

**Westport School Committee
Special Meeting
DATE: Tuesday, July 9, 2019
TIME: 7:30 a.m.
PLACE: Westport Jr./Sr. High School Media Center**

MINUTES

Members Present: Michelle Orlando, Melissa Pacheco, Nancy Stanton Cross, Nancy Tavares, Antonio Viveiros
(arrived at 7:47 am.)

Also Present: Michelle Rapoza School Business Manager, Melissa Sousa, Business Office

Special Guests: Mark Allen, Student Representative

I. Call to Order - A quorum being present, Vice Chair Tavares called the meeting to order at 7:35 am., followed by the Pledge of Allegiance.

II. Notice of Recording of Meeting (M.G.L. 30A:20f) - Vice Chair Tavares announced the meeting was being recorded. **Comments and Statements from the Public** – There were none.

III. Informational Agenda – Superintendent Report – Mrs. Rapoza reported for Dr. Reese informing the members that this meeting includes closing the FY19 school budget including encumbrances and transfers, MASC/MASS 2019 early conference registration, donations, and the first read of policies with changes, updates and a new policy to review and approve for the next meeting.

IV. Action Agenda

A. Fiscal 2019 Year End Transfers/Encumbrances

Superintendent's Recommendations: Mrs. Rapoza explained the following items to close out the FY19 budget.

1. To Encumber Fiscal Year 2019 Funds to be expended for Salaries and Goods and Services;

A motion was made to approve the total encumbrance in the amount of \$1,927,367.94 for the FY19 budget.
Motion by Pacheco, seconded by Orlando, all were in favor, motion passed 4/0/0

2. To Approve Fiscal Year 2019 Line Item Transfers: There are a total of 6 transfers.

A motion was made to approve the transfers in the amount of \$92,865.41 for the FY19 budget closing.
Motion by Pacheco, seconded by Stanton Cross, all were in favor, motion passed 4/0/0

3. To Approve Total Expenditure for Fiscal Year 2019;

A motion was made to approve \$18,132,387.30 as the Total Expenditure for FY19.
Motion by Orlando, seconded by Pacheco, all were in favor, motion passed 4/0/0

4. To Approve Returning Fiscal Year 2019 Unexpended Funds from Fiscal Year 2019 Town Meeting Appropriation to the Town of Westport General Fund;

A motion was made to approve \$256.70 as surplus, SPED salaries unexpended funds from FY19 Town Meeting appropriation to be returned to the Town of Westport General Fund.
Motion by Orlando, seconded by Stanton Cross, all were in favor, motion passed 4/0/0

(Chair Viveiros arrived here at 7:47 am. and took over the meeting.)

5. To Approve Returning Fiscal Year 2018 Unexpended Encumbrances to the Town of Westport General Fund –

A motion was made to approve the return of \$4,083.05 to the Town of Westport General Fund as surplus from FY 2018 unexpended encumbrances.
Motion by Pacheco, seconded by Stanton Cross, all were in favor, motion passed 5/0/0

B. Review and Act on MASC/MASS 2019 Early Registration – Discussion on attending the MASC/MASS 2019 Conference took place. By registering early there is a discount of \$100 per person. It was noted there is a need to designate a delegate to serve as a representative and vote on the items presented at the conference. Two members will attend, who will go to be decided at a later date.

C. Review and Act on a \$200 Donation by Mr. and Mrs. Leo Allen for Ms. Mahjoory's Social and Emotional Learning Program at the MAC –

A motion was made to approve the \$200 Donation by Mr. and Mrs. Leo Allen for Ms. Mahjoory's Social and Emotional Learning Program at the MAC.

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

D. Review and Act on Minutes of Thursday, June 13, 2019 -

A motion was made to accept the Minutes of Thursday, June 13, 2019.

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

V. Informational Agenda

A. Policies – First Read

It was decided to take the following policies EBC, EFD, JFABE, JFABF, JFABG as a whole to read and discuss at the next meeting. Any concerns can be sent to Ms. Augusto.

1. Policy EBC – Emergency Plans (revised)
2. Policy EFD – Meal Charge Policy (new)
3. Policy JFABE – Educational Opportunities for Military Children (new)
4. Policy JFABF – Educational Opportunities for Children in Foster Care (new)
5. Policy JFABG – Admission of Staff Children Attending WCS (revised)

Discussion took place on student handbooks. It was recommended to have a work session with the SC, Superintendent and Principals at the end of July so the information can be finalized. Mrs. Rapoza will send each schools handbook to SC members so they can review them before the work session. Send any concerns to the Superintendent.

B. Bill Warrant Update: 6-30-19 and 7-5-19 – Chair Viveiros mentioned that these bill warrants have been received by the members.

C. School Building Committee Update – Chair Viveiros reported interviews on prequalification's for the general contractors are on schedule and happening at this time. When interviews have been completed there will be a recommendation to the full SBC Board.

VI. Comments and Statements from the Public – 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 Pacheco, seconded by Stanton Cross 5/0/0

Roll call vote:

Orlando Yes Pacheco Yes Stanton Cross Yes Tavares Yes Viveiros Yes

The School Committee meeting adjourned at 8:05 am.

Meeting Documents

Encumber Fiscal Year 2019 Funds to be expended for Salaries and Goods and Services;
Approve Fiscal Year 2019 Line Item Transfers
Approve Total Expenditure for Fiscal Year 2019
Approve Returning Fiscal Year 2019 Unexpended Funds from Fiscal Year 2019 Town Meeting Appropriation to the Town of Westport General Fund
Approve Returning Fiscal Year 2018 Unexpended Encumbrances to the Town of Westport General Fund
\$200 Donation by Mr. and Mrs. Leo Allen for Ms. Mahjoory's Social and Emotional Learning Program at the MAC

Submitted by Sharon Pinho School Committee Recording Secretary

