

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
August 25, 2016

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Thursday, August 25, 2016, at 1:30 P.M. in the School Committee Conference Room on the Second Floor of the Wayland Town Building.

Present:

Jeanne Downs
Barb Fletcher

Also:

Susan Bottan
School Business Administrator

Ben Keefe
Public Buildings Director

Katy Merrell
Director of The Children's Way

Pat Keefe
Director of Wayland School Community Programs

The meeting was convened at 1:45 p.m. and announced that the meeting was being recorded on WayCam.

1. Comments from the Public:

Tom Sciacca noted that the inflation rate has been 1% in recent history and, therefore, a 1% COLA increase would be reasonable.

2. Financial Matters:

(a) Discuss and Review Components of Multi-Year Budget:

The Subcommittee reviewed the assumptions underlying each line item of the multi-year budget.

Barb pointed out that the model assumes FY16 is the base year off of which the student/staff ratio is calculated for FY18-22. The Subcommittee agreed to look at using FY17 as the base year and to delve deeper beyond an overall student/staff ratio (e.g. breaking out teachers vs support staff).

The Subcommittee also agreed to include technology hardware in the "technology" line item rather than in the "other non-personnel" line item.

With regard to the summary page, certain amounts are not yet available. The Subcommittee agreed to break out the non K-12 revolving accounts (e.g. WSCP and Pegasus) separately from the K-12 revolving accounts (e.g. Circuit Breaker).

(b) Review and Discuss Information to be Presented at the August 29th Finance Committee Meeting:

The Subcommittee reviewed the draft slides that had been discussed at the prior School Committee meeting and provided additional comments. Susan will make the changes, review them one more time with Barb and then submit them to the Town Administrator for Monday night's meeting.

(c) Discuss Major Budget Drivers for FY18 Special Revenue Fund Budgets, including Proposed Uses of Wayland School Community Program Balances:

This item was taken out of order.

Katy Merrell, the Director of The Children's Way, reviewed the major budget drivers of The Children's Way with the Subcommittee (see attached memo). The Subcommittee discussed the timing of the presentation and approval of the FY18 budgets. The Subcommittee agreed that the FY18 Special Revenue Budgets would be reviewed by the

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School Committee at its September 19th meeting and approval would take place in early October. Katy does not anticipate any major changes to The Children's Way budget for FY18.

Pat Keefe, the Director of the Wayland School Community Programs (WSCP), also reviewed its major budget drivers with the Subcommittee. She also does not anticipate any major changes for FY18. She noted the challenges experienced in staffing for BASE and in achieving the revenue target for Pegasus this past summer. The Subcommittee then reviewed the balances for the WSCP. Pat suggested using some of the BASE funds to pilot a late bus for the METCO program, to help make connections with the Wayland students. She also suggested using some of the Pegasus funds to fund a grant for guidance support for pre-school children in the Pegasus program. Pat will explore these suggestions further with Paul.

(d) *Review Draft FY18 CIPs for the Wayland Public Schools*

This item was taken out of order.

The Subcommittee reviewed the outstanding capital projects, the draft FY18 CIPS and the 5 year capital plan with Ben Keefe, the Public Facilities Director.

With regard to the outstanding capital projects, Ben indicated that he would like to use a portion of the remaining high school project funds to create a site plan that is stamped and sealed in order to comply with the Order of Conditions. Ben reported that he was able to negotiate an agreement with Weston & Sampson for \$22,000 down from an approved amount of \$30,000 for a master strategic plan for the High School athletic, recreational and open spaces. This work will include a list of items that are required in order to meet the Order of Conditions for this area. Ben also reported that the nurse's area at Happy Hollow should be completed by mid/late October and the remaining work will be completed next summer. And the Middle School food equipment purchase may also need to wait until next summer.

Ben then reviewed the draft FY18 CIPs for the Schools. He noted that the replacement of the Loker roof was moved up a year to FY18 to possibly be included with the windows and door project in order to receive MSBA approval. Rehabilitation versus replacement will be evaluated. The Subcommittee questioned the need for the phone upgrade request at Claypit Hill. It was later clarified that, while work had been done on the phone system a few years ago, the entire system still needs to be brought up to standard as is being done in all the other schools.

The Subcommittee agreed to provide any comments concerning the FY18 CIPs directly to Ben. And Barb will contact Carol Martin of the Finance Committee to confirm the timing of the approval of the FY18 CIPs.

(e) *Continue to Discuss Selection Criteria for Peer Analysis*

Barb agreed to reach out to Kim Reichelt to learn what metrics ClearGov plans to use in its peer analysis. Susan reported on the information that could be used from Edwin Analytics (from DESE website), including the age of staff, the categories of Special Education services and the maintenance of buildings.

(f) *Review FY16 Support Organizations' End of Year Reports*

Susan reviewed the End of Year Report for the Support Organizations, which shows the generous contributions each make to the School District. It was also noted that \$3,900 had been awarded by the Boston Parents Council Scholarship Committee. Susan will now reach out to each support organization to receive their FY17 budgets.

3. Administrative Matters:

(a) *Receive Updated Status on Various Outstanding Projects by the Business Administrator*

Nothing to report.

(b) *Receive Update regarding Custodial Service Procedures*

Susan reported that Edvocate is currently working with Pat Morris to develop custodial operating procedures. Jonathan Ludwig from Edvocate emphasized again the need for a night supervisor. He also requested that he meet with the School Committee once his report has been completed.

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4. **Future Agenda Topics and Date of Next Meeting:**

The Subcommittee agreed to meet on September 15th at 1PM to discuss the cost allocation methodology, the peer analysis and the multi-year financial model. The FY18 Budget for The Children's Way and for WSCP will be reviewed at its subsequent meeting, scheduled for September 29th at 1PM.

5. **Consent Agenda:**

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the Finance Subcommittee voted unanimously (2-0) to approve the August 4, 2016 minutes, as amended.

6. **Comment from the Public:**

There were no public comments.

7. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the Finance Subcommittee voted unanimously (2-0) to adjourn the Regular Session at 3:55 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Draft Multi-Year Financial Model
3. Slides for August 29th Finance Committee Meeting
4. Memo from Katy Merrill (Budget Issues to Consider)
5. WSCP Balances
6. Status of Outstanding Capital Projects
7. Draft FY18 CIPs
8. Food Service Equipment
9. Support Organizations FY16 End of Year Report
10. Advocate Custodial Procedures
11. August 4, 2016 Finance Subcommittee Minutes