

**Millbury School Committee Meeting
REGULAR SESSION
Minutes**

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MILLBURY, MASS.

Date: July 9, 2015

Present: Mrs. Nietupski, Chairperson, Mr. Plante, Vice Chairperson, Mrs. Vigneau, Mr. Myers, Superintendent of Schools, Mr. Bedard, Business Administrator.

Absent: 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 10, 2015 Regular Session Minutes Meeting Minutes

Mrs. Nietupski asked for any changes, additions or deletions to the Regular Session Minutes of June 10, 2015.

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

FY 2015 School Operating Budget

Mr. Bedard discussed the FY 2015 School Operating Budget close-out.

We have closed the FY 2015 School Operating Budget of \$19,229,195.

The remaining budget balance after expenditures and encumbrances is \$561.13.

Categories with Increases or Transfers In

The two areas that need Budget Transfers In probably come as no surprise to you since we have been talking about this at our quarterly expenditure updates. Both relate to the increase in SPED outplacements from the 21 budgeted placements to the 25 actual placements. This increase in outplacements increased our costs under SPED Tuitions and the transportation needed for SPED outplacements.

With 4 additional outplacements we need a budget transfer of \$205,600 to cover the budget deficit within that line. As you know, a day school SPED tuition can average between \$35K and 60K per placements.

In addition, the cost to transport one student to a private school is approximately \$26K. With 4 additional placements and the need for an additional in-district wheelchair bus we need a budget transfer of \$120,100 for Other Services. The category "Other Services" is mostly Transportation but also includes Student Support Service like Nursing, Athletic Coaches and Graduation costs.

As a side note, due to the tightness of this year's budget, we were only able to Pre-pay SPED Tuitions in the amount of \$8,820. Last year we did a similar amount of \$7,539.

Categories with Decreases or Transfers Out

1000 – Administration \$54,100

- Unemployment Compensation not needed as much as budgeted. A significant savings. Budgeted \$53,993, expended \$13,680. Balance of \$40,313. Incidentally, the town and the school have worked with an outside contractor to minimize our exposure to unemployment claims. I think this had reaped some dividends.
- \$10,316 unexpended in Employment Advertising. We are realizing significant savings utilizing on-line School Spring for advertising instead of running newspaper ads. We listed very few newspaper employment ads. Most of our newspaper ads now are for bid solicitations, which are required under the bidding regulations.
- We also used some of this savings to pay for the \$3,000 first installment of the MASC Policy Review cost. The second annual installment is now budgeted.

2000 – Instruction \$140,000

- Teaching/Admin. Hiring Savings, retirements, resignations, FMLA's, lower salary of new staff, time between staff members. (10 teacher/admin. Retirements) Some retirements and resignations came in after the budget was set.
- Nonpaid Maternity Leave. (10 total, 9 the year before)
- Nonpaid Teacher Sick Time.
- Was not able to hire 50% MHS Librarian, filled in with aide at a savings of \$8,573.
- Tuition Reimbursement, \$8,485 underbudget. Incidentally, you might remember we talked about this cost during MTA negotiations and made some contract changes, our spending dropped to \$12,500 this year from \$18,000 the year before.
- Spending Freeze on materials due to SPED tuition costs saved \$59,216.
- SPED Contractual – Teaching for the Blind, under budget \$10,063.

4000 – Operations and Maintenance \$122,000

- The largest area of savings is from our electricity costs for the three schools. We realized a savings of over \$150K due to the reduction of our energy consumption, down about 10% overall, a lower town/school negotiated supply rate and especially the two town solar rebate projects. The Hanover solar project (Rochdale) reduced our Shaw electric supply cost by about 30%. In addition, the First Wind solar project (Millbury) reduced our MHS and Elmwood electric

supply cost by about 30%. This is the first year First Wind went on-line and realized savings so the potential savings was not projected in last year's budget.

- The second biggest area of savings is heating of the three schools. We realized a budget savings of \$84,295 for heating due to energy efficiency and a town/school negotiated low supply cost rate. This happened even with the severe weather conditions this past winter.

Please note the following items under Operations and Maintenance came in over budget and cut into the savings listed above:

- Elmwood Street School Boiler, A/C and Hot Water Tank Repairs.
- The 3 Elmwood Boilers in particular cost \$23,020 and are in need of replacement.
- Operations and Maintenance Personnel OT for winter weather events and coverage for absences.
- Increase in repairs for lawn tractors and power equipment, many very old and in disrepair.
- Increase in repairs for emergency generators at Elmwood and Shaw.
- Special wiring needed for 4 Shaw window air conditioners needed for student that needs climate control.
- Gymnasium floor resurfacing and inspections.
- Cleaning of the science labs tanks.
- Catch basin repairs.

Windle Field \$600

There was a small savings from the Windle Field account, primarily due to the spending freeze. Most of the \$7,200 budget goes to utilities and the basic upkeep.

004 – Athletics \$9,000

Athletics realized a savings because of the mid-year spending freeze and the department postponed many purchases until the new fiscal year or will use their Athletic Revolving Account. The Gale Associates feasibility study, for example, was taken out of the Revolving Account.

Encumbrances Notes:

The total encumbrance amount is \$1,218,259.21.

Teachers are given the opportunity to receive FY 2015 paychecks over the summer.

There are 3 paychecks 7/17, 7/31 and 8/14 that are under Payroll Encumbrance because they have not been paid yet. These costs are attributed to FY 2015.

This year we had more teachers choose summer pay (126 vs. 117), which increased the amount of payroll encumbrance compared to last year.

Non-payroll encumbrance, which makes up our outstanding purchase orders totals \$188,876.35, which is about 16% over the total encumbrance. Outstanding purchase

orders are materials or work projects completed before 6/30/15 that have not been paid as of today.

Approval of Line Item Transfers and Encumbrances in the 2015 Budget – Vote Required

Mr. Bedard reviewed the line item transfers and encumbrances needed to close out FY 2015 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 2015 Preliminary Financial Statement
2. FY 2014-15 Encumbrances
3. FY 2015 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 2014-15 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 2014-15 Budget Transfer Request as written. It was seconded by Mrs. Vigneau. All approved 3-0. The School Committee members signed the report.

Mr. Myers informed the School Committee that he would provide an electronic copy of the Millbury Jr./Sr. High School student handbook for the next school year, along with a summary of changes, to them via email for review and comment.

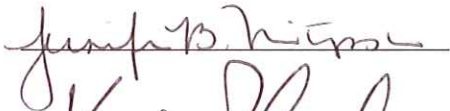

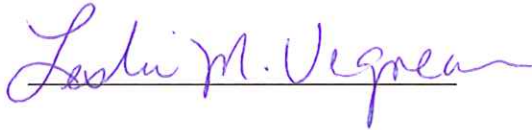
At 6:10PM Mr. Plante made a motion to adjourn the meeting.

Mr. Vigneau seconded the motion. All in favor 3-0.

Respectfully submitted,

Richard G. Bedard, Jr.
School Business Administrator

Approved:

School Committee Packet:

1. FY 2015 Preliminary Financial Statement, R.Bedard
 2. FY 2014-15 Encumbrances, R. Bedard
 3. FY 2015 Budget Transfer Request, R.Bedard
 4. 6/10/15 Draft of School Committee Regular Session minutes
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