

MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE

September 15, 2016

A meeting of the School Committee's Finance Subcommittee was called to order at 1:06 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
Leisha Simon, WPS Technology Director
Bethann Monahan, WPS Technology Specialist
Jorge Pazos, Wayland Information Technology Director
Annette Lewis
Carol Martin

1. Public Comment – Annette Lewis asked the subcommittee about the two CIPs concerning networks as she thought the phone network upgrade was done last year.

2. FY18 Budget Guideline and FY18 Budget

Barb reported that the FinCom budget guideline for FY18 is 2.5% with a town goal of less than or equal to a 2.5% overall increase in the budget. Barb has reviewed the budget process with the chair of FinCom and it was agreed that the School Committee would submit three budgets, just as was done for FY17:

- Level Services
- 2.5% increase
- Recommended budget (with a list of what is not included in the budget)

Jeanne asked for clarification of the language in the FinCom budget guideline to which Carol Martin responded.

Barb discussed the involvement of the public in the budget process at the Finance Subcommittee level. She proposed inviting some community members to the Finance Subcommittee meeting prior to the School Committee meeting where a particular portion of the budget is being discussed to ask questions/give input on that portion of the budget. The subcommittee agreed to take the idea to the School Committee for consideration.

The date School Committee is to present its budget to FinCom was discussed. Barb requested that the date be moved from 1/12/17 to 1/17/17.

3. Multi-Year Budget Model

Susan's changes to the model were reviewed including the inclusion of network and hardware numbers in the technology line item and the inclusion of fully funding lane changes for staff. Adding a second column for FY18 was discussed as numbers begin to be changed and modified. Barb questioned the model in terms of staffing and if it were realistic. Susan will break out the

elementary figures by school to get more accurate numbers. In response to Annette Lewis' question concerning FTEs, Barb responded that the number includes both staff and teachers. Jeanne will look at the Staff Deployment report to see if there is something that will be helpful to the model in this regard. Susan noted that with the new Student Information System, it was asked that there be a component breaking out staff when calculating FTEs.

4. Peer Analysis Selection Criteria

Barb reported on the discussion at the last School Committee meeting concerning peer towns. Wayland will have some input to the ClearGov model but ClearGov's peer town information will not be available until the end of November. Needing the information sooner, at its next meeting the subcommittee will look at the peer analysis selection criteria it has been reviewing and then bring it to School Committee. A discussion ensued about defining peer towns solely on numbers (vs. quality of education). Barb will look at changing some of the criteria such as enrollment and proximity to Boston and what affect it has on the peer analysis.

5. Cost Allocation

Susan reported that she will look at the Full Day Kindergarten, Parking and Building Use special revenue funds in terms of cost allocation and report back to the subcommittee. Susan also asked about the schedule for the WSCP budgets which will be discussed at the 9/28/16 subcommittee meeting.

6. Draft CIPs

Edits to the draft CIPs were reviewed with Ben Keefe including adding language about the need for each CIP (ie, why the floor tile project is extending from 3 to 4 years, details of kitchen equipment needed, etc.). Ben noted that he is looking into combining the CIP for the Loker roof with the Loker Windows and Doors project as there is a ten year restriction for accelerated repair projects on buildings. Barb will assist Susan in completing the bottom section of the CIP form. Susan will bring a list of projects to be closed out to a future subcommittee meeting for School Committee approval.

Leisha Simon and Jorge Pazos discussed the technology CIPs. The CIPs concerning the high school core upgrade, the middle school network upgrade and the wireless access points will be overseen by the town's IT department. As part of these projects, the network design will be reviewed so that any updates/replacements will work towards a network that services the needs of the town, including the schools. The CIP concerning the update of the AV equipment in the schools will be overseen by the schools' technology department and is the beginning of a replacement cycle for aging AV equipment in the schools.

7. Salary Adjustment for HS METCO Coordinator

Susan reported that there will be a salary adjustment for the HS METCO coordinator so that the salary is in line with the middle school METCO coordinator. The METCO grant will cover the adjustment.

8. Business Administrator Project Update

Susan reported that DESE will be performing a quality review of the district looking at its fiscal procedures. This type of review is performed every 5 to 7 years.

9. Future Agenda Topics/Next Meeting

The next subcommittee meeting will be changed from 9/29/16 to 9/28/16 at 2:00 p.m. Agenda topics will include Special Revenue Fund budgets, Multi-Year Budget Model, Peer Analysis Selection Criteria, and DESE End of Year Report draft. Jeanne asked about Edvocate's custodial report which Susan noted would be completed by the end of October.

10. Consent Agenda

Upon a motion made by Jeanne Downs, seconded by Barb Fletcher, the Finance subcommittee voted (2-0) to approve the 4/7/16 and 8/25/16 minutes as amended.

11. Public Comment

Carol Martin asked about the FY21 and FY22 capital request dollar amounts as they are to be included with the CIPS submitted to FinCom.

12. Adjournment

Upon a motion made by Jeanne Downs and seconded by Barb Fletcher, the Finance subcommittee voted (2-0) to adjourn at **3:15 pm**.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- Draft 4/7/16 minutes
- Draft 8/25/16 minutes
- FinCom Budget Guideline
- Draft Budget Calendar
- Multi-Year Budget Model
- WPS Peer Towns and Districts Document
- WPS Fee-based Direct and Indirect Cost Allocation Methodologies
- Draft CIPs
- Draft WPS Technology Capital Five Year Plan
- METCO HS Coordinator Salary Adjustment Correspondence