



Millbury Public Schools School Committee

Regular Session
Meeting Minutes

2021 OCT 14 AM 11:12
MILLBURY, MASS.

Date: July 6, 2021

Members Mrs. Jennifer Nietupski, Chairperson

Present: Mr. Christopher Wilbur, Vice-Chair (participating remotely via Zoom)
Mrs. Julia Lagerholm, Member (participating remotely via Zoom)
Mr. Nicholas Lazzaro, Member
Mrs. Jessica Bristol, Member

Administrators Mr. Richard Bedard, Jr., Assistant Superintendent for Finance and Operations

Present: Mr. Gregory Myers, Superintendent of Schools

Contributing

Guests: None

Location: Millbury Memorial Jr./Sr. High School Media Center

Time: 5:00PM

Mrs. Nietupski called the meeting to order at 5:07 PM.

1. Review and Approval of Meeting Minutes

- a. The minutes of June 9, 2021 were not available. This item was tabled until the Committee's next meeting.

2. Budget

- a. Fiscal Year 2021 Close-out Financial Report

Mr. Bedard reviewed the Fiscal Year 2021 School Operating Budget of \$22,955,221.00, which is now closed. The remaining budget balance after expenditures and encumbrances is \$2,002.54.

- b. Fiscal Year 2021 Budget Transfers

i. Transfers In

Mr. Bedard recommended that the Committee vote to approve the following transfers to balance deficits accounts:

Line 1000 (Administration) requires a transfer-in of \$63,500 primarily due to increased unemployment compensation claims and the Administrative Software line, both of which were affected by the pandemic.

Line 2000 (Instruction) requires a transfer-in of \$157,500 primarily due to the hiring of additional substitute teachers, long-term substitute teachers, home tutors, and instructional aides, many of which were needed due to pandemic-related leaves of absence, such as FMLA, EFMLA, or FFCRA and district-directed quarantines. The district also covered one military leave and eleven maternity/paternity leaves. In addition, there were five retirement buyouts this year.

Line 4000 (Operations and Maintenance) requires a transfer-in of \$503,000 primarily due to COVID-19 pandemic expenses not covered by grants, including custodial overtime, personal protective equipment, plexiglass, signage and extensive HVAC work by multiple contractors and our maintenance staff to ensure proper air flow and a sanitized environment. There were also some special maintenance projects, including the painting of the MHS auditorium ceiling, the replacement of classroom flooring, the repair of the maintenance building's garage doors, and the reconfiguration of the Elmwood front vestibule.

Mrs. Bristol motioned to approve transfers to balance Lines 1000, 2000, and 4000 as presented, seconded by Mr. Lazzaro. Mrs. Nietupski took a roll call vote: Mrs. Lagerholm - YES, Mr. Wilbur - YES, Mrs. Bristol - YES, Mr. Lazzaro - YES, Mrs. Nietupski - YES. The motion to approve transfers to Lines 1000, 2000, and 4000 carried (5-0).

ii. Transfers Out

Mr. Bedard recommended that the Committee vote to approve the following transfers to balance surplus accounts:

Line 3000 (Other Services) requires a transfer out of \$514,000 due primarily to savings in transportation during the COVID-19 pandemic, savings in athletic coaching stipends, and savings in school lunch charges.

Line 9000 (Programs with Other Services) requires a transfer out of \$181,000 primarily due to fewer special education placements than budgeted and an increase in Circuit Breaker funding.

Line 004 (Athletics) requires a transfer out of \$28,100 primarily due to fewer athletic events held this year.

Line 002 (Windle Field) requires a transfer out of \$900.

Mr. Lazzaro motioned to approve transfers balance Lines 3000, 9000, 004, and 002 as presented, seconded by Mrs. Bristol. Mrs. Nietupski took a roll call vote: Mrs. Lagerholm - YES, Mr. Wilbur - YES, Mrs. Bristol - YES, Mr. Lazzaro - YES, Mrs. Nietupski - YES. The motion to approve transfers balance Lines 3000, 9000, 004, and 002 carried (5-0).

c. Fiscal Year 2021 Outstanding Purchase Orders

Mr. Bedard recommended that the Committee vote to approve outstanding encumbrances in the amount of \$2,378,602.38 for the following expenses:

four FY '21 teacher pay periods (7/9/21, 7/23/21, 8/6, and 8/23/21)
purchase of personal protective equipment (COVID-19 related);
increased custodial supplies (COVID-19 related);
increased maintenance supplies (COVID-19 related);
painting of the MHS auditorium ceiling;
repair of MHS media center partitions;
replacement of classroom flooring;
refinishing of the MHS gym floor;
repair of the maintenance building's garage doors;
installation of additional LED lighting;
purchase of new signage for athletic field amenities building;
reconfiguration of the Elmwood Street School's front vestibule area;
replacement of the high school cafeteria's dishwasher, which is no longer functioning;
replacement of the Elmwood Street School's hot water tank, which is leaking and beyond repair.

Mr. Bedard noted that replacing the dishwasher and hot water tank would be paid for through FY 2022 funding made available due to Special Education tuition pre-payments totalling \$138,402.32.

Mr. Lazzaro motioned to approve outstanding purchase orders as presented, seconded by Mrs. Bristol. Mrs. Nietupski took a roll call vote: Mrs. Lagerholm - YES, Mr. Wilbur - YES, Mrs. Bristol - YES, Mr. Lazzaro - YES, Mrs. Nietupski - YES. The motion to approve outstanding purchase orders carried (5-0).

3. Unfinished Business

Mrs. Nietupski asked if any Committee member wished to discuss unfinished business. No members requested a discussion of unfinished business.

4. New Business

Mrs. Nietupski asked if any Committee member wished to place an item of new business on a future agenda. No members requested a discussion of new business on a future agenda.

5. Adjournment

Mr. Lazzaro motioned to adjourn the meeting at 5:30 PM, seconded by Mrs. Bristol. Mrs. Nietupski took a roll call vote: Mrs. Lagerholm - YES, Mr. Wilbur - YES, Mrs. Bristol - YES, Mr. Lazzaro - YES, Mrs. Nietupski - YES. The motion to adjourn carried (5-0).