

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS

Date: July 13, 2016

Present: Mrs. Nietupski, Chairperson, Mr. Plante, Vice Chairperson, Mrs. Vigneau, Mr. Bedard, Business Administrator.

Absent: Mr. Myers, Superintendent of Schools, Mrs. Teixeira and Mr. Wilbur.

Time: 5:30PM

Location: Superintendent's Office Conference Room

Mrs. Nietupski opened the meeting at 5:30PM.

Review and Approval of June 22, 2016 Regular Session Minutes Meeting Minutes

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of June 22, 2016.

Mrs. Vigneau made the motion to approve, seconded by Mr. Plante. All in favor (3-0).

Veteran's Request for a Millbury Memorial High School Diploma

Mrs. Nietupski asked for a motion to table this agenda item until the next meeting. Mrs. Vigneau made the motion. Mr. Plante seconded. All in favor, 3-0. Mr. Plante asked that he be provided with the law or regulation pertaining to this provision.

Policy IHMB: Teaching About Alcohol, Tobacco and Drugs - 2nd Reading

On behalf of Mr. Myers, Mrs. Nietupski asked that the School Committee consider adopting policy IHAMB that is in keeping with the recently acted opoid bill, because this policy must be posted on the District's website and disseminated to parents. This is just a revision of a policy that was adopted earlier last school year. The revisions do not significantly impact the content of the policy.

Mr. Plante made a motion to accept the policy, as written. Mrs. Vigneau seconded. All in favor, 3-0.

Multi-Purpose Activity Bus Purchase

Mr. Bedard gave a report regarding the potential purchase of a district Multi-Purpose Activity School Bus for the purpose of small field trip and athletic transportation. This would give the district more flexibility and cost savings for the smaller trips. Mr. Bedard said that because we are required to purchase a mini-bus, not a van, for this purpose we need to look further into the specifics. The School Committee discussed the proposal. Mr. Bedard recommended no further action at this time.

Results of Appeal of Civil Fines for Expired Elevators/Stage Lifts

Mr. Bedard updated the School Committee on the district's appeal of the elevator fines for two of the district's six units. There were two units that had fines levied because the district's elevator vendor did not apply for certification in a timely manner. Mr. Bedard reported that he went to a hearing with our counsel and recently learned that as a result of our appeal the two fines have been reduced to zero. Their decision was based on three factors: lack of willfulness or neglect, absence of prior violations, and compelling testimony regarding the detrimental impact that a financial penalty would have on programs and services for students. Mr. Bedard stated he was very pleased with the results and we can now put this behind us.

FY 2016 School Operating Budget

Mr. Bedard discussed the FY 2016 School Operating Budget close-out.

We have closed the FY 2016 School Operating Budget of \$19,978,086. The remaining budget balance after expenditures and encumbrances is \$644.03.

Categories with Increases or Transfers In

There are four areas that need Budget Transfers In.

1000 – Administration \$2,900

Administration needs a small budget transfer in due to attorney fees a little extra due to the elevator fine appeal, audit fees up slightly and Medicaid reimbursement processing.

3000 – Other Services \$89,000

Other Services needs a budget transfer in primarily due to the increase in out of district special education transportation cost, including some 45 day placements. There was also an increase in homeless transportation costs.

We also utilized some of the savings in utilities to transfer to Other Services for athletic supplies such as a new high school gym scoreboard and football and cheerleading uniforms as well as the replacement of our 13 AED's. Many of the AED's are no longer being serviced because of their age or condition.

Note: There was a School Committee discussion about the rotation of purchasing athletic uniforms, uniforms for the younger athletes and the collection of uniforms after the season is over. Mr. Bedard will check with Mr. Mara about the procedures.

9000 – Programs with Other Systems \$69,100

Programs with Other Systems needs a budget transfer in to pay for a portion of the Special Education pre-pay tuitions.

004 – Athletics \$1,660

Athletics needs a small transfer in due to some new equipment purchased.

Categories with Decreases or Transfers Out

There are three areas that need Budget Transfers Out.

2000 – Instruction \$114,410

- Teaching/Admin. Hiring Savings, retirements, resignations, FMLA's, lower salary of new staff, time between staff members. Some retirements and resignations came in after the budget was set.
- Nonpaid Maternity Leave. (7 total)
- Nonpaid Teacher Sick Time.
- Tuition Reimbursement, \$3,781 under budget. \$17,219 total expenditures. Up, \$12,514 last year.
- SPED Contractual – Teaching for the Blind, under budget \$15,861.
- SPED Summer School Program under budget.

4000 – Operations and Maintenance \$46,400

- The largest area of savings is from our electricity costs for the three schools. We realized a savings of over \$71K due to the reduction of our energy consumption, down about 3.4% overall (down 22% for our 2009 benchmark year), a lower 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%. We also had an unseasonably mild heating season, which reduced our consumption.
- The second biggest area of savings is heating costs for the three schools. We realized a large budget savings for heating primarily due to the unseasonable mild heating season. For example, R.E. Shaw alone saved \$42K due to the mild winter and the very low #2 heating fuel costs. In addition, the school realized some energy efficiencies and a town/school has a low supply cost rate.
- Areas that cut into that savings would be items I previously reported under Maintenance-Special Projects as well as the continuing costs to repair the Elmwood Street School boiler.

002 – Windle Field \$1,850

Windle Field has a small amount to be transferred out.

End of Year Purchases:

Primarily due to the savings we realized in our energy budget we were able to make the following purchases of needed items:

- MHS and R.E. Shaw laptop carts
- Jr. High and Elmwood computer purchases
- R.E. Shaw copier for teachers' lounge
- Projectors for Pre-School rooms
- Partitions for Elmwood ABA Room
- Small walk behind mower for Elmwood
- Athletic purchases previously mentioned
- AED purchases previously mentioned
- Total Special Education Pre-Pay Tuitions are: \$127,021.89
- The SPED Pre-Pays will help with new unanticipated tuitions and the loss or reduction of the KG/Title I grant funding.

Encumbrances Notes:

The total encumbrance amount is \$1,367,349.14.

Teachers are given the opportunity to receive FY 2016 paychecks over the summer.

There are 3 paychecks 7/15, 7/29 and 8/12 that are under Payroll Encumbrance because they have not been paid yet. These costs are attributed to FY 2016.

Non-payroll encumbrance, which makes up our outstanding purchase orders totals \$349,968.95, which is about 26% over the total encumbrance. Outstanding purchase orders are materials or work projects completed before 6/30/16 that have not been paid as of today.

Approval of Line Item Transfers and Encumbrances in the 2016 Budget – Vote Required

Mr. Bedard reviewed the line item transfers and encumbrances needed to close out FY 2016 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 2016 Preliminary Financial Statement
2. FY 2015-16 Encumbrances
3. FY 2016 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. Plante made a motion to approve the FY 2015-16 Encumbrance Report as written. It was seconded by Mrs. Vigneau. All approved 3-0. The School Committee members signed the report.

Mr. Plante made a motion to approve the FY 2015-16 Budget Transfer Request as written. It was seconded by Mrs. Vigneau. All approved 3-0. The School Committee members signed the report.

At 5:54PM Mrs. Nietupski asked for a motion to go into Executive Session in accordance with MGL CH 30A, S.21(a)2 for the purpose of conducting contract negotiations with non-union personnel.


Mr. Plante made the motion.

Mr. Vigneau seconded the motion. All in favor 3-0. A roll call vote was taken.

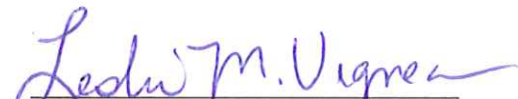
Respectfully submitted,


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 2016 Preliminary Financial Statement, R.Bedard
2. FY 2015-16 Encumbrances, R. Bedard
3. FY 2016 Budget Transfer Request, R.Bedard
4. FY 2016 EOYR Closing Notes, 7-13-16, R. Bedard
5. 6/22/16 Draft of School Committee Regular Session minutes