

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
October 27, 2016

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Thursday, October 27, 2016, at 2:00 P.M. in the Small Conference Room on the Second Floor of the Wayland Town Building.

Present:
Jeanne Downs
Barb Fletcher

Also:
Susan Bottan
School Business Administrator

Carol Martin

The meeting was convened at 2:06 p.m. and announced that the meeting was being recorded on WayCam.

1. Comments & Written Statements from the Public:

There was no public comment.

2. Financial Matters:

(a) Review 1st Quarter Financial Report for FY17:

Susan provided an overview of the key findings for the FY17 1st Quarter. Before providing the final report, she would like to examine further custodial overtime and the timing of journal entries related to direct and indirect cost allocations for the Special Revenue Funds.

Under District Leadership and Administration, the projections are within the funds appropriated for FY17. SPED legal services are over budget; however, General Ed legal services are under budget. Staffing exchange is projected to be \$260,000 under budget, over and above the \$125,000 already included in the budget, largely due to fewer degree changes, an unanticipated retirement and 3 leaves offset by increased sub costs.

For Instructional Services, which represents 75% of the budget, the projections are within the funds appropriated for FY17. Instructional equipment and textbooks may be underspent by the end of the year.

For Other Services, Regular Ed and SPED transportation services may result in a surplus due to lower fuel costs.

For Operations and Maintenance, there were a number of unanticipated repair projects related to the HVAC system at the Middle School, plumbing at Loker and the roof at Claypit Hill. There may also be projects related to wastewater.

For Tuition, there is approximately \$180,000 in unspent funds; however, 5 students are waiting for possible out of district placements.

(b) Continue to Discuss Selection Criteria for Peer Analysis:

Based on the School Committee’s recent discussion related to this topic, the Subcommittee discussed having one list of peer communities plus identifying a few individual districts that could be analyzed more deeply given the topic of discussion (e.g. budget, negotiations etc.). Barb reviewed with the Subcommittee a spreadsheet, which could be populated with data for the agreed upon criteria. Barb will bring to the School Committee the populated spreadsheet, in order to decide which communities to include as peers.

(c) Continue to Review Special Revenue Funds Budgets for FY18:

The Subcommittee reviewed revised drafts of the FY18 budgets for the remaining Special Revenue Funds, including Athletics, Athletics Club, Athletics Gifts, Building Use, Curriculum, ERATE, Full Day Kindergarten, High School Parking, High School Testing, Ice Hockey, Instrumental Music, Lost Books, METCO, Middle School and High School Computer Maintenance, Professional Development, School Gifts, School Lunch, Theater Arts,

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Transportation. These revised budgets will be brought to the School Committee for approval at its November 14th meeting.

- (d) *Review NESDEC Enrollment Projects by School for FY18 and Beyond, including SPED Trend Report:*
Susan reported that NESDEC’s Enrollment Report by School and the SPED Trend Report are not available yet. The Report by School will cost an additional \$750, which will be covered by the Business Office budget. NESDEC projects an additional 20 kindergarten students as compared to Wayland’s internal projections. The Subcommittee asked for a better understanding of the methodology NESDEC uses to develop its kindergarten enrollment projections, as well as the reason for the significant increase in the FY15 multi-unit building permits.

3. Administrative Matters:

- (a) *Receive Updated Status on Various Outstanding Projects by the Business Administrator*
Susan reported that an addendum to the bus contract has been issued, which asks for recommendations toward increasing energy efficiency and more efficient bus routes. She also noted that 4 proposals from possible Superintendent search firms have been received and uploaded for consideration at the School Committee’s next meeting.

4. Future Agenda Topics and Date of Next Meeting:

The Subcommittee agreed to meet on November 10th at 2:00PM to discuss The Children’s Way and Wayland School Community Program’s FY18 budgets, the possible use of surplus funds from the Special Revenue Funds, the NESDEC By School and SPED Trend Reports, Peer Communities (if necessary), the 1st Quarter Financial Report for FY17 and the School Committee Budget Presentation.

5. Comment from the Public:

Taken out of order. Carol Martin applauded the efforts of Susan and the Finance Subcommittee.

6. Consent Agenda:

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the Finance Subcommittee voted unanimously (2-0) to approve the October 13, 2016 minutes, as amended.

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 3:58 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Fee Based Direct and Indirect Cost Allocation for FY18
3. FY18 Special Revenue Fund Budgets
4. Comparison of NESDEC Projections to Internal Projections
5. NESDEC Projections
6. Peer Community Analysis
7. October 13, 2016 Draft Finance Subcommittee Minutes