

**KING PHILIP REGIONAL SCHOOL COMMITTEE**  
MINUTES  
**Tuesday, November 28, 2017 – Joint Meeting**  
**With Municipal Representatives of Norfolk, Plainville and Wrentham**  
**Norfolk Town Hall, 1 Liberty Lane, Norfolk, MA 02056**  
**Board of Selectmen’s Meeting Room**

**CALL TO ORDER:**

Mr. Francomano, Chair called the King Philip Regional School Committee meeting to order at 7:00PM.

**ROLL CALL OF COMMITTEE MEMBERS:**

Members Present:      Norfolk:      Michael Gee, Kenneth Dow, Jeff Chalmers  
                                 Plainville:      Patrick Francomano,  
                                 Wrentham:      Jim Killion, Trevor Knott

Members Absent:      Norfolk:      Present  
                                 Wrentham:      Erin DeStefano,  
                                 Plainville:      Samad Khan, Charlene McEntee

**DELEGATIONS AND VISITORS (King Philip):**

Dr. Zielinski, Superintendent, Mr. Azer, Director of Finance, Dr. Mobley, HS Principal, and Ms. Lacher, Director of Special Education (arrived at 7:15pm)  
Community Working Groups Representatives: Julie Radlitz and Tracy Malloy  
Karen Wolf

**Town Representatives:**

Norfolk: Jim Lehan, Selectman, Todd Lindmark, Finance Director, Jack Hathaway, Town Administrator  
Wrentham: Jerry McGovern, Andrea Sweed, Finance Committee, Chief Anderson, Town Administrator/Police Chief (arrived at 7:18pm)  
Plainville: Jennifer Thompson, Town Administrator, Bruce Cates, Rob Rose and Brian Kelly, Finance Committee

**Unfinished Business:**

**Joint Budgetary Meeting with Towns (Norfolk, Plainville and Wrentham):**

Mr. Lehan asked for introductions and then turned the meeting over to Mr. McGovern who opened the meeting. Mr. McGovern presented a PowerPoint presentation on collaborative planning of the King Philip Regional School District’s budget to guide the meeting. Mr. Azer, King Philip Director of Finance indicated that he would provide handouts in response to the town’s request which included the following information:

1. Budget template showing the progression of requirements over a five-year period;
2. Impact of FY18 budget cuts
3. How certified E&D will be applied to the FY18 budget and what the intent may be for FY19.

Mr. McGovern said that the challenges amongst the towns is to get involved sooner in the budget process based upon this past year’s King Philip budget and to work collaboratively to have everything happen by a May timeframe to come up with town target assessment numbers based on projected revenue growth of 3%.

Mr. McGovern reviewed the town target numbers, in an attempt to give out budget guidance to departments from town administrators where there is a window between the 3-4% range, however a further look at assessments it was determined to be 3%.

Norfolk – 3% = \$245,896

Plainville – 3% = \$167,217

Wrentham – 3% = \$283,901

The KP budget for FY18 was \$31,397,584 plus the additional 3% = \$941,928 which is a gap of \$244,914.

Mr. McGovern showed that the intent is to show trends and forecast accuracy based upon reporting and planning templates (Composite and Special Education) for five years. Special education shows 3 different categories. The towns would like to see numbers compared to actual dollars. It is further recommended to add a follow-on slide that enables trend visibility of regular education and special education numbers as a percentage of the overall budget in numbers and costs over the same time period. What are the metrics and how are they changing in this case the forecasting accuracy and trends.

Mr. McGovern continued that the FY18 Execution was based upon changes in the springtime, then there was the “dance of 3 towns” and by the time of town meetings are held, the towns know what their assessment is, but they don’t know what the changes are over those couple of months.

Discussion ensued on the Excess and Deficiency (E&D) – Application to FY18. In Mr. Azer’s memorandum dated November 13, 2017, he indicated that E&D funds have been certified at \$941,788 and the district can reinstate the items deferred and provided a list for each line item and description for with each amount totaling \$300,000.

Questions presented were: Are you applying any E&D to your execution budget? What are your considerations for E&D for FY19?

Mr. Azer referred to his memorandum in which the school committee voted to adopt a revised budget of \$33,886,835 where the member town assessments remain the same. The letter to towns has been sent and they will be given the opportunity to weigh in.

Mr. McGovern referred to revenue visibility and would like to see a list of revenue sources. This used to be in the budget sheet and was useful so that towns have visibility.

Mr. Azer referred to another item in his memorandum dated November 13, 2017 which is a 5-year composite starting at FY15 through FY18 for budget and actual amounts which has been populated through FY18 and awaiting FY19. When asked about the special education budget, Mr. Azer indicated that this is still being worked on. Mr. Lehan said to Mr. Azer that this is very well done.

Mr. Azer distributed FY19 revenue scenarios, with 4 member town assessments using 4 different revenue scenarios with a 3% increase, along with the use of E&D. He indicated that Scenarios 1-4 do not include debt service payments.

Mr. Francomano asked if there a philosophy on the use of E&D to support operations. Discussion ensued that on the town level there is the use of free cash and the use of E&D should be used for a capital expense or a one-time expense. The struggle seems to be when you dip into free cash and have to replace it the following year.

Discussion ensued on the amount that it is used and the degree that it is used, and to keep its usage to a minimum and be judicious with its use. Ms. Sweed indicated that seeing \$900,000 in E&D account was upsetting when the town need to make \$125,000 in cuts to other departments.

Discussion ensued about trend setting and increasing revenues.

Mr. Rose would like to see the use of a pivot table. Mr. Azer indicated that the data is all there and can be rearranged into a one page summary or whatever the interest is. Reference was made to DESE.

Mr. McGovern indicated that there should not be such big fluctuations in these categories and referred to \$150K in custodian overtime. What does that mean what is it compared against and what are the drivers?

Mr. Francomano said that it would be helpful to the School Committee if those questions could be communicated to us so that we can provide the answers as it is all valuable information for all of us.

Mrs. Karen Wolf asked if the information especially about special education is also available from the elementary districts and if it is on their website. Mr. Lehan indicated that Norfolk receives a very concise report from Superintendent Allardi and Ms. Sweed indicated that a similar report is received from Wrentham.

Discussion ensued on healthcare premiums and the current contribution rate of King Philip. The towns recommended that King Philip look into the contribution rate. Mr. Azer indicated that a change in premium contribution would have to be negotiated. Mr. Hathaway indicated that health insurance benefits at KP are drastically higher than what the municipalities have to support.

Mr. Francomano indicated that special education is an area the district wants to focus on and asked if there is there any particular area that you need us to do a “deep dive” for lack of a better term?

Mr. Lehan indicated that one of the things that has always been an issue and will be a good change for both parties is to come in with a realistic number. Last year came in at 10% and that has been the pattern. If this year we come in with a number that is realistic, then this whole process has worked.

Ms. Sweed said that a prioritized list would be helpful and then determine which items can be afforded reasonably. Discussion ensued about other sources of revenue, sponsorships, advertising and to find alternative revenue sources.

Mr. Francomano indicated that the Finance Subcommittee has looked at fees, and the survey indicates that KP has the highest fees in the Hockomock area and the burden is on families. If that is a revenue source that is a problem for us because it is putting a burden on families. If they cannot afford it we will find a way to support them.

The budget process was reviewed and Mr. Azer indicated that the administrative team will review preliminary numbers. The first budget will be presented in January with a budget public hearing where a level service budget will be presented that will include a list of items to add, compare to revenue scenarios and go from there. If there is a negative gap, we will try to close that. The final budget will be voted on during the second week in March and then presented to the towns and continue to have discussions.

Ms. Thompson noted that since special education is such a huge driver that more information be provided and that last year was an extraordinary year because no students were aging out. Mr. Azer indicated that special education will be part of the presentation to the School Committee in January.

Discussion ensued on holding another joint meeting and it was set for Tuesday, February 13, 2018 in the King Philip Regional High School Library at 7pm. The Norfolk Town Meeting is scheduled for Tuesday, May 8, 2018.

Mr. Lehan thanked everyone for their input and for attending this productive meeting.

**✚ A Motion was made by Mr. Gee, seconded by Mr. Killion, that the King Philip Regional School Committee adjourn at 8:15pm. All in favor by roll call vote: Yes (6); No (0). Motion carried.**

*Respectfully submitted,*

*Lisa Barrett Witkus  
Secretary to the King Philip Regional School Committee.*