- Millbury Memorial Junior/Senior High School Handbook 2010 – Grades 9-12
- Shaw Elementary School Handbook 2010 – Grades 4-6
- Elmwood Street School Handbook 2010 – Grades Pre-K – 3
- Memo to Mrs. Hitchcock from Mr. Bedard – Regarding Maintenance Projects
- Revised Agenda
- Education Jobs Grant
- Bullying and Cyber-Bullying School Districts' Obligation to Respond, Investigate and Intervene in the wake of Massachusetts' New Anti-Bullying law, M.G.L.c.70
- Invitation to Linda Swenson Retirement Party

- Millbury 2010 Fall Sports Schedule
- Computer Instructional Technology Teacher posting
- Foreign Language Teacher posting
- Grade 2 Classroom Teacher posting/Kindergarten posting
- Inclusion Assistant High School posting
- Part Time Instructional Assistant/.5 Kindergarten Teacher's Assistant posting
- After Care Nurse posting
- Temporary High School Head Custodian Posting

Approved:

A large area of the document is redacted with black ink, obscuring the names and titles of the individuals who approved the list. The redaction covers approximately four lines of text, including what would be the names and titles of the approvers.