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MINUTES OF THE FINANCE COMMITTEE
March 13, 2012

7:00 P.M.

Sandwich Town Hall
130 Main Street
Sandwich, MA 02563

Present: Bill Diederling, Chair; Paul Sylvia; Linda Bliss; Thomas Hickey; Ellen Yaffe; Gene Parini; Paul Kilty and Courtney Bridge.

Staff: George "Bud" Dunham, Town Manager and Doreen Guild, Town Accountant.

School Staff: Superintendent Dr. Richard Canfield; Business Manager Michelle Austin.

School Committee Member: Sean Cahill.

Mr. Diederling called the meeting to order.

Review and Approval of Minutes

None.

School Department FY '13 Budget Discussion – Dr. Canfield

Mr. Diederling noted that questions were provided to the School Committee ahead of time. He thanks the Committee and Staff for their early budget numbers although they did not match the numbers given by the Board of Selectmen. Mr. Cahill thanked Mr. Diederling and said they (School Committee) have submitted a very transparent budget.

Dr. Canfield gave an explanation of the development of the budget. He reviewed the questions provided to him by the Finance Committee (list dated 3/6/12) and answered them one by one. The questions are included as a part of these minutes (page 1a.)

Discussion:

Question 1: Dr. Canfield said the High School Supervisor salaries were moved from the facilities revolving account into a line item. Dr. Canfield noted this salary should never have been associated with the revolving account and is now in the correct portion of the budget as a line item.



Finance Committee Questions to the School Department

March 6, 2012

1. On page nine of the FY 2013 Budget, "Total Custodian Salaries", the amount in the FY 2012 budget is \$841,278 and the amount in the FY 2013 budget is \$905,244. Are the custodian's salaries increasing an average of 7.6% or is there another factor causing this?
2. In Section 5, "Staffing and Enrollment", Wing School, it appears we are adding one FTE teacher (net) at the same time enrollment is projected to decrease by 19 students. Please explain why this is necessary.
3. Transportation (Day) has \$1,427,890 for FY13 (Budget) but the FY11 (Actual) is \$1,186,797. Why the 20% increase?
4. High School Coaches Salary is \$257,026 for FY13 (Budget) but FY11 (Actual) is \$97,481. Is this because the actual is only showing the net expense after using Gate Receipts to pay coaches?
5. Are you adding a clerical position in the Athletic Department for \$43,025?
6. On page two of the FY 2013 Budget, "Central Administration Salaries", it appears we are adding an ESL Teacher position (maybe part-time?). Why is this teacher position budgeted in the Central Admin section? More importantly, should this position be included in, "Summary of FTE Changes" at the end of Section 5?
7. Please provide a detailed explanation of the School Choice Receiving Tuition account.
 - Year by year \$\$ received
 - Year by year \$\$ spent (taken out)
 - Current Balance
 - Projected \$\$ to be received FY 2012, FY 2013
 - \$\$ amount applied to FY 2013 budget
8. Will the Community School be making reimbursement payments to the district in FY 2013? My understanding is that they make payments to offset some of the expenses associated with the Community School such as utilities, pool costs and custodial. If my understanding is correct, then what dollar amount do you project to receive in FY 2013? It would help to also provide information on what payments were received in FY 2011 and what payments will be received in FY 2012.
9. It states in the "Challenges" section towards the front of the binder "Under estimate revenue and over estimate expenses". In which line items did this occur and by what magnitude?
10. Given the reality of Proposition 2 ½ and the revenue constraints therein, what steps are being taken to reorganize/restructure the school operations to conform to realistic revenue projections? This is more of a big-picture financial question and not specifically in reference to the FY 2013 budget.

Question 2: The Finance Committee asked why, with enrollments declining, it was necessary to add one full time teacher. Dr. Canfield explained enrollments, staffing levels, moving teachers from one school to another. He said it would be difficult to maintain staffing levels if the school were to be reduced by one teacher. Mr. Diederling asked how, if the Wing School is down by 19 students, they would need to add a teacher. Dr. Canfield said enrollment is different depending on which class is being considered. Generally class size is 20 students or less per classroom.

Question 3: 20 % increase in transportation costs: Dr. Canfield said they are working with a new bus contract and are installing cameras on the buses. Mr. Parini asked if they are planning on implementing bus fees. Dr. Canfield said they are in discussion regarding fees but have not agreed to anything at this point. Mr. Hickey asked if bus fees have been discussed with other school districts. Dr. Canfield replied he has a document with information from other schools including bus fees and also parking fees for those who may drive their own vehicles to school. There is currently no consensus from School Committee members as to whether to start charging fees.

Question 4: H.S. Coaches Salary: Dr. Canfield said again, this is an issue where there currently is a revolving account. Mr. Diederling explained in this case it is expenses vs. revenue. Mr. Kilty commented this was confusing to understand as it is presented in the budget.

Question 5: Adding Clerical Position: Dr. Canfield said this is not a new position. This was a shared position that is now being reassigned. He was shocked that the Athletic Director had no secretarial support.

Question 6: ESL Teacher budgeted under Central Administration Salaries: Dr. Canfield said this position will be district-wide and they need to comply with Federal and State Laws. Mr. Diederling asked how he would net change to the budget district-wide. Dr. Canfield said he understands there are concerns as to how they account for all of their staff. Beyond this year's budget, 2-3 years down the road, they are considering having curriculum coordinators.

Question 7: School Choice: Dr. Canfield explained there are some students migrating in to the system and a larger number of students migrating out of the system. Chapter 70 funds are determined prior to the time when some students may return to the Sandwich schools at which point the formula has already been determined and cannot be changed. Ms. Austin added that revenues are based on prior year numbers. How school choice will affect the budget will be different from year to year.

Question 8: Community School: Dr. Canfield said they are trying to get the Community School back to where it was financially. Organizational changes are being put into place. Operations have changed and he is working on this with Mr. Dunham. Mr. Kilty questioned the Community School revolving fund; how the money is used and how it adapts to State Law. Mr. Dunham explained the laws were adopted in the 1970's that allowed school departments to create community schools. Mr. Kilty asked about audits and financial statements. Ms. Austin said the

audit is available. Mr. Dunham further explained that funds were taken (from the Community School) and other things were paid for.

Ms. Bliss asked if there are school athletes who use the pool at the high school. Mr. Cahill said that all ages use the pool. Some are Sandwich residents and some are not. Dr. Canfield explained that in addition to the Community School, the town's Recreation and Golf Departments also accept non-Sandwich residents. Mr. Dunham said there is a difference as the youth sports programs are run by sports boards and not the Recreation Department.

Question 9: Under/Over Estimates of Revenue:

Dr. Canfield noted Chapter 70 funds; SPED and the high cost of outplacements are all difficult to estimate for budget purposes.

Question 10: Reorganize/restructure to conform to realistic revenue projections:

Dr. Canfield stated his master plan is to create a STEM Academy but currently no decisions have been made. This would allow a different approach to teaching. He also plans to forego having an Assistant Superintendent and using curriculum coordinators instead.

Mr. Diederling thanked the representatives from the School and the School Committee for attending.

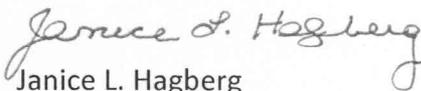
Town Manager's Report

Mr. Dunham said he had no changes or updates. He said the CIPC will meet next week to discuss Capital Projects.

Adjournment

Ms. Bridge moved to adjourn. Ms. Bliss seconded. Unanimous.

Respectfully submitted,



Janice L. Hagberg
Assistant Human Resources Director

Documentation:

Finance Committee Questions to the School Department (March 6, 2012)
Projected Revenues and Expenses (as voted by the Board of Selectmen 2/23/12)
Sandwich Public School Fiscal Year 2013 Budget