

**School Committee Meeting**  
**Monday, November 5, 2018 - Approved**  
**King Philip Regional High School – Library**  
**201 Franklin Street, Wrentham, MA 02093**

Mr. Gee, Chair, opened the meeting at 7:00pm.

**Roll Call of Members:**

**Members Present:**

Norfolk:	Michael Gee, Kenneth Dow
Plainville:	Bruce Cates, Samad Khan
Wrentham:	Trevor Knott, Erin DeStefano,

**Members Absent:**

Norfolk:	Paul Cochran
Plainville:	Amy Abrams
Wrentham:	Jim Killion (arrived at 7:10pm)

HS Student Council Representative: Miss Linde

The meeting is being videotaped by Wrentham Cable Access. Mr. Gee explained that the public may visit the district's website at [www.kingphilip.org](http://www.kingphilip.org) to review informational documents pertaining to each school committee meeting. Videotaped meetings may be viewed in their entirety at [www.wrenthamcableaccess.com](http://www.wrenthamcableaccess.com)

**PUBLIC COMMENT:**

Mr. Gee reviewed the procedure for public comment.

**Delegations and Visitors:**

Mr. Zinni, Superintendent, Mr. Azer, Director of Finance & Operations, Attorney Notis

**Consent Agenda**

**APPROVAL OF MINUTES**

**October 15, 2018 Minutes:**

- ✚ A Motion was made by Mrs. DeStefano seconded by Mr. Khan, to approve the Consent Agenda including Minutes of October 15, 2018, as presented. All in favor: Yes (6); No (0); Abstain (2) Mr. Dow and Mr. Cates. Motion carried.

**PAYMENT OF BILLS, FINANCIAL REPORT**

Warrants/Budget Report/Budget Transfers

**COMMUNICATION:**

**Appointments, Resignations, Retirements, etc.**

In a memorandum dated November 5, 2018, Mr. Zinni presented a list of appointments, resignations and personnel changes along with corresponding stipend amounts, if any.

**AGENDA**

**APPROVAL OF EXECUTIVE SESSION MINUTES:**

- ✚ A Motion was made by Mr. Khan, seconded by Mrs. DeStefano, to approve and retain the Executive Session Minutes of October 15, 2018. All in favor: Yes (6); No (0); Abstain (2) Mr. Dow and Mr. Cates. Motion carried.

## **COMMUNICATION:**

### **HS Student Council Report:**

- Ms. Linde presented the Student Council report dated November 5, 2018 that included upcoming Student Council events to be held at the High School and the Middle School.

### **KP in the News:**

An article on the KP DECA Program members attending the Fall State Leadership Conference.

Finance Subcommittee Minutes dated June 15, 2018.

Additional information was provided on *Raptor*

## **REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

None

(Mr. Killion arrived at 7:10pm)

## **NEW BUSINESS:**

### **FY19 Budget Update: Mr. Azer**

Mr. Azer provided the School Committee with an update on the FY19 budget with several points that included:

- FY19 revenue comparison was reviewed, looking at a percentage balance of 0.01% and basically at projection. Detailed information was provided for state aid comparison which includes Chapter 70, Charter Reimbursement, and Transportation Reimbursement.
- Detailed information was provided by transportation reimbursements in which nearly \$2.4 Million in unfunded reimbursement over the past 11 years. Transportation reimbursement is at only 75-80% with a shortfall of \$227k. There is a Charter reimbursement shortfall of \$26,710, receiving facilities aid only.
- Budget by Area was reviewed, including: Instruction, Technology, Facilities, Insurance, transportation, Circuit Breaker and out of district tuition.
- Out of district tuition: special education amount includes circuit breaker funds used to reduce expenses; extraordinary relief of \$460K was received in the spring; FY 19 reimbursement shortfall of \$107K; Circuit breaker reserve balance at the end of the year \$925K.
- FY18 budget the committee included \$300 of the special education reserve and we ended up not needing to use it.
- Circuit breaker reimbursements results in the shortfall of nearly \$1.3 million since FY2008
- Transportation budget includes homeless transportation reimbursement of 30%; transportation trends were reviewed and is being looked at closely as it is trending in a favorable position.
- Facilities budget. Approximately \$100K of salaries is offset by facility rentals (unencumbered amount)
- Utilities budget: The trash contract was renegotiated and new phone system has been installed which should reduce costs overall.

Mr. Gee asked about the transportation reimbursement shortfalls since 2008. Mr. Azer explained that for the past 11 years, recession hit and it has not caught up. Mr. Zinni referred to Circuit breaker reimbursements that has been going back to 2000 and came in at about 42% instead of 75% projection and now district's tend to budget more conservatively. In the past couple of years, the average reimbursement rate has been in the low 70 percentage, closer to the 75% expectation, which was the promise of the legislation.

Mr. Cates about funds being appropriated from the state to the school districts? Supplemental budget did not include anything for special education. Mr. Zinni said that there may be funds available to support social emotional issues, but that would be toward next year's budget and may have to apply for funding through a grant. Mr. Zinni explained the federal funding process and that KP may or may not be eligible.

### **FY20 Budget: Mr. Azer**

Mr. Azer presented an initial draft of the FY20 budget and noted that the numbers are subject to change, and explained the following points:

- In order to calculate a level services budget there are many factors to be taken into consideration and all goals should link to the KP District Improvement Plan (2018), KP school committee goals, HS improvement plan, MS improvement plan, and capital plan.

- FY 20 budget calendar was presented. Meetings throughout the year include Finance Subcommittee Meetings, initial budget presentations beginning in December 2018 and the with KP budget public hearing to be held on January 28, 2019
- Enrollment distribution rate and the percentages used are used to allocate costs above the required minimum contribution.
- A review of the projected, unofficial enrollment indicated that enrollment is down about 13 students. This is based upon a review of combined elementary districts and KP district's enrollment projections and the percentages, but cannot project what the assessments are going to be as that is based on the current state formula.
- Sources of Revenue include member town assessments, state aid, district revenue and E&D.
- Revolving Funds: Federal and state grants, sped circuit breaker, athletics, student act, parking, facility rentals and food services, which is its own separate program. These are not included in budget projections as the money comes in and then it goes back out.
- FY2020 state aid projection includes: Chapter 70, transportation reimbursement, and charter tuition reimbursement.
- E&D balance has not yet been certified and is used for operating budget but is not a healthy practice.

Discussion ensued on how much E&D money is used and it is concerning that E&D is used for funding and not capital.

Mr. Azer presented 4 Revenue scenarios for FY20 and noted that all of these scenarios are exclusive of debt service. \$400,000 of E&D was used in the FY19 budget.

Discussion ensued on what is the big variable. Mr. Azer said that salary projections are basically done and the teacher contract is signed. Other factors are: Insurance, transportation, facilities, special education with no projection yet.

Mr. Zinni indicated that there have been meeting and will continue to meet with the 3 towns on dates to be determined and that the superintendents and special education directors are talking about a continuum of services. Ms. Moy is meeting with elementary special education directors. It is our intent to present to the school committee at an upcoming meeting on this topic. There are open and clear lines of communication with the 3 elementary districts.

Mrs. Karen Wolf asked the following questions:

1. Given the fact that the towns are constantly asking the KP district for more accurate and advanced assessment information, is the district pursuing with the towns to move the assessment calculations from the state based formulas to a population based formula?
2. Mr. Azer discussed in one of the meetings that at certain times in the year the KP district experiences low cash flow due to the timing of the assessment receipts from the towns. Is the district looking to discuss with the towns to change the timing of when the assessments from the towns are paid?

Mr. Azer indicated that at times during the year cash flow is low and gave an example of three pay periods in one month that occurs twice a year.

Discussion followed. Mr. Knott said that last year we did some benchmarking asked if that will be part of this year's process as well. Mr. Azer indicated yes.

Mr. Knott asked if we benchmark below the top level, how much comes from the towns, etc., looking for ways to learn on how to drive more revenue without taking the town's assessment up, looking at other districts and how they do it. Is there any model in public education where they are creative in private funding, not from a town assessment standpoint, a foundation model or alternative funding?

Mr. Azer indicated that this is not sustainable long-term, matching federal and state and private grants and there are very specific guidelines how the money can be used, such as public safety grants and then over time the town will have to take it over and how to sustain that program afterwards. Criteria is for low income districts.

Wrentham Elementary Schools Trust (WEST) and Norfolk offer separate accounts other than the school fundraisers to support academics.

Mr. Khan asked if KP had an Alumni Foundation or alumni outreach. Mr. Zinni said that he would have to do research on that and if there are community members that are interested in starting one, it would have to be a completely separate entity from KP.

**REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Mr. Cochran, Norfolk School Committee Representative: – None.
- Mrs. Abrams, Plainville School Committee Representative: - None
- Mrs. DeStefano, Wrentham School Committee Representative: Topics discussed at the last School Committee meeting included, FY19 financial update, a review of curriculum, instruction goals, technology initiatives, school safety, Healthy KP, and bus evacuation drill. Rep. Dooley made a gift and presented *Stop the Bleed Kits* to the District.
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**LATE COMMUNICATIONS:**

None

**REPORTS OF SPECIAL COMMITTEES:**

None

**RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL MEMBERS:**

- Mr. Gee noted that on November 19 there is a KP School Committee Meeting and the Wrentham Special Town Meeting will be held. Upon discussion, Mr. Knott indicated that he will be attending the KP School Committee meeting. Members indicated that there will be quorum with Wrentham representation.
- Mr. Gee indicated that the December meetings will be discussed at the November 19, 2018 meeting.

**Adjournment into Executive Session:**

- ✚ **At 8:30pm, a Motion was made by Mrs. DeStefano, seconded by Mr. Knott, to adjourn into Executive Session to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual (Ferris case); and to return to open session solely for the purpose of adjournment. All in favor by roll call vote: Yes (7); No (0). Motion carried.**

**Adjournment:**

- ✚ **At 9:00pm, a Motion was made by Mr. Cates, seconded by Mr. Khan, to adjourn the meeting. All in favor by roll call vote: Yes (7); No (0). Motion carried.**

*Respectfully submitted,*

*Lisa Barrett Witkus  
Secretary to the School Committee*

**Documents presented on November 5, 2018:**

- Draft Minutes of October 15, 2018
- Appointments, Resignations, Retirements, etc.
- Draft Executive Session Minutes of October 15, 2018
- HS Student Council Report
- KP in the News
- Finance Subcommittee Minutes dated June 15, 2018
- *Raptor* Additional Information
- FY 2019 Budget Update
- FY 2020 Revenue Projection