

**Westport School Committee  
End of Year Meeting  
DATE: Tuesday, July 9, 2024  
TIME: 7:30 a.m.  
PLACE: Virtual Meeting**

Please click on the link below to join the webinar:  
<https://us02web.zoom.us/j/85193981769?pwd=LhaP9btVzrduhM78qc1xINVg4wdnBM.1>  
Passcode: B5urZ5  
Or One tap mobile: 13126266799  
Or join by phone: 1 312 626 6799  
Webinar ID: 851 9398 1769  
Passcode: 052371

**MINUTES**

**Members Present:** Gloria Cabral, Evan Gendreau, Jason Pacheco, Christopher Thrasher

**Members Absent:** Melissa Pacheco

**Also Present:** Thomas Aubin Superintendent, Lori Melo Administrative Assistant, Michelle Rapoza School Business Manager, Melissa Sousa Executive Assistant for Business Services, 0 Community Participants

**I. Call to Order and Pledge of Allegiance** - Chair Evan Gendreau opened the Virtual School Committee End of Year Meeting at 7:35 a.m. with a quorum of the members present.

Chair Gendreau read the following:

On March 29, 2023, Governor Maura Healey signed into law Chapter 2 of the Acts of 2023, which includes a two-year extension of the option for public bodies to hold remote meetings, effective immediately. This legislation simply extends the current option for remote meetings through March 31, 2025, and does not otherwise affect the ability of public bodies to conduct their meetings remotely through video and/or audio conferencing under Chapter 20 of the Acts of 2021.

**II. Comments and Statements from the Public** - There were none.

**III. Action Agenda**

**A. Fiscal 2024 Year End Transfers/Encumbrances**  
Superintendent's Recommendations:

1. To Encumber Fiscal Year 2024 Funds to be expended for Salaries and Goods and Services:  
Encumbrances for FY24 total \$2,072,409.68. All encumbrances have already been earned prior to June 30, 2024. Salary funds have been encumbered for teachers and support staff who elect to receive their previously earned FY24 salary throughout the summer months. Encumbered expense funds represent goods and services which have been ordered and received prior to June 30, 2024 but billing will not be processed until July or August.

Chair Gendreau asked if there was any further discussion? There were none.

2. To Approve Fiscal Year 2024 Line Item Transfers;  
Six transfers were recommended to balance and close out the budget totaling \$564,665.30.

Chair Gendreau asked if there was any further discussion? There were none.

3. To Approve Total Expenditure for Fiscal Year 2024;  
Total expenditure for FY24 - \$21,429,732.95.

Chair Gendreau asked if there was any further discussion?

Mr. Thrasher asked for information on the energy credit and the Eversource bill. Ms. Sousa from the Business Office received a summary but did not encumber June's bill to date. Right now, she can provide a projected number.

4. To Approve Returning Fiscal Year 2024 Unexpended Funds from Fiscal Year 2024 Town Meeting Appropriation to the Town of Westport General Fund; and  
Declare \$5,429.05 as surplus Regular Education Expenses unexpended funds from FY24 Town Meeting appropriation to be returned to the Town of Westport General Fund.

Chair Gendreau asked if there was any further discussion? There were none.

5. To Approve Returning Fiscal Year 2023 Unexpended Encumbrances to the Town of Westport General Fund; and prior year Grant Unexpended Funds to the Town of Westport General Fund.  
Prior year encumbrances total \$7,107.57. This is a surplus from tutoring/sub coverage, unexpended transportation expenses and utilities, less than anticipated.

Chair Gendreau asked if there was any further discussion? There were none.

Chair Gendreau commended the Business Department for all their hard work during the year.

A motion was made to approve all the Superintendent's recommendations for FY24 End of Year finances presented in items 1-5 above.

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

Roll call vote:

Cabral Yes Gendreau Yes JPacheco Yes Thrasher Yes

B. Westport Community Schools' Bill Warrant: 6/28/2024 and 7/12/2024 - Chair Gendreau reported bill warrants dated 6-28-24 in the amount of \$489,842.41 and 7-12-24 in the amount of \$299,071.10 were emailed to school committee members for review.

Chair Gendreau asked if there were any comments or questions on the bill warrants? There were none.

No vote is needed on this item.

C. Review and Act on Minutes: School Committee Meeting, Tuesday 6/18/2024

A motion was made to approve the School Committee Meeting Minutes, Tuesday 6/18/2024.

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

Roll call vote:

Cabral Yes Gendreau Yes JPacheco Yes Thrasher Yes

D. To Review and Act on the Letter to the Select Board Regarding the District's Move out of the Former High School - Chair Gendreau drafted a letter per request from the Town Administrator asking for a letter from the School Committee to the Selectboard concerning the move out of the old high school and what it would look like.

Chair Gendreau asked the members if there are any comments or questions with the letter?

Mr. Thrasher suggested to hold a workshop on the move with the Superintendent and representatives from the Selectboard and School Committee.

Ms. Cabral suggested to have all the members of the Selectboard and School Committee involved.

Discussion took place on winterization of the building. Chair Gendreau noted an article from town meeting identifies care and maintenance of the old high school to be under the purview of the Selectboard.

Mr. Pacheco shared concern about winterization and shutting down the basketball courts. This should be discussed and worked out so students don't lose out.

Ms. Rapoza mentioned it is costly to winterize the building and this should not be solely on the school department.

After discussion, the winterization piece has not been determined and needs to be further explored.

Mr. Thrasher asked if something can be kept in the old high school building to keep it occupied and save on insurance costs?

Ms. Rapoza shared they need to get estimated costs from a moving company.

Chair Gendreau asked if anything else should be included in the letter?

Mr. Thrasher would like to add to the letter the need for a workshop as soon as possible before the next Selectboard meeting on July 22. Also mentioned was for the School Committee to attend the Selectboard meeting to have an open discussion.

A motion was made to approve a letter to be sent with amendments to add a workshop prior to July 22, 2024 and for the School Committee to attend the Selectboard meeting on July 22, 2024.

Motion by Thrasher, seconded by JPacheco 4/0/0

Roll call vote:

Cabral Yes Gendreau Yes JPacheco Yes Thrasher Yes

**IV. Informational Agenda**

A. Superintendent Report - Superintendent Aubin reported they have just received the Advanced Placement scores and will provide an update at the next scheduled school committee meeting.

B. MASC MASS Joint Conference 2024 Early Bird Special Attendance Discussion - There will be a MASC MASS Joint Conference in November. Chair Gendreau shared that he attended last year and found it very helpful to hear other perspectives as a new school committee member. In addition, Charting the Course is offered which needs to be taken within the first year of being a new school committee member. Registration is online with a program schedule. Ms. Melo can coordinate any members that wish to attend.

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** - 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 Cabral, seconded by Thrasher 4/0/0

Roll call vote:

Cabral Yes Gendreau Yes JPacheco Yes Thrasher Yes

The Virtual School Committee End of Year Meeting adjourned at 8:18 am.

**MEETING DOCUMENTS**

FY2024 Year End Transfers/Encumbrances

WCS Bill Warrants: 6/28/2024 and 7/12/2024

MASC MASS Joint Conference 2024 Early Bird Special Attendance

