The meeting was held in the Superintendent’s Office, King Philip Middle School, 18 King Street, Norfolk, MA 02056

CALL TO ORDER: The meeting was called to order by Mr. Francomano at 7:40 am

COMMITTEE MEMBERS PRESENT: Patrick Francomano, James Killion and Ken Dow

VISITORS PRESENT: Dr. Liz Zielinski, Superintendent and Mr. Larry Azer, Director of Finance & Operations

AGENDA:
Approval of Minutes of September 8, 2017:
Upon a motion to approve with noted changes by Mr. Dow, seconded by Mr. Francomano. Abstain: Mr. Killion. All in Favor.

Grounds Vehicles Update:
Mr. Azer presented updated information dated September 14, 2017 regarding the summary of the existing condition of all grounds vehicles. Mr. Francomano questioned the funding source for the proposed purchase. Mr. Azer noted that the proposal is to lease the truck over a 5 year period costing an estimated $7K/year and the funds are expected to be coming out of the grounds budget. Mr. Killion questioned if the assumption is to trade in the older vehicle and Mr. Azer confirmed yes.

Upon a motion to approve recommendation to purchase new vehicle and finance over a 5 year period by Mr. Killion seconded by Mr. Dow. All in Favor.

FY’18 Budget Update:
Mr. Azer presented an FY’2018 budget update dated September 13, 2017. Mr. Francomano questioned if this analysis includes the deferred expenses. Mr. Azer confirmed the budget analysis is inclusive of the funding of the pending E&D and assumed the $300K deferral has been approved. The committee reviewed the budget summary grouped by the six primary budget areas of Instruction, Technology, Transportation, Facilities, Insurance and benefits, and Debt Service.
Technology: Mr. Francomano questioned if the Data Specialist resignation letter provided the district with 30 days’ notice as per their contract. Mr. Francomano questioned if the district is holding employees to the terms of their contract. Dr. Zielinski stated that she is working with current data specialist as well as the current HR person to ensure the state reporting is completed and submitted by the 11/1/17 deadline. Mr. Francomano requested that this issue be added to the agenda for the executive session of the next full school committee meeting.

Transportation: Mr. Azer noted there is an uptick in the costs for transporting homeless students as per the McKinney/Vento federal law. Currently the district is expensing $140/day to transport a student from Boston back to KP district. Mr. Francomano requested a cost analysis of possible less expensive modes of transportation including public transportation.

Facilities: Mr. Azer noted the FY’18 budget does not have enough funds for the current custodial staff.

E&D Deferral Sheet: Mr. Azer presented the FY 18 Budget deferrals list dated September 14, 2017. As of September 15, 2017, the E&D still has not been certified by the Commonwealth.

Extra-Curricular Clubs:
Dr. Zielinski presented a memo dated September 14, 2017 regarding clubs/activities reductions in FY 18 budget process noting all the stipend club positions per the contract. Dr. Zielinski noted that early on in the budget process, clubs which were not a part of the contract were not placed in the FY’18 budget. Mr. Francomano questioned how the district argues that they can’t fund the clubs given the expected surplus as of 9/15/17? Mr. Azer noted that the $545K estimated surplus is not final and expects to have a much smaller surplus. Mr. Francomano feels that the clubs should not have been cut without committee knowledge. Mr. Killion noted that he feels it is important to meet the expectations of no club cuts per the last budget meeting. Mr. Killion was under the impression once E&D funds were budgeted that club cuts would not take place.

Upon a motion to ensure funds of $25K are used to restore the clubs that were cut from the FY’18 budget by Mr. Killion, seconded by Mr. Dow. All in Favor.

504 Compliance Position:
Dr. Zielinski presented a memo dated September 13, 2017 regarding the struggle at the HS to meet the requirements of the 504 plans. The loss of the Assistant Principal from the FY’18 budget has created concerns on how the district is going to manage the new
504 plans and handle the additional new teacher evaluations. Mr. Dow asked if the SPED department can assist with the 504 evaluations. Mr. Francomano asked if there is any opportunity for collaboration with the elementary schools in regards to the 504 plans.

**Special Education Tuitions:**
Mr. Azer noted that DESE is expecting the SPED tuitions to be reimbursed at a 65% rate when the Commonwealth should be reimbursing at a 75% rate. The potential shortfall to circuit breaker for FY'18 is $185K.

Upon a motion by Mr. Killion, seconded by Mr. Dow the meeting was adjourned at 9:04 AM

The next meeting of the Finance Subcommittee will be at 7:30 AM in the Superintendent’s office on Friday October 6, 2017.

Respectfully submitted,

Karen A. Wolf
Recording Secretary