

**Westport School Committee
Special Meeting
DATE: Tuesday, July 10, 2018
TIME: 8:30 a.m.
PLACE: Westport Jr./Sr. High School Media Center**

MINUTES

Members Present: Mark Carney, Margot DesJardins, Nancy Rioux, Nancy Stanton Cross, Antonio Viveiros
Also Present: Dr. Gary Reese, Superintendent, Michelle Rapoza, School Business Manager, Melissa Sousa
Business Office.

I. Call to Order and Pledge of Allegiance - A quorum being present, Chair Viveiros called the meeting to order at 8:30 am. Members joined in the Pledge of Allegiance.

II. Notice of Recording of Meeting (M.G.L. 30A:20f) Comments and Statements from the Public – There were none.

Chair Viveiros had the honor of introducing Superintendent Dr. Gary Reese to his first School Committee meeting.

III. Action Agenda

A. Fiscal 2018 Year End Transfers/Encumbrances Superintendent's Recommendations:

1. To Encumber Fiscal Year 2018 Funds to be expended for Salaries and Goods and Services:

A motion was made to approve \$1,780,400.61 as the total encumbrance for FY18 as recommended by the Superintendent.
Motion by DesJardins, seconded by Carney 5/0/0

2. To Approve Fiscal Year 2018 Line Item Transfers; Dr. Reese listed the following 6 transfers;

1. \$125,750.28 move from various line items in Regular Ed Expenses to various line items in Regular Ed Salaries.
2. \$14,303.39 move from various line items in Regular Ed Expenses to various line items in Regular Ed Transportation Expenses.
3. \$58,058.15 move from various line items in SPED Expenses to various line items in SPED Salaries.
4. \$85,009.59 move from various line items in SPED Expenses to various line items in Regular Ed. Transportation Expenses.
5. \$727.98 move from various line items in SPED Expenses to various line items in Regular Ed. Transportation Salaries.
6. \$7,727.67 move from various line items in SPED Expenses to various line items in SPED Transportation Expenses.

Mrs. Rapoza explained why these transfers occur. Ms. DesJardins asked for the total of all the transfers and what percentage is these transfers to the total budget. Melissa Sousa totaled the transfers at \$50,000, representing 1.6% of the total budget.

A motion was made to approve all the transfers in the FY18 budget as recommended by the Superintendent.
Motion by DesJardins, seconded by Rioux 5/0/0

3. To Approve Total Expenditure for Fiscal Year 2018:

A motion was made to approve \$17,716,301.07 as the total expenditure for FY18.
Motion by DesJardins, seconded by Carney 5/0/0

4. To Approve Returning Fiscal Year 2018 Unexpended Funds from Fiscal Year 2018 Town Meeting Appropriation to the Town of Westport General Fund:

A motion was made to declare \$314.93 as surplus Regular Ed. Expenses unexpended funds from FY18 Town Meeting appropriation to be returned to the Town of Westport General Fund.
Motion by DesJardins, seconded by Carney 5/0/0

5. To Approve Returning Fiscal Year 2017 Unexpended Encumbrances and Grant Funds to the Town of Westport General Fund:

A motion was made to approve returning \$2840.55 from FY17 unexpended encumbrances and grant funds to the Town of Westport General Fund.
Motion by Carney, seconded by DesJardins 5/0/0

B. Review and Act on MASC/MASS 2018 Early Registration – Chair Viveiros asked members who would like to attend the MASC conference. Nancy Rioux and Nancy Stanton Cross will attend informing Mrs. Augusto on the dates.

C. Review and Act on Minutes of Tuesday, April 24, 2018; Wednesday, April 25, 2018; Thursday, April 26, 2018; and Wednesday, June 13, 2018.

A motion was made to approve the Minutes of Tuesday, April 24, 2018; Wednesday, April 25, 2018; and Thursday, April 26, 2018.

Motion by Desjardins, seconded by Rioux 5/0/0

A motion was made to approve the Minutes of Wednesday, June 13, 2018.

Motion by Rioux, seconded by Carney 4/0/1 (Stanton Cross abstained)

IV. Informational Agenda – Discussion of FY20 Budget Format –

Discussion took place on keeping the present budget format. The following comments were made about the format; adjustments can be made in different areas, observe percentages to see change, include less years to make it larger font and 3 years is helpful and captures a good length of time. It was mentioned that it is important to be able to see how much of the district's resources are being employed to various schools, versus the student numbers to ensure equal distribution. Budget materials should reflect this and would need to be in a different format.

Dr. Reese mentioned the budget format gives him a sense of prior years and he can look at the district's full picture.

Mrs. Rapoza would like to add a detailed narrative along with the budget numbers and will be working with Dr. Reese to make this happen.

V. Comments and Statements from the Public – There were none.

Mrs. Rioux suggested scheduling an upcoming workshop for SC and Superintendent goals.

Mrs. Rapoza suggested to also include the Capital Improvement Plan to determine the direction to go. Mrs. Rapoza will email this to members. Mrs. Rapoza mentioned current projects include gym floor at WES, doorways of WES and MAC, and Technology purchases are on order.

Chair Viveiros requested to have a comprehensive Special Education Report.

Correspondence received - Thank you card from the Gastall family.

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

Motion by Rioux, seconded by Carney

Roll call vote:

Carney Yes DesJardins Yes Rioux Yes Stanton Cross Yes Viveiros Yes 5/0/0

The School Committee meeting adjourned at 9:05 am

Meeting Documents

Superintendent's FY18 Encumbrances Memo July 10, 2018

FY18 Encumbrances

Superintendent's FY18 EOY Transfers Memo July 10, 2018

Financial Statement Report July 1, 2017 to June 30, 2018

Superintendent's FY18 EOY Total Expenditure and Surplus Funds Memo July 10, 2018

FY18 EOY School Budget and Transfers

Superintendent's FY17 Encumbrances Memo July 10, 2018

Submitted by Sharon Pinho School Committee Recording Secretary