KING PHILIP REGIONAL SCHOOL DISTRICT
BUDGET & FINANCE SUBCOMMITTEE
MEETING MINUTES
November 22, 2017

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 7:37 am

COMMITTEE MEMBERS PRESENT: Patrick Francomano and Ken Dow. Absent:
Jim Killion

VISITORS PRESENT: Dr. Liz Zielinski, Superintendent, Mr. Larry Azer, Director of
Finance & Operations, Kendra Kannally, Norfolk Resident and member Budget CWG
and Barbara Snead, Norfolk Resident and KP School Council Member.

AGENDA:
Approval of Minutes of October 20, 2017 and November 9, 2017:
Held for Review

Finance Sub-Committee Web Page:
Dr. Zielinski requested feedback from the committee regarding the new page on the
website. Mr. Azer noted that in addition to the finance sub-committee page that there is
also a budget page. Mr. Francomano requested Mrs. Kannally to ask the community
relations groups for feedback as well. All feedback should be forwarded to Dr. Zielinski
while navigating the page. Mr. Francomano requested that this issue is added to the
agenda of the next full school committee meeting scheduled for December 4, 2017.

User Fees:
Mr. Azer presented a comparative analysis for music fees. Mr. Francomano would like
to try to obtain the budgets for the other comparative districts. Mrs. Kannally asked what
is the goal in looking at all the fee info. Mr. Francomano responded that we are trying to
understand where KP fees compare against comparable districts. Mr. Dow questioned if
there are any grants that the district can try to apply for. Mr. Francomano suggested that
both athletic and music fees are presented to the full school committee at the meeting
scheduled for December 18, 2017.
**Custodial Overtime:**
Mr. Azer presented a custodial and grounds keeping overtime analysis from 7/1/17 thru 11/12/17. Mr. Azer noted the custodians are paid an average of $20/hour straight time. Mr. Azer also noted a clause in the custodial contract regarding a ten-day cap of using sick time days toward the forty-hour work week indicating if they do not reach the 40 hours’ regular time they are paid straight time. Mr. Francomano questioned if the custodial staff is working OT on the weekends, does it take away from the weekly overtime. Mrs. Snead asked if it is really necessary for the custodial staff to be present when the bands arrive back late at night on the weekends? Dr. Zielinski noted that it is a union contract issue if you ask the current teachers to perform jobs over and above their job descriptions. Mr. Francomano asked what is the projected full year overtime costs for FY’18. Mr. Azer responded his projection for OT for FY’18 is $120K. Mrs. Kannally questioned what the OT spending was for FY’17 and Mr. Azer responded $276K. Mr. Francomano noted that there are still questions from the towns regarding custodial overtime that need to be addressed. The district indicated that custodial OT would be cut $X, did we actually cut $X from the budget and if so what custodial items were not done in FY’18 as compared to prior years.

The committee reviewed the specific areas of custodial OT on the pie chart noting alarm calls at 10.2% of the total hours. Per the custodial contract, there is a three-hour minimum for alarm callbacks and the majority are at the HS usually taken by the HS head custodian. Mr. Francomano questioned if the district receives a report why the alarm calls are required. The alarm calls expense for FY’18 YTD is $4752. Mrs. Kannally noted that she feels the alarm calls and night cleaning are areas where the district can better manage the expenses. Mr. Francomano suggested that there may be commercial robotic sweepers (roombas) available and feels the district should look into utilizing these devices versus having the custodians sweep. Mr. Francomano also suggested inputting OT averages by day of the week and completing an analysis to understand if shifting the custodial schedule will alleviate any OT.

Mr. Azer was tasked with reviewing the custodial OT analysis with the full school committee in December and as part of the FY’19 budget presentation for the three member towns.

**MARS Analysis:**
During a recent MASC conference, MARS presented they would complete a financial analysis for the district for approximately $500. The consensus from the committee is that this is something the district should look into. Mr. Azer was tasked with presenting the MARS information at the next full school committee meeting. The presentation timeline for the financial analysis if completed would be the April/May timeframe.
FY’19 Budget Update:
Mr. Azer is still working towards having first draft of FY’19 budget completed by Christmas break. He has had several meeting with the health insurance broker and dental is now being bid separately due to the plan changes implemented for this year. He has asked the broker to assess joining the purchasing groups that the three member towns are currently using. For the FY’19 budget, he is currently projecting a 10% increase for healthcare until the healthcare bids are finalized the first week of February.

KPTA Letter:
Dr. Liz was tasked with being prepared to verbally speak to these issues for the three-member town meeting scheduled for 11/28/17 and to present the information at the next finance sub-committee meeting.

Upon a motion by Mr. Francomano, seconded by Mr. Dow the meeting was adjourned at 8:44 AM

The next meeting of the Finance Subcommittee will be at 7:30 AM in the Superintendent’s office on Friday December 8, 2017.

Respectfully submitted,

Karen A. Wolf
Recording Secretary