

**MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE
October 13, 2016**

A meeting of the School Committee’s Finance Subcommittee was called to order at 2:25 pm by Barb Fletcher who noted that the meeting was being recorded by Waycam.

Present were:
Barb Fletcher, chair
Jeanne Downs

Also Present:
Susan Bottan, WPS Business Administrator
Ben Keefe, Wayland Facilities Director
Carol Martin

1. Public Comment – There was none.

2. Components of Multi-Year Budget

Susan reported that she has reached out to NESDEC for current projections, including enrollment by building. She also completed FTE by building and category, and will update the model once the numbers from NESDEC are received.

3. Selection Criteria for Peer Analysis

Barb reviewed the revised peer analysis selection criteria that she had asked Dave Watkins to do. The distance criteria were narrowed down to 20 miles from Boston (as opposed to 35) and any criteria for a town had to be within 10% of Wayland to make the list. A discussion ensued about the purpose of reviewing the peer towns, what would happen if the regional schools were taken out of the mix, and if it would be worthwhile to weigh certain criteria including standardized tests and enrollment. Two versions of the selection criteria and the results will be presented to the School Committee at its 10/17/16 meeting, one being the current version and the other adjusted for regional schools, large enrollment and academic metrics.

4. FY18 Special Revenue Fund Budgets

Susan presented the rest of the revolving fund budgets except for Athletics. She plans to review the budgets against the Q1 results and review them with Paul Stein. Susan noted certain things about each budget including the fact that the Full Day Kindergarten budget is based on eight classrooms with the fee remaining the same, the High School Testing budget is projected to break even every year, the fees reflected in the High School Parking budget will be collected by Uni-Pay, the Instrumental Music budget will include the replacement of equipment every other year, the Professional Development budget will be reviewed by Brad Crozier as participation and revenue have decreased, and the fact that the bus contract is going out to bid so the Transportation budget may change. Susan will add the pre-pay balances to those budgets that have them so that there is a true end of year balance.

5. Cost Allocation Methodology for Building Use, High School Parking and Full Day Kindergarten

Susan reviewed the cost allocations for FY17 vs. FY18 for the following budgets:

- Full Day Kindergarten – The allocation percentage for certain things such as utilities was changed to 5%, allocations were aligned with BASE, and the reading and math coach allocations were taken out as they are no longer regularly used.
- Pegasus – The direct cost of custodial supplies was added.
- Building Use – Fringe benefits were added and electricity and natural gas allocations were taken out. Incoming funds cover direct costs but not indirect costs.
- High School Parking – The number of parking spaces was decreased.

6. FY17 Enrollment Report and Projections

Susan presented the FY17 enrollment report and projections that will be presented to the School Committee at its 10/17/16 meeting. She noted that there are four less students projected for FY17. NESDEC is doing some projections by school as well as a SPED trend report both of which should be received by the end of October. The projection of the large class size for grade 1 at Claypit and Happy Hollow as well as grade 5 at Loker for FY18 was discussed. Barb suggested contacting current families regarding their status for next year.

7. FY18 Budget Schedule, Process and Ways to Engage the Community

The review of the Special Revenue Fund budgets by the School Committee will be moved from the 10/17/16 meeting to the 11/14/16 meeting. Barb reported that the PTOs were receptive to School Committee members coming to their January meetings to discuss the budget. The School Committee will be informed. A discussion ensued about other places to present the budget and whether administrators should join the School Committee members.

8. Prioritization of FY18 Capital Requests and Possible Closeout of Outstanding Capital Projects

Ben Keefe reviewed the prioritized list of capital projects which he has already reviewed with Susan, Brad and Paul. The CIPs will be presented by Ben and Barb at the 10/17/16 FinCom meeting. Ben noted that the Loker roof project would be pushed out as the roof is only eleven years old and therefore doesn't qualify under the accelerated repair program. The rest of the CIPs remain the same. A discussion ensued about the Weston and Sampson review of the High School Athletic project. Barb asked for better information about the stadium repairs for Town Meeting.

Ben will finalize the list of outstanding capital projects to close out and give it to Susan to present at the 10/17/16 School Committee meeting.

9. Act to Modernize Municipal Government

Susan discussed how the Act to Modernize Municipal Government, an attempt to streamline processes, would affect the school system. It will allow for the ability to set up a SPED special revenue fund which may help manage risk. It will also allow for the School Committee to identify one member to sign and approve warrants/bills.

10. Management of Reporting Risk

Susan reported that at the end of FY16, the School Department had over-encumbered some SPED and Facilities expenses. Susan, Ben and Marlene Dodyk will come up with a plan for this

year so that the true expense numbers are known quarterly thus reducing the risk of over-encumbering.

11. Outstanding Projects

Susan reported that she will share the list of Student Activity accounts with the School Committee at its 10/17/16 meeting for its annual approval.

12. Future Agenda Topics and Next Meeting

The next subcommittee meeting is scheduled for 10/27/16 at 2:00 pm. Possible agenda topics include the first quarterly report, special revenue budgets, and NESDEC projections.

13. Public Comment – There was none.

14. Consent Agenda

Upon a motion by Barb Fletcher and seconded by Jeanne Downs, the 9/28/16 minutes were approved as written by a vote of 2-0.

15. Adjournment

Upon a motion by Barb Fletcher and seconded by Jeanne Downs, the meeting was adjourned at 4:26 pm by a vote of 2-0.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- Draft 9/28/16 minutes
- WSCP Cost Allocations Report
- Revolving Fund Budgets
- 2016-2017 Enrollment Report
- FY2018 Draft Budget Calendar
- 5 Year Capital Plan Request