

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

RECEIVED  
TOWN CLERK

14 NOV 20 AM 9:06

MILLBURY, MASS

**Date:** July 8, 2014

**Present:** Mrs. Nietupski, Chairperson, Mrs. Vigneau, Mrs. Teixeira, Mrs. Hitchcock, Superintendent, Mr. Myers, Incoming Superintendent, Mr. Bedard, Business Administrator.

**Absent:** Mr. Plante, Vice Chairperson and Mrs. Harris-Keddy.

**Time:** 5:30PM

**Location:** Superintendent's Office Conference Room

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

**Review and Approval of June 11, 2014 and June 25, 2014 Regular Session Minutes and Executive Session Meeting Minutes**

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of June 11, 2014.

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

Mrs. Nietupski stated any changes, additions or deletions to the Executive Session Minutes of June 11, 2014 will have to be made in Executive Session.

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

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of June 25, 2014.

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

Mrs. Nietupski stated any changes, additions or deletions to the Executive Session Minutes of June 25, 2014 will have to be made in Executive Session.

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

**Approval of Line Item Transfers and Encumbrances in the 2014 Budget – Vote Required**

Mr. Bedard reviewed the line item transfers and encumbrances needed to close out FY 2014 with Town Hall. The financial records need to be reconciled with Town Hall by July 15<sup>th</sup> of each year.

Mr. Bedard reviewed the following documents:

1. FY 2014 Preliminary Financial Statement
2. FY 2013-14 Encumbrances
3. FY 2014 Budget Transfer Request

Mr. Bedard began with the FY 2014 Preliminary Financial Statement. The budget totals \$18,773,838, including the Medicaid warrant article. The balance remaining after all the FY 2014 expenditures and encumbrances is \$787.23. That is the amount that will be returned to the town. Since Millbury is over net school spending, all remaining funds shall be returned to the town.

Mr. Bedard reviewed the encumbrance column, which is also listed on the form entitled "FY 2013-14 Encumbrances". The encumbrances are the total purchase orders and obligations remaining from the fiscal year. This includes the remaining teacher summer distribution payments. Some of the teachers have yet to receive one July and two August paychecks. Teachers are given the opportunity to receive their pay over ten months or twelve months. All these costs are charged to FY 2014. The total encumbrance amount is \$1,063,953.63, of which \$902,345.51 or 85% is for payroll obligations. The remaining \$161,608.12 is for purchase orders for such things as materials and services.

Mr. Bedard stated that there was a very limited amount of special education tuitions that were pre-paid this year. The district only pre-paid \$7,539.30 to Southern Worcester County Collaborative in special education tuitions. Last year we pre-paid \$49,078.00. Mrs. Hitchcock stated that the pre-payment is allowed by law. There was a brief discussion about pre-paying special education tuitions. Mrs. Hitchcock said the low amount of pre-paying tuitions is a result of a very lean fiscal year. There were just no funds available.

Mr. Bedard discussed the "FY 2014 Budget Transfer Request" form. He started by reviewing the line items that need funds transferred into. He stated the line items are based upon the eight categories approved at town meeting. This includes administration, instruction, other services, operations and maintenance, programs with other systems, school committee salaries, Windle Field and athletics.

The Administration account needs \$46,400 transferred in for the unanticipated cost of the Superintendent search (\$12,000) and additional legal fees. Legal fees included the cost of personnel issues, an insurance settlement and the unanticipated cost of the Atlantic Express transportation bankruptcy.

The Other Services account needs \$39,850 transferred in for additional cost of homeless transportation (budget: \$21,000, actual: \$34,688), additional wheelchair bus we are sharing with Grafton and additional out of district placements. Mr. Bedard said that even though we have additional out of district routes we have been realizing substantial savings from the contract with Assabet Valley Collaborative/Van Pool. Daily routes that used to cost \$165-185 now cost \$137.

The Operations and Maintenance account needs \$140,800 transferred in for additional cost of HVAC maintenance, the cost of the unanticipated new truck lease payment, and personnel absences. There are boilers and hot water tanks at Elmwood that have needed numerous repairs. They will need to be replaced at some point. There were also ongoing issues with the Honeywell automated temperature control system used at MHS and Elmwood. Mike's Truck Repair told us mid-winter that one of the existing old plow trucks had a cracked frame and was a major safety hazard. They recommended we take the vehicle out of service, as it could cause injury. The new truck first year lease payment was \$8,376. The custodial and maintenance personnel absences required additional overtime and some temporary help. In addition, the following special maintenance projects were completed during FY 2014: MHS mold issue clean-up last July, R.E. Shaw ADA Bathroom renovation needed for a student, IAQ report for Shaw, Shaw asbestos abatement project, paving second egress for ADA compliance at the back of Shaw as per fire department requirement and re-lining the MHS hot water tank.

The Programs with Other Systems account needs \$103,000 transferred in for additional out of district placements. We have increased our placements from 22 to between 25 and 26. The 3-4 additional placements require the need for a transfer. Mr. Bedard stated that this is in addition to utilizing the full amount of Circuit Breaker funding (over \$400K) for SPED tuitions. Mrs. Hitchcock explained the Circuit Breaker funding and said it is used each year to defray the cost of high end special education costs.

There was a small amount of \$200 needed to transfer in for the Windle Field budget.

There was an opportunity to treat the athletic fields with herbicides at the end of June, which required the \$1,550 Athletic Budget transfer. The athletic fields at MHS and Elmwood have been heavily used and need more upkeep. This treatment was needed for the upcoming busy fall season. It is also part of the treatment program the Athletic Director has been working on.

The Instruction account needs \$331,800 transferred out to cover all the accounts that need funding. The availability of these funds come from the savings in hiring new staff at a lower salary. This can be achieved from any hiring done after the December budget preparation. If we know of the teacher retirement when we compile the budget we will account for the new hiring savings. If there is a retirement announced after the budget is prepared or if someone resigns, we will realize the full savings from a lower salary. Most of the teachers that retire are at the top of the salary schedule. We had eight teachers retire or resign after the budget was prepared. In addition, there was some savings when we were without a Curriculum Director and Special Education Director for a short period of time. Finally, Phase II of the technology purchases was not completed until October which meant the fiscal year would only have three quarterly payments, not four. This realized a savings in FY 2014. It also means at the end of the term there is a quarterly payment in year four.

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. Vigneau made a motion to approve the FY 2013-14 Encumbrance Report as written. It was seconded by Mrs. Teixeira. All approved 3-0. The School Committee members signed the report.

Mrs. Vigneau made a motion to approve the FY 2013-14 Budget Transfer Request as written. It was seconded by Mrs. Teixeira. All approved 3-0. The School Committee members signed the report.

Mrs. Hitchcock reviewed a handout entitled "Millbury Memorial Jr./Sr. High School – 2014 AP Exam Scores". The report outlined the number of students scoring between 1-5 on this year's AP exams. There were a total of 109 tests taken by 56 students. The average score of all testing was 3.42225. The 12 scoring a 5 could receive college credit. Mrs. Hitchcock and School Committee members were very pleased with the results. They were pleased to see some new exams offered for the first time.

Mrs. Vigneau thanked Mrs. Hitchcock for her years of service in Millbury. She stated this would be Mrs. Hitchcock's last official School Committee meeting.

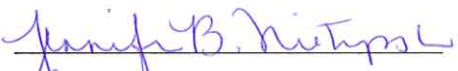
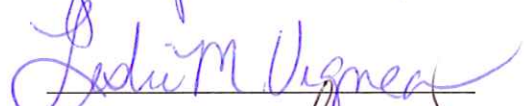


It was determined that a Welcome Reception for Mr. Myers would be held at the next School Committee meeting on Wednesday, August 20<sup>th</sup>. The meeting will begin at 6:00PM and the reception will start at 7:00PM.

At 6:12PM Mrs. Teixeira made a motion to adjourn the meeting. Mrs. Vigneau seconded the motion. All in favor 3-0.

Respectfully submitted,

Richard G. Bedard, Jr.  
School Business Administrator

Approved:

School Committee Packet:

1. FY 2014 Preliminary Financial Statement, R.Bedard
2. FY 2013-14 Encumbrances, R. Bedard
3. FY 2014 Budget Transfer Request, R.Bedard
4. Millbury Memorial Jr./Sr. High School 2014 AP Exam Scores, S. Hitchcock
5. 6/11/14 Draft of School Committee Regular Session minutes
6. 6/11/14 Draft of School Committee Executive Session minutes
7. 6/25/14 Draft of School Committee Regular Session minutes
8. 6/25/14 Draft of School Committee Executive Session minutes