

**Millbury School Committee Meeting  
REGULAR SESSION  
Minutes**

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MILLBURY, MASS.

**Date:** July 8, 2019

**Present:** Mrs. Nietupski, Chairperson, Mrs. Lagerholm, Mrs. Prior, and Mr. Bedard, Business Manager

**Absent:** Mr. Wilbur, Vice Chairperson, Mrs. Teixeira, Mr. Myers, Superintendent

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

**Time:** 5:00 pm

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Mrs. Nietupski opened the meeting at 5:08pm with the Pledge of Allegiance.

**1. Review and Approval of the Regular Session Minutes of June 12, 2019**

Mrs. Nietupski asked for any changes, additions or deletions, to the Regular Session Minutes of June 12, 2019. Mrs. Lagerholm made a motion to approve the minutes from the June 12, 2019 meeting, seconded by Mrs. Prior. All approved (3-0).

**2. Budget**

**a. FY2019 Close-out Financial Report**

Mr. Bedard stated that the Fiscal Year 2019 School Operating Budget of \$22,003,584 has been closed. He stated that the remaining balance after expenditures and encumbrances is \$1,328.55.

Mr. Bedard stated that there are four areas that need Budget Transfers in:

4000 – Operations and Maintenance needs \$138,600 for primarily roof repairs at both the high school and Elmwood Street School. Mr. Bedard stated that it was also used for air conditioning repairs at both the high school and Elmwood.

3000 – Other Services needs \$44,800 for special education transportation. Mr. Bedard stated that seven additional routes were added this year. He also stated that five additional monitors were needed for special education routes. Mr. Bedard stated that the transportation for Norfolk Agricultural had increased to \$19,109 for this year, which was approximately \$10,000 over budget.

1000 – Administration needs \$6,100 for the conversion of BudgetSense from the district server to a cloud base and a small amount of overage for unemployment.

Mr. Bedard stated that a transfer of \$500 to the Windle Field Budget was needed for utility bills.

Mr. Bedard stated that there are three areas that need Budget Transfers Out:

Mr. Bedard stated that \$107,500 needed to be transferred out of Instruction. He stated that the remaining balance is due to the savings in hiring new teachers and some unpaid days while teacher were on maternity leaves along with receiving \$221,168 in Circuit Breaker Extraordinary Relief funding. We paid French River Collaborative for Occupational and Physical Therapists under the Contractual Services line. Mr. Bedard also stated that the Teacher Tuition Reimbursement line had \$5,308.04 remaining from the \$21,000 budget.

Mr. Bedard stated that Program with Other Systems has a balance of \$78,000. He stated that this is for Special Education out-of-district tuition costs and there is a balance because of the circuit breaker relief.

Mr. Bedard stated that the Athletic Budget has a balance \$4,500 the savings is the result of using the Woolie Wagon.

Mr. Bedard stated that due to the savings, the Circuit Breaker Relief Fund and a favorable energy budget the district was able to purchase: additional Chromebook carts and Chromebooks for each school, an ADA ramp was installed at the Elmwood Street School leading out to the playground and a new wood sign at the high school, a refrigerator for the Shaw School, driveway and parking lot repairs at Shaw and the high school, two RISO duplicator machines, projector and screen for the auditorium at the high school, two bleachers for Windle Field, paid the lease in full for the district telephone system, retirement buyouts, and prepaid special education tuitions for \$20,587.50. He stated that last year the district prepaid tuition for \$103,430.61.

Mr. Bedard stated that other projects that have been completed this year are new flooring in the high school main office lobby, installed baseball backstop netting at the high school, and major air conditioning repairs.

Mr. Bedard stated that the total encumbrance amount is \$1,876,994.26, which includes four remaining summer paychecks for teachers. He also stated that outstanding purchase orders for supplies and materials totals \$231,419.72.

**b. FY2019 Budget Transfers – Vote Required**

Mrs. Lagerholm made a motion to decrease the 2000 – Instruction by \$107,500.00 and to decrease the 9000 – Programs with Other Systems by \$78,000.00 and to decrease 004 Athletics Budget by 4,500, seconded by Mrs. Prior. All approved (3-0).

Mrs. Lagerholm made a motion to increase the 4000 – Operations and Maintenance by \$138,600.00 and to increase 3000 – Other Services by \$44,800.00, and to increase 1000 – Administration by \$6,100, and to increase the 002 – Windle Field by \$500.00, seconded by Mrs. Prior. All approved (3-0).

Mrs. Lagerholm made a motion to close out the Finances for FY2019 with the following list of encumbrances. 1000 – Account (Administration) for \$32,063.66, 2000 – Account (Instruction) for \$1,701,736.03, 3000 – Account (Other Services) for \$37,617.55, 4000 – Account (Operations and Maintenance) for \$86,887.66, 9000 Account (Programs with other Services) for \$4,856.50 and Fund 004 (Athletics) for \$13,832.86, with a total encumbrance of \$1,876,994.26. After all encumbrances have been approved the balance of \$1,328.55 will be returned to the Town, seconded by Mrs. Prior. All approved (3-0).

**5. Old Business**

## 6. New Business

**Announcement:** Mr. Bedard stated that the teachers' contract has been ratified with a provision for a retirement buy-out for teachers. A letter of intent to retire to the Superintendent is required one year in advance. He stated that two teachers have sent letters of their intent to retire in June of 2020.

## 6. Executive Session

**7. Adjourn** – Mr. Lagerholm made a motion to adjourn the meeting, seconded by Mrs. Prior. All approved 3-0).

**Next Meeting:** August 28, 2019 – 7:00 pm MHS Media Center

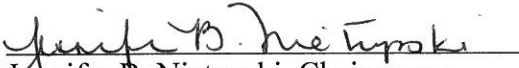
Respectfully submitted,


*Donna Freitas*

Donna Freitas

Executive Assistant to the Superintendent


Approved:

  
Jennifer B. Nietupski, Chairperson

  
Christopher J. Wilbur, Vice Chairperson

  
Susan M. Teixeira

  
Julia Lagerholm

  
Nancy A. Prior

### Items in Packet:

Agenda

Regular Minutes 6/12/2019

### Handouts

EOYR Closing 7/8/2019

Budget Transfer Requests

Memo – FY2018-19 Encumbrances