

**Westport School Committee
End of Year Meeting
DATE: Monday, July 11, 2022
TIME: 7:30 a.m.
PLACE: Virtual Meeting**

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/89748149017?pwd=NKL9PFImS4garjV3aaztTMwbHGLLSK.1>
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Webinar ID: 897 4814 9017
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MINUTES

Members Present: Gloria Cabral, Melissa Pacheco, Nancy Stanton Cross, Antonio Viveiros

Members Absent: Nancy Tavares

Also Present: Thomas Aubin Superintendent, Lori Melo Administrative Assistant, Michelle Rapoza School Business Manager, Melissa Sousa Executive Assistant for Business Services, 1 Community Participant

I. Call to Order and Pledge of Allegiance - Chair Stanton Cross opened the Virtual School Committee Meeting at 7:30 am. with a quorum of the members present, followed by the Pledge of Allegiance.

Chair Stanton Cross announced:

On February 15, 2022, Governor Baker signed into law a new session law extending certain COVID-19 related measures. The new law, Chapter 22 of the Acts of 2022, includes an extension until July 15, 2022 of the remote meeting provisions of the Governor’s March 12, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c 30A sec 20. Public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies’ deliberations “through adequate, alternative means.” This meeting will be conducted in-person and virtually. This meeting is being recorded.

II. Comments and Statements from the Public - Keith Nicholson would like to address middle school girls’ soccer. Chair Stanton Cross informed him this will be placed on the agenda for the July 21st school committee meeting that he is welcomed to attend.

III. Action Agenda

A. Fiscal 2022 Year End Transfers/Encumbrances

Superintendent’s Recommendations:

1. To Encumber Fiscal Year 2022 Funds to be expended for Salaries and Goods and Services; Encumbrances for FY22 total \$2,798,674.65. All encumbrances have already been earned prior to June 30, 2022. Salary funds have been encumbered for teachers and support staff who elect to receive their previously earned FY22 salary throughout the summer months. Encumbered expense funds represent goods and services which have been ordered and received prior to June 30, 2022 but billing will not be processed until July or August.

A motion was made to approve encumbered FY2022 funds to be expended for salaries and goods and services.

Motion by Pacheco, seconded by Cabral 4/0/0

2. To Approve Fiscal Year 2022 Line Item Transfers;

Six transfers were recommended to balance and close out the budget totaling \$467,129.51.

A motion was made to approve FY22 line item transfers.

Motion by Viveiros, seconded by Cabral 4/0/0

3. To Approve Total Expenditure for Fiscal Year 2022; and Expenditures for FY22 total \$19,935,525.89.

A motion was made to approve total expenditures for FY22.

Motion by Cabral, seconded by Pacheco

4/0/0

4. To Approve Returning Fiscal Year 2022 Unexpended Funds from Fiscal Year 2022 Town Meeting Appropriation to the Town of Westport General Fund; and

A motion was made to declare \$157.11 as surplus, SPED Transportation Expenses unexpended funds from FY22 Town Meeting appropriation to be returned to the Town of Westport General Fund.

Motion by Cabral, seconded by Pacheco

4/0/0

5. To Approve Returning Fiscal Year 2021 Unexpended Encumbrances to the Town of Westport General Fund; and

Prior year encumbrances total \$6,781.10. This is a surplus from tutoring/sub coverage, unexpended transportation expenses and utilities, less than anticipated.

Chair Stanton Cross explained these funds have been encumbered. If goods and services come in, they can be paid within 90 days and the district will get reimbursed from the town to make the payment.

Chair Stanton Cross suggested to place a separate line in the budget for items that have not come in within 90 days as a way to keep track of items that did not get paid for with the returned funds.

A motion was made to approve returning FY2021 unexpended encumbrances to the Town of Westport General Fund as presented.

Motion by Pacheco, seconded by Cabral

4/0/0

6. To Approve Returning Prior Year Unexpended Grant Awards to the Town of Westport General Fund.

The following items are unexpended funds from grant awards:

Title II FY20	.34
Title IV FY20	.50
CVRF-School Lunch FY21	.83
Coronavirus Prevention FY21	2.39
Fitness Challenge Award	4.73
Westport Cultural Art Award.	4.00

A motion was made to approve returning prior year unexpended grant awards to the Town of Westport General Fund as listed.

Motion by Cabral, seconded by Pacheco

4/0/0

B. Review and Act on Minutes of Thursday, June 16, 2022 -

A motion was made to approve the Minutes of Thursday, June 16, 2022.

Motion by Viveiros, seconded by Cabral

4/0/0

C. Review and Act on a \$2,355 Grant from the Bradford R. Bibeau Memorial Scholarship Fund for a Graduating Senior with an Interest in Math or Science Who Plans to Attend UMass Dartmouth -

A motion was made to accept a \$2,355 Grant from the Bradford R. Bibeau Memorial Scholarship Fund for a Graduating Senior with an Interest in Math or Science Who Plans to Attend UMass Dartmouth.

Motion by Cabral, seconded by Viveiros

3/0/1

(Pacheco abstained)

IV. Informational Agenda

A. Superintendent Report - Mr. Aubin reported the pods at the MAC have been completely removed and thanked all involved to have this done. The Highway Department will re-sod the area.

Air conditioning work at MAC has started and a meeting will be held this morning for the WES roof project.

Westport Middle High School building project continues.

Extended Day, summer school and enrichment programs have started.

Chair Stanton Cross would like to make members aware that the cost of the pod rentals is in next year's budget. Mr. Aubin mentioned the uncertainty on the future of the former HS arrangement. Chair Stanton Cross would like an executed copy of the high school building agreement.

B. WCS Bill Warrant: 6-30-22, 7-1-22, and 7-15-22 -

Chair Stanton Cross reported Bill Warrants dated 6-30-22 in the amount of \$217,834.58, 7-1-22 in the amount of \$34,255.74, and 7-15-22 in the amount of \$531,423.42 was emailed to school committee members for review.

Chair Stanton Cross asked if there were any questions on the bill warrants?

Chair Stanton Cross inquired about the use of contracted services for grounds maintenance of the former high school. Ms. Rapoza explained there was only 1 custodian, so the district contracted out for a landscape service to mow the lawn and do weed whacking.

Chair Stanton Cross would like to discuss this further at the next meeting.

C. Discussion on Campground Upkeep and Potential Rental Income - Chair Stanton Cross has had several conversations with the former owner of the campground.

Discussion took place on whether to re-habilitate the buildings and clean up the area for a potential source of income. Using this area for fields once the new school building project is complete was also mentioned.

Chair Stanton Cross would like to discuss this further and have a meeting to walk the property and decide about the future use of this area.

V. Routine Matters - Correspondence and Notices- There were none.

VI. Topics the Chair could not Reasonably Anticipate Forty-eight (48) Hours in Advance of the Meeting -

Chair Stanton Cross announced the receipt of resignation from the School Committee by Nancy Tavares. Ms. Tavares was thanked for her dedicated service. The process to fill an empty seat will be determined.

Superintendent Aubin is recommending to re-configure special education positions and to have 2 coordinators for Special Education split by grades Pre-K - Grade 6 and Grades 7-12. These positions will also be the facilitators by grade Pre-K-Grade 6 and Grades 7-12.

It was noted this reconfiguration will not cost any more money and will make the system more efficient.

Mr. Aubin will send out the revised job descriptions.

A motion was made to follow Superintendent Aubin's recommendation to change the job descriptions for Special Education with no increase in the budget.

Motion by Pacheco, seconded by Cabral

4/0/0

FOLLOW UP ITEMS

The committee requests:

- Executed copy of the high school building agreement.
- Place a separate line in the budget for items that did not come in within 90 days.
- Continue discussion on former high school landscape services.
- Continue to explore campground options.

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 Cabral 4/0/0

Roll call vote:

Cabral	Yes	Pacheco	Yes	Stanton Cross	Yes	Viveiros	Yes
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The Virtual School Committee Meeting adjourned at 8:28 am.

MEETING DOCUMENTS

FY2022 Year End Transfers/Encumbrances

WCS Bill Warrants: 6-30-22, 7-1-22 and 7-15-22

\$2,355 Grant from the Bradford R. Bibeau Memorial Scholarship Fund for a Graduating Senior with an Interest in Math or Science Who Plans to Attend UMass Dartmouth

Submitted by Sharon Pinho School Committee Recording Secretary