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. Killion at 7:38 am

**COMMITTEE MEMBERS PRESENT:** Patrick Francomano, Ken Dow and Jim Killion

**VISITORS PRESENT:** Dr. Liz Zielinski, Superintendent, Mr. Larry Azer, Director of Finance & Operations, Kendra Kannally, Norfolk Resident and member Budget CWG and Tracey Malloy, Norfolk Resident and member CWG

**AGENDA:**

**Approval of Minutes of December 15, 2017:** Held for Review

**Response to KPTA FY 2018 Budget Letter:**
Dr. Zielinski distributed a memo in response to the KPTA letter received as of 5/24/17. Mr. Francomano requested to have the MASBO financial report of the KP Business Office distributed to all KP school committee members. Mr. Azer was tasked to distribute the MASBO financial report.

In response to item #6 – Parking Attendant, Mr. Francomano questioned if parking issues arise on a daily basis and the current frequency of issues as well as a need for an attendant. Mr. Azer noted the attendant is paid from facilities fees not the KP general budget.

In regards to item #7 Transitions Coordinator and Out-of-District Coordinator, Mr. Francomano suggests that the detailed workload for each position is noted as well as the savings generated from having both of these positions. Mr. Killion questioned the salary level of both positions and Mr. Azer responded at the top of the teacher’s pay scale.

Dr. Zielinski was tasked with meeting with the policy sub-committee to revise the policy regarding administrative cell phone use.

Mr. Francomano requested this letter response to the KPTA is included in the packet to the full school committee at the next scheduled meeting.
**FY 2019 Budget Priorities:**
Mr. Azer distributed FY 2019 Budget Priorities list noting items are in priority level by section. Mr. Azer was tasked to clarify the AP position in High School item #1 as Assistant Principal as well as renaming document to “FY 19 Unbudgeted Needs”. Mr. Francomano noted in regards to the district user fees that efforts should be made to work on reducing fees as well as reducing overall program costs. Mr. Killion questioned how we can implement an impact of the possible reduction of user fees in FY 19. Mr. Azer believes this is a more realistic goal for FY 2020, but additional analysis needs to be completed for future budget cycles. Mr. Francomano believes there needs to be an overall philosophical discussion regarding public school education and access to extra-curricular activities through the operating budget.

Mr. Azer was tasked to approach the three member towns regarding the facilities manager position and possible centralization of duties. Ms. Malloy asked what in general has the district done to save money and suggested early in the FY’19 budget presentation to indicate some of the savings wins. Mr. Azer noted areas of potential savings have been health care, bus contracts, tightly managed custodial overtime and supplies purchases. He also noted larger future potential savings may be solar panels.

**Update on Community Working Groups:**
Ms. Kannally updated the sub-committee regarding the progress of the CWG. She noted that all three groups still exist and the PR group focused on the survey, the communications group is working on getting the information out to the towns and all groups are working collectively on the budget. The CWG groups believe that working merely within the “means” is not acceptable for our students and is working towards the goal of elevating the district to the next level. The CWG group would like the recommendation of a potential Superintendent’s Union reviewed again with a goal to centralize administrative costs among KP and the three member towns. Ms. Kannally reviewed several data points indicating the elementary schools are able to reinvest while the KP district is having a hard time to maintain current services. (i.e. Wrentham FY 18 SPED costs decreased $300K but their overall budget increased). The CWG groups are looking for guidance on how best to articulate these concerns and issues. Discussion took place regarding the recommendation for altering of the superintendent search to include the possibility of an interim superintendent in light of the superintendent’s union issue raised. The group noted that the possibility of an interim superintendent was discussed at previous roundtables. Mr. Francomano explained that prior to voting to move forward with the superintendent search the Committee discussed the alternative of hiring an interim in order to pursue a superintendency union or full regionalization. He further explained that for several reasons, including the potentially lengthy timetable and the speculative nature of any effort to pursue such a course that there was consensus that it was in the best interest of King Philip to move forward with a full search. He also indicated that as
private citizens anyone could raise the issue to the full committee as a public comment but that he had no basis to place the matter on the regular agenda and that reconsideration at this stage would potentially undermine the ongoing search process.

Upon a motion by Mr. Dow, seconded by Mr. Killion the meeting was adjourned at 9:00 AM

The next meeting of the Finance Subcommittee will be at 7:30 AM in the Superintendent’s office on Friday January 26, 2018.

Respectfully submitted,

Karen A. Wolf
Recording Secretary