

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
September 28, 2016

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Wednesday, September 28, 2016, at 2:00 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

Katy Merrell
Director of The Children's Way

Pat Keefe
Director of Wayland School Community Programs

The meeting was convened at 2:05 p.m. and announced that the meeting was being recorded on WayCam.

1. Comments & Written Statements from the Public:

Anette Lewis asked questions related to the Wayland School Community Program FY18 budgets, including why tutoring was not offered outside of the schools and whether The Children's Way budget includes staff funded through the Wayland Public Schools operating budget.

2. Financial Matters:

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

Jeanne reviewed the FTE information she found in the Staff Deployment Report. Susan noted that the FTEs included in the Multi-Year Budget tie to the Personnel Budget. She plans to tie the FTEs in the Personnel Budget with the FTEs in the Staff Deployment for FY18.

The Subcommittee discussed adding a layer of detail for instructional staff in the Multi-Year Budget, by breaking out enrollment by school and FTEs by position title. Susan noted that NESDEC will report its enrollment projections by school this year. She will also ask NESDEC to specifically include new housing developments in its projections. According to the Planning Department, it is estimated that approximately 6 students will move to the new housing development on Route 30 at the former site of the Kathryn Barton nursing home.

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

The Subcommittee discussed the concept of weighting the various metrics, similar to the methodology used in the rankings conducted by Boston Magazine. The Subcommittee agreed to first refine the list based on enrollment and geographic region then evaluate each metric independently. The Subcommittee will review this information at its next meeting.

(c) Review Draft FY18 Budgets for the Special Revenue Funds, including the Wayland School Community Programs and The Children's Way, and Review of Possible Uses of Surplus Funds:

The Subcommittee reviewed each of the FY18 budgets for the Wayland School Community Programs, including BASE, Pegasus, Tutoring and Enrichment. Pat Keefe, the Director of the Wayland School Community Programs, noted the experience of prior years, as well as the current fiscal year, and how it impacted the FY18 budget. In general, it was noted that fringe benefits and OPEB costs have not been calculated for FY18, and there may be savings for utilities. Salary increases were not included due to the upcoming negotiations. For BASE, Pat noted her efforts to hire high school students as paid support staff. For Pegasus, Pat noted the modifications she plans to make in the FY18 budget, related to discounted tuition for staff members, early bird discounts and field trips. Based on a question made during public comment, Pat reported that utilities and custodial services costs are allocated to

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BASE for Tutoring and Enrichment as recommended by an outside consultant. The Subcommittee will review this cost methodology at a future meeting.

Pat then reviewed with the Subcommittee potential uses for surplus funds from these programs, including kitchen replacement, a fire curtain at Happy Hollow, STEAM equipment, instrument storage, theatre updates at Loker among others.

Katy Merrill, the Director of The Children's Way, reviewed FY18 The Children's Way budget with the Subcommittee. She noted the FY18 budget reflects no change in tuition but does include adjustments made to 3-4 teachers' salaries. She requested that the Parity OPEB charge be spread over 12 years rather than 10 years, thereby reducing the annual expense to \$20,000. Even though the FY18 represents a breakeven budget, Katy noted three areas for possible expense increases, including repair of a refrigerator, maintenance of the playground and upgrades for the security system. In response to a question asked during public comment, the Subcommittee clarified that The Children's Way budget does not include staff and expenses related to services provided to certain students and paid for by the Wayland Public Schools operating budget. The Subcommittee agreed to include only the number of participants who privately pay and footnote the number of publicly funded participants.

Katy also provided the Subcommittee with a cost allocation proposal related to overhead costs for certain students who access special education services at The Children's Way. The Subcommittee will consider this proposal when the budgets are reviewed with the School Committee.

(d) *Review FY16 End of Year Report to be Submitted to DESE:*

Susan noted that the FY16 DESE End of Year Report will be completed by Friday and filed with DESE. She reported the major differences between FY15 and FY16, including ELL not included in the special education line item and the longevity stipends included in the retirement line item. She also highlighted the major changes in the expenses reported by the Town, such as Medicaid revenue, snow removal, active and retiree insurance, debt expense, and school choice and charter school assessments. The report will be brought to the School Committee at its next meeting.

3. Administrative Matters:

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

Susan provided the Subcommittee with the FY17 School Support Organization budgets. The Subcommittee noted the generous contributions these support organizations provide to the Wayland Public Schools.

4. Future Agenda Topics and Date of Next Meeting:

The Subcommittee agreed to meet on October 13th at 2:30PM to discuss the Act to Modernize Municipal Government and its impact on the Wayland Public Schools, the remaining Special Revenue Fund FY18 Budgets and the Cost Allocation Methodology for Building Use, Athletics (intention was for parking rather than athletics) and full day kindergarten.

5. Comment from the Public:

Taken out of order. Anette asked about a question related to the Town expenses provided for the DESE End of Year Report for FY16.

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 September 15, 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 4:13 p.m.

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Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Staff Deployment Summary Information FY16
3. Draft Multi-Year Financial Model
4. Wayland School Community Programs (WSCP) and The Children's Way Draft FY18 Recommended Budgets & Possible Uses of Surplus Funds for WSCP
5. The Children's Way Budget Narrative
6. The Children's Way FY18 Cost Allocation Proposal
7. School Support Organizations FY17 Budgets
8. FY16 Town Side Figures
9. Town of Wayland Indirect Cost Allocation Agreement – Certain Municipal Expenses April 2016
10. September 15, 2016 Draft Finance Subcommittee Minutes