Ways and Means School Subcommittee Minutes  
Thursday, November 8, 2018, 6:00pm. Town Hall Annex basement room B  

Present  
Diane Creedon, Susan Harrigan, John Iler, Jayashree Voruganti, Roger Riggs  
Shari Ellis, Eileen Sickler, Betsey Hughes, David Hughes  

Discussion  
Harrigan motion to approve 10/24/18 minutes, Creedon second. Vote 4-0-0 (approved).  
The bulk of the meeting was spent discussing the School Financial Investigation (SFI) requests to the School Department and the administration’s responses to date submitted by Nichole Coscia prior to the meeting via email. In discussing the items, some additional questions arose that will be added to the SFI list of questions.  
Discussion of SFI #1 ($700k salary deficit). No specific data specific to this received yet, but related discussion under SFI #2, #3.  
Discussion of SFI #2 (various leaves). Coscia summary and her Munis report describe a $246.6k deficit in these accounts.  
Iler et al: FY18 does not appear unusual relative to FY16 and FY17. Account has was consistently underbudgeted.  
Harrigan: FY19 budget has been increased closer to FY18 actual.  
Discussion of SFI #3 (tutor hours). Coscia summary and her Munis report describe a $321.3k deficit in these accounts.  
Iler et al: FY18 does not appear unusual relative to FY16 and FY17. Account has was consistently underbudgeted.  
Discussion of SFI #4 (two employee settlements). Coscia provided Nassif and D’Amato agreements, which have been previously disclosed under a public record request.  
Several: Nassif agreement, signed 04/02/18, amounts total to $127k ($111k salary, $6k clubs, $10k 2018-19).  
Several: D’Amato agreement, signed 11/20/17, amounts total $172k ($143k salary [Harrigan], $29k vacation).  
Several: It was noted that the agreements were signed well into FY18. The cost of the two agreements totals to $299k, which is in agreement with the School Department’s Town Meeting presentation. 

Discussion of $1M overspending.  
Several: two settlements $299k + leaves $246.6k + tutor $321.3k = $866.9k which leaves $133k to be explained by other factors.
Discussion of SFI #5 (sick time accrual). Limited data was provided. There was general surprise that IA’s can accrue 185 days.

Discussion of SFI #6 #7 (sick and retirement budget). Coscia could not provide insight on how FY18 budgets were developed. Several: There was general agreement not to pursue this further.

Discussion of SFI #8 (contracts). Coscia provided MOUs for two incomplete contracts. Harrigan: The longevity stipends are paid at year end, so we should ensure these are properly encumbered in forecast. Iler: How are employee payroll entries (position, category, step) doublechecked? Harrigan/Creeden: Gave a description of the process. Principal submits a Personnel Action Form for any changes. Superintendent approves. Business office enters. Town Hall doublechecks.

Discussion of SFI #9, #10 (substitutes and tutors). Discussion of related topics SFI #2, #3 above covered these also.

Discussion of SFI #11 (substitute authorization process). No data has been provided yet.

Discussion of SFI #12, #13 (non-salary surplus). No data has been provided yet.

Riggs: Described process of SFI approval by Selectman at their Nov 26 meeting. Iler: Volunteered to create SFI report document. Several: Discussion on what should be included in report. Subcommittee desires to create report by next Town Meeting (January 14, 2019).

Adjourned 8:00 pm