

Weymouth School Committee
Budget Sub-Committee with Full School Committee
Agenda
December 4, 2024
6:00 p.m.

In-Person Location: 89 Middle Street - Library
To participate virtually, please see Zoom information below.

6:00 p.m. Call to Order

- Grants & Gifts
- Audits & Reports
 - Facilities Projects
 - End of Year Reports
 - ESSER
 - Outstanding Questions from 10/9/24 meeting
 - Chesna Foundation gate fee donation
- Contracts & Procurement
- FY26 Budget Planning
 - Athletics game coverage rates
 - 5-year forecast
 - Cost Center & Building Principal FY26 Budget memo
- Public Comment
 - Public Comment shall be in accordance with Policy BEDH

The three members of the Budget Subcommittee wish to encourage all members of the School Committee to attend and participate in budget discussions whenever they like. Because the Open Meeting Law requires that any meeting that includes a quorum of school committee members (4) deliberating on matters under their jurisdiction be posted as a meeting of the full committee, all Budget Subcommittee meetings are listed as full School Committee meetings.

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted in person and, as a courtesy, via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public and School Committee, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless required by law.

Join Zoom Meeting: Meeting ID: 828 1295 6009 Passcode: a9M3m0

<https://us02web.zoom.us/j/82812956009?pwd=WaGMd5lvSPAmPwjl2vvHTpTrnWml21.1>

One tap mobile

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INDEPENDENT AUDITORS' REPORT

To the Town Council
Town of Weymouth, Massachusetts

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Weymouth, Massachusetts (the Town), as of and for the year ended June 30, 2023, (except for the Weymouth Contributory Retirement System which is as of and for the year ended December 31, 2022) and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Weymouth, Massachusetts, as of June 30, 2023 (except for the Weymouth Contributory Retirement System which is as of and for the year ended December 31, 2022) and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. The financial statements of the Weymouth Contributory Retirement System were not audited in accordance with *Government Auditing Standards*. We are required to be independent of the Town and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, the budgetary comparison for the General Fund, and certain pension and OPEB schedules as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 14, 2024, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Marcum LLP

Boston, MA
October 14, 2024



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Town Council
Town of Weymouth, Massachusetts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Weymouth, Massachusetts (the Town), as of and for the year ended June 30, 2023, (except for the Weymouth Contributory Retirement System which is as of and for the year ended December 31, 2022, which were not audited in accordance with *Government Auditing Standards*) and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated October 14, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Marcum LLP

Boston, MA
October 14, 2024

Final Financial Report Summary

Budget Balance

Total Budgeted	\$6,771,232.00
Total Expended	\$6,771,232.00
Total Unexpended Budgeted	\$527,306.00

Cash Balance

Funds Received	\$6,500,584.00
ESE Portion MTRS	\$270,648.00
Total Funds Received	\$6,771,232.00
Total Funds Expended	\$6,771,232.00
Unexpended Cash Balance	\$0.00

Authorized Representative Approving Report

Name: Alyssa Bosse

Title: Finance Manager

Phone: (781) 335-1460

Extension: 28372

Email: alyssa.bosse@weymouthschools.org

Signature: 

Date Signed: 09/24/2024

Please export this report to PDF, sign and scan as a PDF. Attach the PDF in the attachments list section of this report

Final Financial Report

Note: All fields prefaced with an asterisk (*) are mandatory and must be completed.

All sections of this report must be completed and the report submitted within 60 days from the end date of the Grant. Grant recipients should file their reports after reconciling carefully all figures with their city auditor, town accountant, or agency business manager.

Name of Grant Program: ESSER III

Fund Code: 119

Fiscal Year: 2022

Grant Recipient: Weymouth

Address 1: 111 Middle Street

Address 2:

City: Weymouth

State: Massachusetts

ZIP Code: 02189

Project Number: 119-511501-2022-0336

Expenditure Grid

Line Item	Current Approved Budget	Funds Expended	Balance Unexpended	Percentage (%)	Issue Message
Administrators	\$2,347,120.00	\$2,343,183.00	\$3,937.00	0.17%	
Professional Staff	\$1,976,326.00	\$1,975,226.00	\$1,100.00	0.06%	
Support Staff	\$396,964.00	\$404,648.00	\$396,964.00	100.00%	
Stipends	\$608,642.00	\$605,805.00	\$2,837.00	0.47%	
Fringe MTRS	\$388,608.00	\$388,016.00	\$592.00	0.15%	
Other Fringe Benefits	\$32,352.00	\$33,043.00	\$32,352.00	100.00%	
Contractual Services	\$880,909.00	\$880,959.00	\$0.00	0.00%	
Supplies and Materials	\$89,524.00	\$89,565.00	\$89,524.00	100.00%	
Travel	\$621.00	\$621.00	\$0.00	0.00%	
Other Costs	\$50,166.00	\$50,166.00	\$0.00	0.00%	
Indirect Costs			\$0.00	0.00%	
Equipment	\$0.00		\$0.00	0.00%	
Total	\$6,771,232.00	\$6,771,232.00	\$527,306.00		

Cash Balance	
Funds Received	\$6,500,584.00
ESE Portion MTRS	\$270,648.00
Total Funds Received	\$6,771,232.00
Funds Expended	\$6,771,232.00
Unexpended Cash Balance	\$0.00

Person Completing Report

If the amount entered in the Funds Expended column are greater than a 10% difference from the Current Approved Budget amount, an amendment will be required. Please send a request for amendment to the appropriate program staff. Please find all the contact information for each of the grant programs under the Contact Us option on the left hand navigation menu.

Name: Jennifer Coulsey

Title: Grants

Phone: 781-335-1460, 28374

Email Address: jennifer.coulsey@weymouthschools.org

WPS - Five Year Budget Forecast

WPS - Five Year Budget Forecast										
FY25 Projected*	FY25 Budget									
\$ 71,230,984	\$ 70,458,117	P/R	\$ 73,111,759	\$ 74,735,875	\$ 76,359,788	\$ 77,944,265	\$ 79,530,028			
\$ 17,014,123	\$ 17,014,123		\$ 1,880,775	\$ 1,624,116	\$ 1,623,913	\$ 1,584,477	\$ 1,585,763			
\$ 88,245,107	\$ 87,472,240		2.67%	2.22%	2.17%	2.08%	2.03%			
\$ (772,867)	Shortfall	Exp	\$ 17,631,736	\$ 18,271,768	\$ 18,935,033	\$ 19,622,375	\$ 20,334,667			
\$ 874,722	Antic 'Breakage'	\$	617,613	\$ 640,032	\$ 663,265	\$ 687,342	\$ 712,292			
\$ 101,855	"Free Cash"		3.63%	3.63%	3.63%	3.63%	3.63%			
		TOTAL	\$ 90,743,494	\$ 93,007,642	\$ 95,294,821	\$ 97,566,640	\$ 99,864,695			
		\$	2,498,387	\$ 2,264,148	\$ 2,287,178	\$ 2,271,819	\$ 2,298,055			
			2.86%	2.50%	2.46%	2.38%	2.36%			
ASSUMPTION										
all settled contracts at cost										
CBA increases										
unsettled CBA @ avg										
inflation 50 yr avg 3.63%										
COLA avg 2.25% (Goal 2%)										
CBA Lanes 3.5%										
CBA Steps 4.75%										
Attrition (breakage 1%)										
Goal of level service										



Amy Mohr <amy.mohr@weymouthps.org>

FY26 Budget Planning

Alyssa Bosse <alyssa.bosse@weymouthschools.org>

Fri, Nov 15, 2024 at 2:50 PM

To: Patrick Higgins <patrick.higgins@weymouthschools.org>, Patrick Costello <patrick.costello@weymouthschools.org>, Maura Perez <maura.perez@weymouthschools.org>, Francesca McDevitt <francesca.mcdevitt@weymouthschools.org>, Heather Ronan <heather.ronan@weymouthschools.org>, Nicole Doherty <nicole.doherty@weymouthschools.org>, Kathleen Day <kathleen.day@weymouthschools.org>, Ashley Panetta <ashley.panetta@weymouthschools.org>, Lindsey Fratolillo <lindsey.fratolillo@weymouthschools.org>, Jennifer Dolan <jennifer.dolan@weymouthschools.org>, "Monahan, Karen" <Karen.Monahan@weymouthschools.org>, Gena O'Hara <gena.ohara@weymouthschools.org>, Michael Manning <michael.manning@weymouthschools.org>, Robert O'Leary <robert.oleary@weymouthschools.org>, Melanie Curtin <melanie.curtin@weymouthschools.org>, Richard Bransfield <richard.bransfield@weymouthschools.org>, Brett Lindholm <brett.lindholm@weymouthschools.org>, Robin Howard <robin.howard@weymouthschools.org>, Faith Howland <faith.howland@weymouthschools.org>, Evan Schwartz <evan.schwartz@weymouthschools.org>, Margaret Verlicco <margaret.verlicco@weymouthschools.org>
Cc: Brian Smith <brian.smith@weymouthschools.org>, Jeremy Burm <jeremy.burm@weymouthschools.org>, Amy Mohr <amy.mohr@weymouthschools.org>, Julie Hurley <julie.hurley@weymouthschools.org>, Kelly Powers <kelly.powers@weymouthschools.org>

Hi Everyone,

Happy Friday ~ Hard to believe it's that time of year already!

Attached please find the [FY26 budget memo](#) and link to the google folder containing all of your spreadsheets for [FY26 Budget Planning](#). Please feel free to share with any staff that will be assisting you with the budget process (ie assistants, directors, support staff etc.). I've also included our ever-current [Financial Management Procedures](#), for handy reference, should you have questions on allowable expenses as you develop your proposed budget for FY26.

In an effort to properly report expenditures, as required in the annual End-of-Year Financial Report to DESE, I have updated the Expense Budget pages to specify the criteria for reporting functional categories of expenditures & provided some specific items that should be reported under these categories. At the request of many of you, as well as the Budget Sub Committee, I have added this year's approved budget in Column E as well as the FY 26 contract amounts for any district wide procurement we have done for all cost centers (copy paper, lease, device loss etc). I'm hoping this information will be helpful to you as you develop your proposed budgets. Don't forget to take a look at your Year-to-Date reports I provided you at our First Quarterly meeting to assist with your decision to shift funding in some of your lines for FY26.

Please submit your proposed budget to me by **Friday, December 20, 2024**. The folder will be updated to read only at 4PM on Friday, 12/20 so I can begin preparations for our budget hearings over the break.

As always, should you have questions, please reach out. I'm happy to help as I know how challenging the budget process can be!

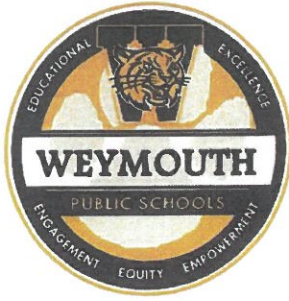
Thank you all & have a wonderful Thanksgiving 🍂

Alyssa Bosse

Finance Manager, MCPPO
Weymouth Public Schools
89 Middle Street
Weymouth, MA 02189
781-335-1460 x28372
Notary Public - Commonwealth of Massachusetts



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www.weymouthschools.org/



Weymouth Public Schools

89 Middle Street, Weymouth, MA 02189 | P: 781-335-1460

Melanie Curtin, Interim Superintendent | melanie.curtin@weymouthps.org

Brian Smith, Assistant Superintendent | brian.smith@weymouthps.org

November 15, 2024

MEMORANDUM

TO: Principals/Cost Center Budget Managers

FROM: Brian E. Smith, Assistant Superintendent of Finance & Operations
Alyssa Bossé, Finance Manager

CC: Melanie Curtin, Interim Superintendent of Instructional Services
Richard Bransfield, Director of Elementary Education
Meg Verlicco, Executive Director of Student Services
Jeremy Burm, Director of Human Resources

RE: **FY26 Budget**

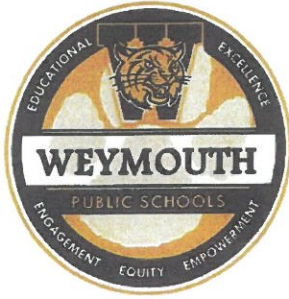
The FY26 budget season is underway. After addressing the structural deficit created by one-time funding related to the pandemic recovery, we are still keeping a close eye on the budget. This year we are monitoring revenue trends and funding at the federal, state and local level as we begin to develop next year's budget. Please use the attached spreadsheet form to create your proposed budget.

This year's budget goals:

- Level service staffing
- Level funded expenses
- Prioritize needs through budget neutral shifting of resources

As mandated by the Education Reform Act of 1993, School Improvement Councils must review budget requests for each school. This function must take place prior to the submission of budgets by principal/cost center budget managers to the Central Office. All accounts should be developed by principal/cost center managers, in conjunction with system-wide directors, where applicable.

Budget numbers for FY26 must be entered into the 'FY26 Budget Sheet' and emailed to Alyssa Bossé by **December 20, 2024**. Budget conversations with the Superintendent will be held starting the second week of January. Kelly Powers in the Interim Superintendent's office will reach out to schedule your meeting.



Weymouth Public Schools

89 Middle Street, Weymouth, MA 02189 | P: 781-335-1460

Melanie Curtin, Interim Superintendent | melanie.curtin@weymouthps.org

Brian Smith, Assistant Superintendent | brian.smith@weymouthps.org

Updates will be provided periodically throughout the budget process. Once the final FY26 budget has been voted and approved, Principal/cost center budget managers will be notified of their final approved budget. The following provides detailed information to assist in preparing your budget.

EXPENSE BUDGET:

- Please be sure to allocate expenses to the appropriate account lines as delineated on the spreadsheet.
- Be sure to CAPTURE all obligations and anticipated expenses for the entire fiscal year as it pertains to your school/department, i.e. existing and anticipated vendor contract obligations.
- The following expenses have been entered by the Business office for each school/department.
 - Copier Costs
 - Paper Costs
 - Device Loss
 - Braining Camp (primary schools only)
- Include rationale descriptions in the notes section of each spreadsheet to account for expenses.
- The Business Office will adjust for changes in enrollment, inflation, and will factor in existing contractual obligations.

CAPITAL

- Requests have been received. More information will be shared during the budget approval process in the Spring.

CONTRACTS

- Please refer to the Financial Management Procedures Manual. All potential contracts for services and supplies must be requested during the budget process for next school year.

GRANTS

- All grant applications must go through Alyssa and Jenn in the Business Office prior to Interim Superintendent review and approval.

Vetting

- All purchases related to the following areas must be vetted prior to procuring. **Ed Tech**, Brett Lindholm; **Curriculum**, Melanie Curtin; **Special Education**, Meg Verlicco; **Building and Grounds Maintenance and Improvements**, Mike Manning

If you have any questions on the budget process, please call Alyssa at extension 28372 or email alyssa.bosse@weymouthschools.org Thank you