

**Westport School Committee
End of Year Meeting
DATE: Thursday, July 8, 2021
TIME: 7:30 a.m.
PLACE: Virtual Meeting**

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/82443871651?pwd=YVhGaHNCK245RWFGUWFyM1U1bTVXZz09>
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Webinar ID: 824 4387 1651
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MINUTES

Members Present: Michelle Orlando, Melissa Pacheco, Nancy Stanton Cross, Nancy Tavares, Antonio Viveiros

Also Present: Thomas Aubin Interim Superintendent, Lori Melo Administrative Assistant, Michelle Rapoza School Business Manager, 0 Community Participants

I. Call to Order and Pledge of Allegiance - Chair Tavares opened the Virtual School Committee at 7:33 am. with a quorum of the members present, followed by the Pledge of Allegiance.

II. Announcement - Chair Tavares announced:

This meeting is being held remotely in accordance with the Governor of Massachusetts' March 12, 2020 order suspending certain provisions of the Open Meeting Law G.L. c.30A, Section 20 and on June 16, 2021 Governor Baker signed an Act relative to extending certain COVID-19 measures adopted during the state of emergency.

Comments and Statements from the Public - There were none.

III. Action Agenda

A. Fiscal 2021 Year End Transfers/Encumbrances - Superintendent's Recommendations:

1. To Encumber Fiscal Year 2021 Funds to be expended for Salaries and Goods and Services:

Ms. Rapoza read a memorandum dated July 8, 2021 **FY21 Encumbrances**. Superintendent Aubin recommends a total of \$2,746,404.40 for FY21 encumbrance. These funds were earned prior to June 30, 2021 for salaries, goods and services.

A motion was made to approve the encumbered FY2021 Funds to be expended for Salaries, Goods and Services as stated in the memorandum.

Motion by Stanton Cross, seconded by Viveiros 5/0/0

2. To Approve Fiscal Year 2021 Line Item Transfers:

Ms. Rapoza read a memorandum dated July 8, 2021 **FY21 EOY Transfers**. Superintendent Aubin recommends approval of 6 transfers in the amount of \$396,696.09.

A motion was made to approve the FY21 EOY Transfers as recommended.

Motion by Orlando, seconded by Pacheco 5/0/0

3. To Approve Total Expenditure for Fiscal Year 2021:

Ms. Rapoza read a memorandum dated July 8, 2021 **FY21 EOY Total Expenditure & Surplus Funds**.

Superintendent Aubin recommends approval of the following two items to close out the FY21 budget.

Approve \$19,095,508.06 as Total Expenditure for FY21.

Declare \$593.94 as surplus, SPED Transportation Expenses unexpended funds from FY21 Town Meeting appropriation to be returned to the Town of Westport General Fund.

A motion was made to approve \$19,095,508.06 as Total Expenditure for FY21 and declare \$593.94 as surplus to be turned back to the Town of Westport General Fund.

Motion by Pacheco seconded by Orlando

5/0/0

4. To Approve Returning Fiscal Year 2021 Unexpended Funds from Fiscal Year 2021 Town Meeting Appropriation to the Town of Westport General Fund; - This item was completed above.

5. To Approve Returning Fiscal Year 2020 Unexpended Encumbrances to the Town of Westport General Fund- Ms. Rapoza read a memorandum dated July 8, 2021 ***FY20 Encumbrances.***

Superintendent Aubin recommends the return of \$54,177.57 to the Town of Westport General Fund from FY20 Encumbrances surplus from tutoring/sub coverage, unexpended transportation expenses and utilities.

Discussion took place on noting this amount with supporting documentation for next year. Once these funds are re-certified, request they be re-purposed back to the school.

A motion was made to return funds in the amount of \$54,177.57 to the Town of Westport General Fund from FY20 Encumbrances.

Motion Orlando, seconded Stanton Cross

5/0/0

B. Review and Act on Minutes of Thursday, June 17, 2021 and Tuesday, June 29, 2021 Work Session -

A motion was made to approve Minutes of Thursday, June 17, 2021 and Tuesday, June 29, 2021 Work Session.

Motion by Stanton Cross, seconded by Pacheco

5/0/0

C. Review and Act on MASC/MASS 2021 Early Registration - Chair Tavares informed the committee this conference will take place November 3-6, 2021 and will be both hybrid and in-person. If anyone is interested inform Ms. Augusto. There is a discount for early registration.

D. Review and Act on MASC Summer Institute – July 17th – Marlborough, MA - Chair Tavares asked the committee if anyone is interested in going to this program. It takes place in person with topics covering Wraparound Services and Funding Sources including ESSER III and other federal stimulus funds. Mr. Aubin will attend and Ms. Stanton Cross expressed interest in participating. There was a question about the program being recorded.

A motion was made to approve the attendance of Ms. Stanton Cross, subject to the event not being recorded.

Motion by Pacheco, seconded by Stanton Cross

5/0/0

E. Review and Act on Student Fees: Golf & Preschool - Ms. Rapoza reached out to Mr. Pacheco about golf costs. Mr. Pacheco mentioned golf fees (\$175) are reasonable compared to other sports. Range balls and golf transportation costs are expensive.

Discussion took place on golf costs. Ms. Stanton Cross asked what is the total cost for golf expenses? In addition, why is there no girls team? Ms. Rapoza will look into the entire costs of golf expenses and get back to the committee.

Chair Tavares said the committee is concerned about how their questions are not being answered fully in order for them to make sound decisions. It was decided to place a *“Follow Up”* section at the end of the minutes to keep better track of questions to look into and to get further answers.

Discussion about having equity in representation in all sports was mentioned. Ms. Pacheco would like to have the number of teams and how many males/females are playing for all athletics across the district. Costs including fees and transportation. In addition, how much is collected and how much is expended for these sports.

The committee would like an athletic plan developed for the new school including transportation.

Ms. Rapoza informed the committee the Pre-School registration fee/annual tuition is based on how many days students are in session. This is the reason why the figures decreased slightly.

A motion was made to approve student Pre-School fees, minus golf fees.
Motion by Orlando, seconded by Stanton Cross 5/0/0

F. Review and Act on Superintendent's Evaluation - Chair Tavares reviewed the Superintendent evaluation and met with Mr. Aubin. The process is in the final stages.

A motion was made to approve the Superintendent Evaluation.
Motion by Viveiros, seconded by Orlando. 5/0/0

G. Review and Act on Juneteenth Holiday - Mr. Aubin reported that the SC subcommittee met in relation to the AFSCME request to discuss the Juneteenth Holiday and is recommending to enter into negotiations with AFSCME for the FY20 and FY21 school year.

Attorney Coleman recommends anyone working from June 19, 2021 on is eligible and not before this date. In addition, non-union personnel should also be looked at. Results will be brought to the full committee and may change the school calendar.

A motion was made to open up negotiations with AFSCME concerning the Juneteenth holiday.
Motion by Viveiros, seconded by Pacheco 5/0/0

IV. Informational Agenda

A. Superintendent Report - Mr. Aubin reported they are keeping an eye on the new building. They are retrofitting glass. Any delay might affect opening date. Mr. Aubin met with the Fire Chief to request being placed on a fire watch. The Fire Chief mentioned this will not keep the school from opening in September.

Repair of the WES roof may need to be delayed until start of Summer 2022. There is a problem getting adhesives per specifications. Proposed changes were found to be unacceptable and there are questions on the original bid.

Landscaping in front of WES needs attention, this is being looked at to be able to improve aesthetics.

School Building Committee was approached about the outdoor furniture as part of the new school courtyard. This was not included in the building project.

An inventory of furniture will be compiled and presented to the committee at the next meeting.

B. WCS Bill Warrant: 6-30-21 \$318,589.74 & 7-2-21 \$113,245.21 - Chair Tavares acknowledged that Mr. Viveiros signed the bill warrants dated 6-30-21 in the amount of \$318,589.74 and 7-2-21 in the amount of \$113,245.21. The bill warrants were emailed to school committee members for review.

C. Acknowledgement of a Project Bread Summer Eats Grant of \$5000 to for Serving Meals During the Summer to the Students of Westport - Ms. Rapoza applied for this grant in the Spring as well as for the Summer to assist in serving meals to students. Summer funds need to be used by August 31, 2021.

V. Routine Matters - Correspondence and Notices - Mr. Aubin reported looking into a Freedom of Information Request with Mr. Tomah.

VI. Topics the Chair could not Reasonably Anticipate Forty-eight (48) Hours in Advance of the Meeting - There were none.

VII. Adjourn - A motion was made to adjourn. With members being present and voting individually and unanimously, the motion passes.

Motion by Orlando, seconded by Pacheco 5/0/0

Roll call vote:

Orlando Yes Pacheco Yes Stanton Cross Yes Tavares Yes Viveiros Yes

The Virtual School Committee Meeting adjourned at 8:29 am.

FOLLOW UP ITEMS

The committee would like the following:

- To know why there is no girls golf team.
- The number of sports teams and how many males/females are playing for all athletics across the district. Costs including all fees, coaches, tournaments, uniforms, transportation, etc. In addition, how much is collected in revenue and how much is expended for all sports.
- An athletic plan developed for the new school including transportation.

MEETING DOCUMENTS

MASC/MASS 2021 Early Registration

MASC Summer Institute – July 17th – Marlborough, MA

Student Fees: Golf & Preschool

Superintendent’s Evaluation

Juneteenth Holiday

Acknowledgement of a Project Bread Summer Eats Grant of \$5000 to for Serving Meals During the Summer to the Students of Westport

Submitted by Sharon Pinho School Committee Recording Secretary