

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS.

Date: July 9, 2018

Present: Mrs. Nietupski, Chairperson, Mrs. Vigneau, Mrs. Teixeira, Mrs. Lagerholm, Mr. Myers, Superintendent of Schools and Mr. Bedard, Business Administrator.

Absent: Mr. Wilbur, Vice Chairperson.

Time: 5:00PM

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

Mrs. Nietupski opened the meeting at 5:00PM.

Review and Approval of June 27, 2018 Regular Session Meeting Minutes and the June 13, 2018 and June 27, 2018 Executive Session Meeting Minutes.

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Meeting Minutes of June 27, 2018.

Mrs. Teixeira made the motion to approve, seconded by Mrs. Lagerholm. All in favor (4-0).

Mrs. Nietupski asked for any changes, additions or deletions to the Executive Session Meeting Minutes of June 13, 2018.

Mrs. Vigneau made the motion to approve, seconded by Mrs. Teixeira. All in favor (4-0).

Mrs. Nietupski requested that we table the June 27, 2018 Executive Session Meeting Minutes until the next meeting.

FY 2018 School Operating Budget

Mr. Bedard discussed the FY 2018 School Operating Budget close-out.

We have closed the FY 2018 School Operating Budget of \$21,345,773.

The remaining budget balance after expenditures and encumbrances is \$997.97.

Categories with Increases or “Transfers In”

There are three areas that need Budget Transfers In.

2000 – Instruction \$87,200

Instruction needs a budget Transfer In due to substitute teacher coverage for maternity and other leave of absences, ELA textbook purchase and, in large part, due to technology purchases listed below under EOYR purchases.

3000 – Other Services \$94,900

Other Services needs a budget Transfer In primarily due to the increase in special education transportation routes. We had three (3) additional routes when comparing June 2018 to June 2017. There was also an increase in the need for van monitors (3 additional) needed for our special education routes, as per the specifications in students’

Individualized Education Plans. The cost for one monitor for the year is \$13,374.

Many foster children are now covered under homeless transportation.

In addition, we purchased part of the marching band uniforms under the “Other Services” category.

004 – Athletics \$1,700

Athletics needs a small budget Transfer In, mainly due to post-season transportation costs.

Categories with Decreases or “Transfers Out”

There are three areas that need Budget Transfers Out.

1000 – Administration \$79,700

Administration has a Transfer Out due to the delay in hiring a Human Resource Director until about a quarter of the way through the fiscal year. We also did not need to expend very much on Unemployment Compensation Costs.

The legal and audit services expenditure line came in under the \$40,750 budget at \$39,016.66. Last year we expended \$26,359.25. However, this year we contracted with Melanson and Health for \$5,000 for the DESE Student Activity Account review, which is done once every three years. In addition, a larger portion of the legal fees were due to student issues, as opposed to employment inquiries.

4000 – Operations and Maintenance \$101,200

- The largest area of savings is from our electricity costs for the three schools. We realized a substantial savings due to the reduction of our energy consumption, down about 24% from our 2009 benchmark year, a low town/school negotiated supply rate and especially the two town solar rebate projects. The two solar rebate projects reduced our total electric supply cost by about 30%.
- The second biggest area of savings is heating costs for the three schools. We realized a budget savings for heating primarily due to the reasonable heating season and conservation measures. The heating degree days calculation, which is used to measure the heating season, was about 5% below our average winter season.
- We utilized the energy budget savings in order to contract for some much needed maintenance projects, as listed under the end of year purchases.

9000 – Program with Other Systems \$2,900

Program with Other Systems has a small amount to be Transferred Out. We also utilized Circuit Breaker Revolving Funds to help defray the cost of special education tuitions. In FY 2018 we expended \$381,185.66 from the Circuit Breaker Revolving account.

End of Year Purchases:

Primarily due to the savings we realized in the unemployment compensation costs, the delayed hiring of a human resource director, teacher replacement savings, and our favorable energy budget, we were able to make the following purchases of needed items:

- Additional Chromebook carts for each school
- Additional interactive LCD Projectors for each school
- Desktop computers for two Business Labs and one CAD Lab at MHS
- MPS portion of a new MHS athletic field scoreboard
- ELA textbook purchase (grades K-6)
- Student desks/science room stools
- MHS media center chairs
- Shaw School driveway asphalt repair
- Removed obsolete classroom televisions from Elmwood Street School
- Total Special Education Pre-Pay Tuitions are \$103,430.61, down from last year's pre-pay of \$140,396.88
- SPED Pre-Pays will help with new unanticipated tuitions and transportation.

Also completed these projects earlier in the year:

- Two unanticipated water main break repairs at R.E. Shaw School
- Installed 3M protective window film at Elmwood Street School
- Converted MHS and Elmwood stairwell LED lighting to conserve energy
- Purchased new Marching Band Uniforms

Encumbrances Notes:

The total encumbrance amount is \$1,858,942.99. Mr. Bedard stated that teacher summer pay comprise \$1,515,031.10 of the total encumbrance.

Teachers are given the opportunity to receive FY 2018 paychecks over the summer.

There are 4 paychecks (7/13, 7/27, 8/10 and 8/27) that are under Payroll Encumbrance because they have not been paid yet. There are 26 teacher pays this year. These costs are attributed to FY 2018.

Nonpayroll encumbrance, which makes up our outstanding purchase orders totals \$343,911.89, which is about 19% over the total encumbrance. Payroll summer encumbrance this year is \$199,621.59 more than last year because we have seventeen more teachers (142 vs. 125) opting for summer distribution. Outstanding purchase orders are materials or work projects completed before 6/30/18 that have not been paid as of today.

Approval of Line Item Transfers and Encumbrances in the 2018 Budget – Vote Required

Mr. Bedard reviewed the line item transfers and encumbrances needed to close out FY 2018 with Town Hall. The financial records need to be reconciled with Town Hall by July 15th of each year.

Mr. Bedard reviewed the following documents:

1. FY 2018 Preliminary Financial Statement
2. FY 2017-18 Encumbrances
3. FY 2018 Budget Transfer Request

Mr. Bedard recommended to the School Committee a vote to approve the encumbrances and budget transfers.

There was a discussion regarding the encumbrance and budget transfers.

Mrs. Lagerholm made a motion to approve the FY 2017-18 Budget Transfer Request as written. It was seconded by Mrs. Teixeira. All approved 4-0. The School Committee members signed the report.

Mrs. Vigneau made a motion to approve the FY 2017-18 Encumbrance Report as written. It was seconded by Mrs. Teixeira. All approved 4-0. The School Committee members signed the report.

Declare Surplus of Obsolete Classroom T.V.'s – Vote Required

Mr. Bedard asked the School Committee to consider voting to declare all the old classroom wall mounted televisions at Elmwood Street School. All the t.v.'s are circa 1998-2005 and are large, heavy and old technology. They are no longer of use and are not being used by classroom teachers. Principal Hall has asked for their removal. Mr. Bedard stated there is no sale value to the old televisions and he will have them disposed.

Mrs. Lagerholm made a motion to declare the old classroom televisions surplus property. Mrs. Teixeira seconded the motion. All in favor, 4-0.

Old Business:

Superintendent's Contract

Mrs. Nietupski announced that the School Committee and Superintendent Myers have negotiated a new contract effective 7/1/18 running through 6/30/24. Mrs. Teixeira made a motion to accept the contract. Mrs. Lagerholm seconded the motion. All in favor, 4-0. The School Committee members signed the contract.

New Business:

Review of JJE Fundraising Policy

There was a discussion regarding the current JJE Fundraising Policy. Mr. Myers stated that the policy might need to be revised because there have been some fundraising raffles

in the district. His concern was whether that constituted gambling under the policy provisions. He stated that the School Committee should take another look at this policy and determine the gambling implications of raffles. Mrs. Nietupski recommended that we reconvene the policy subcommittee to review. The committee also stated that they were going to review the Graduation Policy. It was decided that the Policy Subcommittee would meet on August 22, 2018.

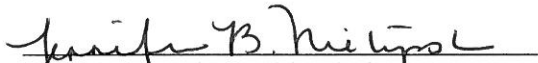
At 5:32PM Mrs. Nietupski asked if there was a need to go into Executive Session. There was no need voiced for Executive Session.

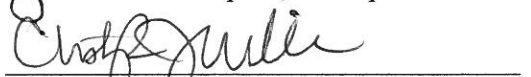
Mrs. Nietupski asked for a motion to adjourn. Mrs. Teixeira made a motion to adjourn. Seconded by Mrs. Lagerholm. All in favor, 4-0.

Respectfully submitted,

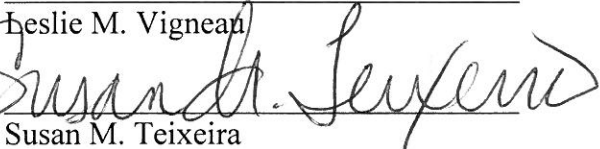
Richard G. Bedard, Jr.
School Business Administrator

Approved:


Jennifer B. Nietupski, Chairperson


Christopher J. Wilbur, Vice Chairperson

Leslie M. Vignean


Susan M. Teixeira

Julia Lagerholm

School Committee Packet:

1. FY 2018 Preliminary Financial Statement, R. Bedard
2. FY 2017-18 Encumbrances, R. Bedard
3. FY 2018 Budget Transfer Request, R. Bedard
4. FY 2018 EOYR Closing Notes, 7-9-18, R. Bedard
5. 6/27/18 Draft of School Committee Regular Session minutes
6. 6/13/18 Draft of School Committee Executive Session minutes
7. 6/27/18 Draft of School Committee Executive Session minutes