

TOWN COUNCIL MEETING MINUTES
Budget/Management Committee
June 8, 2015-Monday

Present: Michael Molisse, Chairman
Patrick O'Connor, Vice Chairman
Jane Hackett, Councilor
Rebecca Haugh, Councilor
Brian McDonald, Councilor

Also Present: Dr. Kenneth Salim, Superintendent
Dr. Jennifer Curtis Whipple, Asst. Supt.
Susan Kuska, Asst. Supt.
Lisa Belmarsh, Weymouth School Committee
Michael Gallagher, Director of Administrative

Services

Recording Secretary: Mary Barker

Chairman Molisse called the meeting to order at 5:30 PM.

Deliberation of the Following Measures:

15 072-CPC Preservation of Weymouth Libraries' Historical Collection

Chairman Molisse reported that this item was tabled until the public hearing was closed. The public hearing was opened and closed on June 1, 2015.

A motion was made by Councilor Hackett to forward measure 15 072 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

15 086-Pensions and Benefits Line Item Transfer Part 2

Michael Gallagher requested on behalf of the Mayor that the Town of Weymouth transfers the sum of \$50,000 from the Health Insurance line to the Medicare line. The request is driven by the increase in overtime and raises. This is to cover unanticipated costs.

A motion was made by Councilor Hackett to forward measure 15 086 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

Review and Discuss School department Budget with School Superintendent, Asst. Superintendent and Senior Staff

Deliberate the following Measures:

15 051Z –School Department

The School Department Budget was reviewed and incorporated Auditor Swanson's questions.

Ms. Belmarsh and Dr. Salim were invited to the table. Ms. Belmarsh noted she had no opening remarks. She noted that she was a member of the school committee budget sub-committee and they have gotten better at working collaboratively. She appreciates the great communication between them. Dr. Salim presented the budget in a Power Point presentation incorporating the Auditor's questions. He also included those items that an override would support.

During the presentation various discussions took place.

Dr. Salim noted that the Mayor's Budget proposal plus \$1.3 million Special Education free cash was presented in April. A subsequent \$300,000 (if no override passed) would be supplemented in the fall. The total allocation was passed as a needs-based budget by the school committee. The \$63.9 million budget was revised as the state budget was solidified and contracts settled (Unit A and Custodian contracts ratified) brought the level service budget to \$64.3 and revised the gap to \$839,000 that includes mandated needs. He reviewed how the gap was bridged. Cuts in supplies, breakage from teacher retirements, decreased utility costs, circuit breaker funded at a higher percentage, and shifts in primary school population.

Councilor Hackett asked for a breakdown to meet the \$839,000 gap:

- \$60K extraordinary maintenance
- \$60K utility
- \$300K retirements
- \$194K chapter 30/Circuit Breaker
- \$225K student enrollment

There was a brief discussion regarding the last item- student enrollment shift. Dr. Salim reported that there are “bubbles” at grade levels and shifts that occur and require adjustments across buildings to maintain class sizes. It’s a thoughtful process that occurs yearly from information provided by kindergarten registration. Councilor Hackett asked if any layoffs are anticipated as a result of the shifts. Dr. Salim responded none are planned for professional staff. Councilor Hackett asked if the School Committee has voted a budget of \$63,509. Ms. Belmarsh responded that it will be voted at the last meeting in June. Councilor Hackett responded that her concern is that the preliminary review is based on this and it isn’t budgeted. It makes it difficult for the Town Council next year.

Councilor Haugh asked if the student enrollment shift changes the student / teacher ratio. Dr. Salim responded no- is skewed by the SPED numbers. Certain elective classes- foreign language and other classes at the high school have higher ratios than traditionally. Councilor Haugh asked if it includes a furniture needs list.

Chairman Molisse suggested they go through the auditor’s questions and the committee can interject questions as needed.

**QUESTIONS ON PROPOSED FY 16 SCHOOL
BUDGET
BUDGET/MANAGEMENT MEETING
JUNE 8, 2015**

SCHOOL DEPARTMENT {measure 15 051Z}

A. Kindly provide your current Organizational Charts and review said charts with the Committee.

Answer: Please see Appendix

B. The detailed School Budget {as approved by the School Committee} is \$5,002,199 higher than the Mayor’s proposed budget for Schools. A “Needs List” is contained within that identifies \$4,173,222 of the difference. What accounts for the \$828,977 remaining difference? Kindly review the lists with Committee Members and Town Auditor.

Answer: Although our FY16 budget was voted at 68,161,171 our next step was to back out our needs list of 4,173,222 and start with

a level service budget of 63,988,949. As we developed the budget more, there was positions and district wide technology infrastructure needs that had to be addressed to be in compliance with State and Federal laws that total an additional 320,436 bringing the budget to 64,309,385. The Mayor's budget for the school including 1,650,000 Free Cash allocation was 63,509,972. The gap between the Mayor's allocation and the school budget was 839,000, please see Appendix as to how the gap was closed to come in line with the Mayor's 63,509,972 allocation.

- C. How many students does the Mayor's proposed Operating Budget support for the Fy16 school year? How does this number compare to Fy15 and Fy14? What is the Per Pupil Expenditure amount incorporated in the Mayors' proposed Fy16 budget that is being reviewed this evening? How does this number compare to Fy15 and Fy14? Please compare Weymouth's Fy16 budgeted Per Pupil Expenditure to that of other towns similar in size to Weymouth.

Answer: The projected enrollment for F/Y 16 School Year is 6772 students. The enrollment for FY 15 is 6705, FY 14 was 6790 students and FY 13 was 6,839 students. The Per Pupil Expenditure amount is for the most recently available information from the Department of Elementary and Secondary Education (DESE) --for FY 13 it is \$12,984 per student. Since the Mayor's proposed budget for the School Department does not include all costs allocated to compute a Per Pupil expenditure as determined by DESE, we are not able to provide this information. However, the Mayor's proposed FY 16 budget is \$61,859,972 with a proposed Supplemental Appropriation of \$1,650,000 for a total of \$63,509,972 serving a projected 6772 students or an average of \$9,378.32 per student. The FY 15 Budget including all supplemental appropriations was \$61,353,728 serving 6,705 students or an average of \$9,150.45 per student. The FY 14 Budget including all supplemental appropriations was \$59,991,942 serving 6790 students or an average of \$8,835.34 per student.

- D. Are all Salary step increases, lane changes, longevity, stipends and Collective Bargaining Agreement/ Employment Contract changes

included in Fy16 Salary Expense for the Administration, all Schools and all Departments?

Answer: No, Collective Bargaining increases for the following units have not been resolved: S.E.I.U Van Drivers; Weymouth Teachers Association Units A, B and D, as well as Employment Contract changes for certain non-union employees.

Councilor Hackett requested total salary line for each bargaining unit. Auditor Swanson asked if there is any salary reserve in the FY16 budgeted for anticipated contract settlements? Dr. Salim responded no.

E. Did the School Principals and Department Heads participate in the development of their School or Department Fy16 Operating Budget?

Answer: Yes

F. Please provide a schedule that shows total supply expense by school, the number of students and the average supply cost per student in Fy16. This will provide the Committee and Auditor data on what schools are on the high end when compared with the total system wide Schools' Supply Cost divided by the total enrollment.

Answer: Please see Appendix. Auditor Swanson- did not see it. It was noted that it is the third to last slide. Councilor Hackett asked if the Johnson School is low because it is offset by grants? This was confirmed.

G. Kindly provide the Fy16 "Per Pupil Expenditure" on each school.

Answer: Please see Appendix.

H. Two Revolver Funds are shown in deficit. Do you project any Revolver Fund to be in deficit at the end of Fy15? **Answer: Yes Foodservice.**

Councilor Haugh noted this has occurred over the last several years.

I. Enlighten the Committee and Auditor on how Revenue is generated for all Revolver Funds with revenue over \$200,000.

Answer: Revenue is generated through a combination of fees, tuitions and donations.

Councilor Haugh noted she liked these charts- other fund sources. It's good to show what is done outside of taxes to support education. Councilor Haugh asked if the department is reimbursed for school lunches. Dr. Salim responded that it is reimbursed quarterly by the federal government. Last quarter will be reimbursed in the summer.

- J. What positions have Spending Authority for Revolver Funds with expenses over \$100,000? Talk about the Internal Controls in place to monitor the expenditures.

Answer: Revenue is generated through a combination of fees, tuitions and donations. The spending authorities follow the WPS and Town of Weymouth Financial Policy and Procedures manual; Department Heads and DESE reviews.

- K. Kindly review with Committee Members and Auditor the list of "Grant Awards". What is the outlook for any upside potential in grant monies for next fiscal year? What process does the Administration employ to explore the Federal & State programs in order to identify potential new monies?

Answer: Most grant programs are categorical and school districts receive an entitlement based on a formula. The grants staff person reviews any potential opportunities for discretionary funds through the DESE website. In addition, all administrators share information on potential grant opportunities.

- L. Kindly review with Committee Members and Auditor the Capital Projects report contained within the Budget Book.

Answer: The attached is a list of capital projects showing projects that have been conducted in 2013 and 2014. The lower sections are some of the projects that are currently on the towns Capital Improvement Plan.

Councilor Hackett asked to highlight which projects show shifts. Dr. Salim responded that any great change is a result of a shift. Councilor Hackett asked for further clarification. Dr. Salim noted those shown are a snapshot of the budget as of the last November.

Academy:

A. Salaries for all positions are \$92,707 or 5.5% higher than Fy15. Please provide a summary of the components of this increase.

Answer: Contractual step and longevity increases as well as adjustments in staff from the prior year.

B. What type of services will the budget of \$11,750 in Contract Services pay for?

Answer: Contracts to pay for the copier lease.

Murphy:

A. Salaries increased by \$65,190 or 4.9% in Fy16 over Fy15. There are 25 personnel in the Fy16 budget, same as Fy15. Detail as to what constitutes the increase.

Answer: Contractual step and longevity increases as well as adjustments in staff from the prior year.

B. The actual 9-month Fy15 Supplies Expense is \$5,639; hence, this line item is tracking much lower than budgeted for Fy15. In light of this how does the Principal of Murphy justify the Fy16 budget of \$17,996?

Answer: Principals spend their supply funds throughout the school year.

Johnson:

A. What is the source of funding that pays for the 21.5 positions not included in the appropriation request?

Answer: Grants and Revolving funds from tuition supplementing the local appropriation.

B. The Principal's Salary is budgeted at \$47,140, which is 50% of the total compensation. To what other school is the other half charged to? What percentage of the Principal's work week is devoted to each school?

Answer: The salary of the Principal is paid .5 FTE from the Johnson revolving account and .5 FTE from the local appropriation.

Nash:

- A. What causes the Fy16 decrease in Salaries of \$27,447 when the headcount is the same and step increases, lane changes, CBA actions, etc., must be in the budget?

Answer: Contractual step and longevity increases as well as adjustments in staff from the prior year.

Pingree:

- A. Why is it that Fy16 Salaries are decreasing by \$23,287; yet, the total headcount is the same and step increases, lane changes and CBA actions must be included in the budget?

Answer: Contractual step and longevity increases as well as adjustments in staff from the prior year.

- B. Kindly explain the two LTS-Annual positions under Classroom, Professional Staff budgeted at \$58,386 and \$83,605.

Answer: Long Term Substitutes are employed to replace staff on leave.

Seach:

- A. The employees paid via the appropriation are 34.17, same as Fy15. Kindly provide the components of the \$158,765 or 8.7% increase in salaries for Fy16 for the same headcount.

Answer: Staff hired after the F/Y 15 budget was established are paid higher than the staff they replaced.

- B. Provide some detail as to the nature of supplies that will be procured with the Fy16 budget of \$23,340?

Answer: Classroom instructional supplies, copy paper and related office supplies.

- C. Under Classroom, Professional Staff lists 17 Elementary Generalist and one “ELL Teacher”. What is an ELL Teacher and how does the position differ from a Generalist?

Answer: ELL instructors teach courses of varying subjects in English to speakers of other languages, integrating language acquisition into their curriculum. Generally, elementary through

high school ELL instructors have the same requirements as all teachers, earning their bachelor's degree (usually in education) before attaining a teacher's license. ELL teachers do not have one class. They see students from an entire building based on the students English proficiency levels. They are not general teachers, they are specialized staff for a specific population.

D. What duties are performed by the three Adjustment Counselors budgeted at \$133,227?

Answer: The role of the school adjustment counselor is to assist all students in maximizing the development of individual potentials—intellectually, socially, emotionally and physically—therefore enabling them to become responsible, respectful, and productive life-long learners.

Talbot:

A. What type of Services will be procured with the Fy16 budget of \$9,300?

Answer: Contracts to pay for the copier lease.

Hamilton:

A. What type of Services will be procured with the Fy16 budget of \$12,200?

Answer: Contracts to pay for the copier lease.

Wessagusset:

A. What type of Supplies will be procured in Fy16 with a budget of \$25,965?

Answer: Classroom instructional supplies, copy paper and related office supplies.

Adams:

A. Kindly identify the major supply items that will be purchased with the \$69,257? How does the “Per Pupil Supply Cost” at Adams compare to the other schools? Explain to the Committee and Auditor the Internal Controls in place for tracking of supplies.

Answer: Please see Appendix (school supplies)

B. What are the positions and services that will be paid utilizing the \$32,500 in Stipends?

Answer: The stipends pay staff for extra-curricular services including intramurals and clubs.

C. What are the “LTS-ANNUAL” budgeted line items of \$23,628 and \$47,075?

Answer: Long Term Substitutes are employed to replace staff on leave.

Chapman:

A. Kindly explain to Committee Members and Auditor why Chapman requires three Assistant Principals/Deans earning \$93,212, 93,212 and 91,712 each in the Fy16 budget.

Answer: The Assistant Principals/Deans are responsible to implement programs and academic structures embodied in the middle school vision and philosophy. These include teacher evaluations, student discipline and the day-to-day operational activities of the Chapman School.

B. What types of Contract Services will be procured with the \$30,209 Fy16 budget monies? **Answer: Contracts to pay for the copier lease.**

C. What are the positions and services that will be paid utilizing the \$32,500 in Stipends? **Answer: The stipends pay staff for extra-curricular services including intramurals and clubs.**

D. What qualifications are required to be hired as a “Para Security” employee?

Answer: see attached job description.

High School:

A. Please review with Committee Members and Auditor each major category of the \$13,487,596 Operating Expense budget for Fy16. Provide some detail.

Answer: Salaries for the building staff, which includes the steps and longevity increases. Contact services for the copiers and other equipment, Supplies for both the high school and vocational shops.

Health:

No Questions

Maintenance Services:

A. Please provide a schedule of vendor contracts that shows the nature of services/goods to be provided and the amount for each that totals \$2,087,025 of Contract Services for Fy16. Explain to Committee Members and Town Auditor the quote/bid process that is in place.

Answer: Maintenance, agreements for boiler repairs, elevator service, HVAC, etc. Security systems, Vehicle maintenance, outside vendor repairs. We do a combination of bids, quotes and utilize the state and country contracts

B. Describe the type of goods/services and major vendors that are within the \$901,949 Supplies budget?

Answer: Custodial supplies, heating; fuel oil, maintenance; materials for building and grounds repair/upkeep, maintenance/vehicles, emergency equipment

C. Does the Director utilize Commonwealth of Mass or County contracts or share a contract with another town, in order to save money?

Answer: We do a combination of bids, quotes and utilize the state and country contracts.

D. There are three School Patrol positions. Describe what duties are performed by these employees.

Answer: please see appendix for the job description

E. What would be classified as “Extraordinary Maintenance” which has a budget of \$65,000?

Answer: Capital items needed during the school year as a result of emergencies.

Athletic Department:

A. Kindly provide some detail on the \$289,000 budget for stipends.

Answer: Middle School Sports (\$45,000), full funding of coaching stipends (\$244,000).

During this discussion, at 6:22 PM, Vice Chairman O’Connor arrived.

Curriculum and Instruction:

A. The Fy16 budget in total is increasing by \$597,182 or 27.9% compared to Fy15. Kindly provide Committee Members and Town Auditor with details on what will drive the Fy16 increases as follows:

	Salaries-----	\$414,215
	Contract Services-----	107,900
	Supplies-----	
50,000		
	Other expenses-----	25,067

Answer: Salaries are increasing to fully fund substitutes in the district. Contract Service, Supplies and Other Expenses are to cover an increase in Out of District tuition, curriculum testing, the Student Data Base Information System and licensing fees for curriculum software.

During this discussion, at 6:23 PM, Councilor McDonald arrived.

Instructional Technology:

A. The Fy16 budget for Contract Services is increasing by \$30,531 or 39.6%. Explain to the Committee and Auditor the services that will be provided with \$107,781. What accounts for the increase? **Answer: Increase in training, licenses, subscriptions, and increased broadband services.**

Professional Development:

A. Explain the nature of goods or services that the \$180,000 budget for Other Expenses would buy in Fy16.

Answer: \$150,000 supports tuition reimbursement for Professional Development as required under the Teachers Collective Bargaining Agreement. \$30,000 supports training for

Professional Development for teachers to attain highly qualified status.

Transportation Services:

- A. How were the amounts derived for Summer Routes, Substitutes, Field Trips, Vacation/Holiday and On Call? Explain these line items to the Committee and Auditor. **Answer: The amounts were determined through a historical analysis of utilized services. Transportation is periodically provided for Special Needs students over the summer and field trips provided throughout the school year. We have the capacity to provide required on call services for transportation, generally for Special Needs students, as periodically requested. When a driver is ill or on leave, a substitute driver is employed to replace them.**
- B. Provide detail to Committee Members and Auditor as to the make-up of the Contract Services budget of \$3,062,052. What accounts for the \$333,232 jump in Fy16?
Answer: Increase in Homeless transportation services.

District Administration:

- A. What types of goods or services will be purchased with the \$227,375 in Contract Services? **Answer: The most significant items are leases for multiple copiers, system-wide postage, audit of the end of year report and legal services.**
- B. Provide detail to support the \$260,000 in Stipends?
Answer: This number is inaccurate, the only stipends included in District Admin is 19,000.
- C. What accounts for the \$18,125 or 50.3% jump in the cost of Supplies?
Answer: to cover the growing need of postage for the district.
- D. Kindly explain the \$300,000 in “Education Credit Adjustments” expense for Fy16.
Answer: Contractually obligated lane changes for Unit A teachers. Renamed the line after last year- it was misinterpreted.

E. Kindly review with Committee Members the \$122,875 budget for Contract Services under District Information Management & Technology.

Answer:

**School Messenger communication system
X2/Aspen student information software
SNAP Software for School Nurses
Sub finder- substitute calling system
School Spring program-HR software**

Special Education:

A. Please explain in detail the cost drivers that result in a \$2,194,387 increase in “Other Expenses”.

Answer: Increase in Special Education tuition costs.

B. What percentage of SPED costs will be reimbursed by the Commonwealth in Fy15 and what percentage was factored in the Fy16 budget?

Answer: The Commonwealth reimburses Special Education costs consistent with the formula established under Chapter 70 of the Massachusetts General Laws. In addition, the “Circuit Breaker” program reimburses at a rate up to 75% for the excess cost of students who exceed the Foundation Budget amount (approximately \$40,000). When fully funded by the state.

Councilor Hackett initiated a discussion of special education. She asked how much it was increased and asked for backup for the additional \$320,000 increase. She is looking for the overall SPED salary expense. Dr. Salim responded that they have an obligation when students move in and they have had a few move in.

Councilor Hackett also asked about the substitute line and whether it was previously underfunded. Dr. Salim reviewed the subfinder software program the school department is using.

Vice Chairman O’Connor asked for a comparison from last year. The numbers conflict with FY15 SPED. Dr. Salim will research and they will be provided to the committee.

Dr. Salim then reviewed what needs will be met with an override. The system is currently classified as a level 3 one but they aspire to be level 2 or 1. Without the resources this isn't possible. Councilor Hackett asked for more information and a breakdown. Ms. Belmarsh will provide the presentation they used. The system is transitioning from MCAS to PARCC. They will get the results in the fall of this testing (this year was the pilot) and they will be able to calculate growth year to year.

Dr. Salim then reviewed the needs list which includes:

- Tools for students
- Support for teachers
- Support for students with the greatest needs
- Restore science and enrichment support

Chairman Molisse asked if this includes hiring a music director for grades 8-12 and Dr. Salim responded yes. Councilor Haugh noted that the first round of PARCC testing indicated frustration with the technology and that the problems were generally technology related.

Councilor Hackett noted she supports these goals and noted they have been creative with providing science supplementation.

Dr. Salim noted that even with an override, there will be difficult decisions to make.

Councilor Hackett reported that she has watched this process from several perspectives over the last fourteen years. It's a different process now and it is an exceptionally public process. She appreciated the detail provided.

Councilor McDonald noted that it's a difficult process to understand if one doesn't have a child in the schools.

Vice Chairman O'Connor noted this budget isn't what they want it to be but they will work to get as much as possible. He is encouraged by what an override could do for the schools, and he is in favor of more inclusion. Councilor Hackett asked if there were any issues to add from Southfield. Dr. Salim responded no.

15 057-Free Cash-Sped Out-of-District Tuition

On behalf of the Mayor, Michael Gallagher, Director of Administrative Services, requested that the town raise and appropriate \$1,300,000 from free cash for the purpose of funding the costs associated with Out of District Tuition.

Auditor Swanson reported that he reviewed MUNIS and there are adequate funds in free cash to support the request. There are three other measures for consideration that total \$3 million.

This measure was continued in committee until the close of the public hearing. No action was taken at this time.

ADJOURNMENT

At 7:17 PM, there being no further business, a Motion was made by Vice Chairman Hackett to adjourn the meeting and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as Recording Secretary

Approved by Councilor Molisse as Budget/Management Chairman
Voted unanimously on 24 August 2015