

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

RECEIVED
TOWN CLERK
18 JAN -3 PM 3: 15
MILLBURY, MASS.

Date: July 10, 2017

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

Absent: Mr. Plante, Vice Chairperson.

Time: 5:00PM

Location: Superintendent's Office Conference Room

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

Review and Approval of June 14, 2017 Regular Session Meeting Minutes and the June 14, 2017 Executive Session Meeting Minutes.

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Meeting Minutes of June 14, 2017.

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

Mrs. Nietupski asked for any changes, additions or deletions to the Executive Session Meeting Minutes of June 14, 2017.

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

School Committee Policy Manual

Mrs. Nietupski stated that the School Committee Policy Manual revision has been completed. This work was a three year project and was done with the Massachusetts Association of School Committees (MASC). It updates all of the Millbury School Committee policies to the MASC recommendations or comparable. The policy manual is available in hardcopy at the Superintendent's Office and on-line at the MPS website. It is searchable on-line and will be updated periodically by MASC. Mrs. Nietupski and Mrs. Teixeira were the two School Committee members on the Policy Subcommittee.

Foundation Budget Review Committee – Vote of Support

Mr. Wilbur recommended to the School Committee that the Millbury School Committee vote to support the recommendations of the Foundation Budget Review Committee. This committee was formed quite some time ago and has some specific recommendations for the state legislature including changes to the Foundation Budget on employee benefits

- 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, a low town/school negotiated supply rate and especially the two town solar rebate projects.
- We realized a budget savings for heating primarily due to the reasonable heating season and conservation measures.
- Areas that cut into that savings would be items listed below under EOYR maintenance projects or equipment.

9000 Program with Other Systems \$179,800

Program with Other Systems has an amount to be transferred out due to the reduction in out of district tuitions we realized during the school year. In addition we utilized Circuit Breaker Revolving Funds to defray the cost of special education tuitions.

End of Year Purchases:

Primarily due to the savings we realized in the Human Resource Director position, Special Education tuitions and our energy budget we were able to make the following purchases of needed items:

- MHS and R.E. Shaw laptop carts
- Projectors for MHS and R.E. Shaw
- Desktop computers
- MPS portion of a new Windle Field scoreboard
- Floor cleaning machine
- Athletic field line painting machine
- MHS science textbook purchase
- 3 - televisions for the two cafeteria's and jr. high school for announcements and presentations
- Special 3M window protection for the exterior doors and exit windows at Elmwood Street School
- 3 - AED purchases
- Athletic uniform purchases for boys' track, girls' and boys' soccer and some additional uniforms for cheerleading
- Athletic field storage sheds for team equipment
- 2 - Windle Field bleachers
- Total Special Education Pre-Pay Tuitions are: \$140, 396.88. Last year it was a slightly below that amount at \$127,021.89
- The SPED Pre-Pays will help with new unanticipated tuitions and transportation.

Encumbrances Notes:

The total encumbrance amount is \$1,603,413.86.

Teachers are given the opportunity to receive FY 2017 paychecks over the summer. There are 4 paychecks 7/14, 7/28, 8/11 and 8/28 that are under Payroll Encumbrance because they have not been paid yet. There are 27 teacher pays this year (usually 26 pays) only so we have one extra summer pay distribution. These costs are attributed to FY 2017.

Nonpayroll encumbrance, which makes up our outstanding purchase orders totals \$293,097.24, which is about 18% over the total encumbrance. Outstanding purchase orders are materials or work projects completed before 6/30/17 that have not been paid as of today.

Approval of Line Item Transfers and Encumbrances in the 2017 Budget – Vote Required

Mr. Bedard reviewed the line item transfers and encumbrances needed to close out FY 2017 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 2017 Preliminary Financial Statement
2. FY 2016-17 Encumbrances
3. FY 2017 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.

Mr. Wilbur made a motion to approve the FY 2016-17 Encumbrance Report as written. It was seconded by Mrs. Teixeira. All approved 4-0. The School Committee members signed the report.

Mr. Wilbur made a motion to approve the FY 2016-17 Budget Transfer Request as written. It was seconded by Mrs. Vigneau. 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 in all three schools as surplus property. 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. All the Principals have asked for their

removal. Mr. Bedard stated there is no sale value to the old televisions and he will have them disposed.

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

Mr. Bedard also mentioned that an old special education wheelchair van, that was declared surplus property at a previous meeting, has been sold for \$1,400. Those funds will be turned over to the Town. A legal ad was posted and it was sold to the highest bidder.

At 6:05PM Mrs. Nietupski asked for a motion to adjourn the meeting.

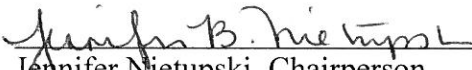
Mr. Wilbur made the motion.

Mrs. Teixeira seconded the motion. All in favor 4-0.

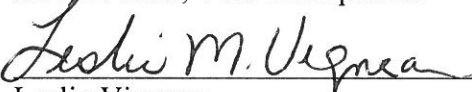
Respectfully submitted,

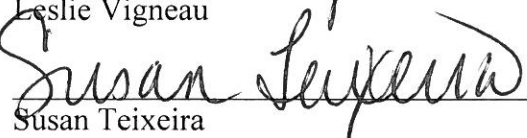
Richard G. Bedard, Jr.
School Business Administrator

Approved:


Jennifer Nietupski, Chairperson

Kevin Plante, Vice Chairperson


Leslie Vigneau


Susan Teixeira

Christopher Wilbur

School Committee Packet:

1. FY 2017 Preliminary Financial Statement, R. Bedard
2. FY 2016-17 Encumbrances, R. Bedard
3. FY 2017 Budget Transfer Request, R. Bedard
4. FY 2017 EOYR Closing Notes, 7-13-16, R. Bedard
5. 6/14/17 Draft of School Committee Regular Session minutes
6. 6/14/17 Draft of School Committee Executive Session minutes