

**Westport School Committee
End of Year Meeting
DATE: July 13, 2026
TIME: 7:30 a.m.
PLACE: Virtual via Zoom**

Zoom Link

<https://us02web.zoom.us/j/81043053025?pwd=Z7e4vDpJYzx9QMbtTDhAR2B5Zb6n2N.1>

MINUTES

Members Present: Evan Gendreau, Fred Melnyk (arrived at 7:36 a.m. via Zoom Link), Caitlin Sampers, Christopher Thrasher

Members Absent: Jason Pacheco

Also Present: Francine Roy Superintendent, Michelle Rapoza School Business Manager, Melissa Sousa Executive Assistant for Business Services

I. Call to Order and Pledge of Allegiance - Chair Evan Gendreau opened the Virtual School Committee End of Year Meeting at 7:32 a.m. with a quorum of the members present, followed by the Pledge of Allegiance.

Chair Gendreau read the following:

Notice of Recording of Meeting (M.G.L. 30A:20f)

Pursuant to Governor Healey's approved legislation, H. 62, a bill extending authorizations for all local boards, commissions, and committees to hold public meetings remotely or in a hybrid format Extended Timeline, amending Section 30A of Chapter 20 of the Acts of 2021, most recently amended by Section 40 of Chapter 2 of the Acts of 2023, and replacing the current expiration date of "March 31, 2025" with "June 30, 2027." Therefore, this meeting is being conducted via remote participation in order to ensure public access to the deliberations.

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

III. Action Agenda

Chair Gendreau explained these transfers are made to close out the books for FY2026.

A. Fiscal 2026 Year End Transfers/Encumbrances

Superintendent's Recommendations:

1. To Encumber Fiscal Year 2026 Funds to be expended for Salaries and Goods and Services:

Encumbrances for FY26 total \$2,059,880.02. All encumbrances have already been earned prior to June 30, 2026. Salary funds have been encumbered for teachers and support staff who elect to receive their previously earned FY26 salary throughout the summer months. Encumbered expense funds represent goods and services which have been ordered and received prior to June 30, 2026 but billing will not be processed until either July or August.

A motion was made to approve \$2,059,880.02 total encumbrances for FY26.

Motion by Thrasher, seconded by Sampers 3/0/0

Roll call vote:

Gendreau Yes Sampers Yes Thrasher Yes

(Fred Melnyk arrived here at 7:36 a.m.)

2. To Approve Fiscal Year 2026 Line Item Transfers:

The following three transfers were recommended to balance and close out the budget.

\$200,260.37 from various line items in Regular Education salaries to various line items in Special Education expenses.

\$11,697.27 (\$12,356.19 - \$658.92 Regular Education Transportation expense surplus GF) from various line items in Regular Education and Transportation expenses to various line items in Special Education expenses.

\$344,373.70 from various line items in Special Education salaries to various line items in Special Education expenses.

A motion was made to approve the transfers as recommended by Superintendent.

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

Roll call vote:

Gendreau Yes Melnyk Yes Sampers Yes Thrasher Yes

3. To Approve Total Expenditure for Fiscal Year 2026:

Total expenditure for FY26 - \$23,734,284.08

A motion was made to approve as recommended Total Expenditure for Fiscal Year 2026 and surplus funds to return to the Town of Westport General Fund.

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

Roll call vote:

Gendreau Yes Melnyk Yes Sampers Yes Thrasher Yes

4. To Approve Returning Fiscal Year 2026 Unexpended Funds from Fiscal Year 2026 Town Meeting Appropriation to the Town of Westport General Fund; and

Declare \$658.92 as surplus, Transportation-Regular Ed. Expenses unexpended funds from FY26 Town Meeting appropriation to be returned to the Town of Westport General Fund.

A motion was made to approve as recommended by Superintendent.

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

Roll call vote:

Gendreau Yes Melnyk Yes Sampers Yes Thrasher Yes

5. To Approve Returning Fiscal Year 2025 Unexpended Encumbrances to the Town of Westport General Fund; and prior year Grant and Articles Unexpended Funds to the Town of Westport General Fund.

Surplus funds total \$486.44.

Surplus funds from prior year Grant Awards and Annual Town Meeting ATM articles include the following:

STEM Grant Award \$5.29

ATM School Articles

FY24 New Vehicle \$4,858.67

FY25 Generators \$2,755.00

A motion was made to approve returning 2025 Unexpended Encumbrances to the Town of Westport General Fund; and prior year Grant and Articles Unexpended Funds to the Town of Westport General Fund as recommended by Superintendent.

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

Roll call vote:

Gendreau Yes Melnyk Yes Sampers Yes Thrasher Yes

b. Review and Act on Policy EFBA – SCHOOL FOOD AND NUTRITION – MEAL MODIFICATIONS

Chair Gendreau explained the district was already doing these practices. It was recommended to place this in a written policy.

Chair Gendreau asked if there were any questions? There were none.

A motion was made to approve policy EFBA – SCHOOL FOOD AND NUTRITION – MEAL MODIFICATIONS.

Motion by Sampers, seconded by Melnyk 4/0/0

Roll call vote:

Gendreau Yes Melnyk Yes Sampers Yes Thrasher Yes

c. Act on Superintendent's Contract

Chair Gendreau explained the Committee met in Executive Session to review the Superintendent's contract. "Under the Open Meeting Law, the final vote to execute a non-union personnel agreement must occur in open session." This is a public document with no other changes but the salary figure.

Members expressed appreciation to the Superintendent for all her hard work.

A motion was made to approve the Superintendent's Contract.

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

Roll call vote:

Gendreau Yes Melnyk Yes Sampers Yes Thrasher Yes

d. Review and Act on SC Meeting Minutes for Wednesday, June 10, 2026

A motion was made to approve the SC Meeting Minutes for Wednesday, June 10, 2026.

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

Roll call vote:

Gendreau Yes Melnyk Yes Sampers Yes Thrasher Yes

Informational Agenda

a. Superintendent Report – Dr. Roy reported the hiring of a Career Pathways Coordinator and thanked the committee for supporting this position.

Chair Gendreau mentioned the committee would like to hear more about this at a future meeting.

b. AFSCME Contract - Chair Gendreau reported the committee would like to disclose this agreement in open session. Chair Gendreau thanked AFSCME members and administrators.

Chair Gendreau asked if there were any questions or comments?

All involved parties were thanked for their work.

c. Second Read of Policy EFBA – SCHOOL FOOD AND NUTRITION – MEAL MODIFICATIONS - Done above.

d. WCS Bill Warrant: 6/30/2026 & 7/10/2026 - Chair Gendreau reported bill warrants dated 6/30/2026 in the amount of \$277,941.22 and 7/10/2026 in the amount of \$17,078.72 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.

Routine Matters:

- Correspondence and Notices - There were none.
- Discussion of Future Agenda Items - There were none.

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

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

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

Roll call vote:

Gendreau Yes Melnyk Yes Sampers Yes Thrasher Yes

The Virtual School Committee End of Year Meeting adjourned at 7:50 am.

MEETING DOCUMENTS

FY2026 Year End Transfers/Encumbrances

Second Read Policy EFBA – SCHOOL FOOD AND NUTRITION – MEAL MODIFICATIONS

WCS Bill Warrant: 6/30/2026 & 7/10/2026

SC Meeting Minutes Wednesday, June 10, 2026

Submitted by Sharon Pinho School Committee Recording Secretary

