

Memorandum of Understanding

(Adopted as of __/__/2018)

This Memorandum of Understanding between the Medfield School Committee and the Medfield Board of Selectman shall be effective as of the last date approved by the parties hereto, and shall remain in effect through the end of Fiscal Year 2022.

The purposes of this Memorandum of Understanding are, among other things:

- to facilitate long-term budget planning
- to adequately fund operating budgets necessary to provide essential municipal and educational services commensurate with the expectations and priorities of the Town of Medfield
- to establish a precedent for future Boards and administrations that encourages a strategic approach budgeting
- to provide short-term predictability in the operational budgeting process
- and to provide guidance to Town Departments, Boards, and Town Meeting in establishing annual budgets and long-term financial planning.

In furtherance of these purposes, and in recognition that the last Operational Override passed by the voters of the Town of Medfield was for Fiscal Year 2012, the BOS and the School Committee hereby agree as follows:

The Board of Selectmen and the School Committee will request Town Meeting and the voters of the Town of Medfield an Operational Override in the amount of \$_____ to fund town and school operations for Fiscal Year 2019.

Subject to approval of the foregoing Operational Override, the Operating Budget for the School Department for Fiscal 2019 shall be \$35,070,361 and for all other town departments shall be \$_____. The employee benefits budgets (which include employees from both the School Department and other Town Departments) shall be _____.

Recognizing that the cost of providing school services has, historically, increased greater than the tax increase permitted by Proposition 2 ½, the School Department Operating Budget shall increase by no more than 4% annually and the total Town Operating Budget shall increase by no more than 2% annually in each of Fiscal Years 2020, 2021, and 2022.

The Board of Selectmen and the School Committee recognize that unforeseen circumstances may impair the ability of one or both boards to adhere to these limits. By way of illustration only, an unexpected increase of 10% in the aggregate K-5 enrollment, or in any one of those grades may, if it results in a deviation from School Committee Policy on class sizes, require a deviation from these guidelines. Similarly, recognizing that the cost of providing a free and appropriate public education to students with disabilities sometimes requires the School Department to fund out-of-district placements, new or unexpected placements may require an exception to the foregoing limits. Further, changes in the cost of health insurance, mandatory

pension contributions, and legacy employee benefits (OPEB) may necessitate increases beyond this target.

Consistent with these understandings, the Board of Selectmen and the School Committee shall avoid, to the extent practicable, future operating overrides.

All Town department heads shall meet monthly to discuss collaboration and ways to reduce costs to the taxpayers of Medfield. Annually, the town department heads shall submit to the Board of Selectmen, School Committee, and Warrant Committee a plan for collaboration and cost reduction that identifies those areas of overlap and redundancy to be eliminated in the upcoming budget cycle. Any request for new personnel shall be accompanied by a description of efforts to identify existing town personnel with capacity to add additional duties within the current position.

Adopted:

Board of Selectmen

Date:

School Committee

