

Minutes – Wayland School Committee Finance Subcommittee
Oct 5, 2017

A meeting of the School Committee’s Finance Subcommittee was called to order at 2:22 PM by Jeanne Downs and was recorded by Waycam.

Present were:

Jeanne Downs, chair
Kathie Steinberg

Also present:

Arthur Unobskey, Superintendent
Susan Bottan, Business Administrator
Klaus Shigley, Liaison Finance Committee

1. Public Comment

There was no public comment.

2. Financial Matters

(a) Update on School Bus Parking

Susan Bottan has reached out to the Town Administrator to see if anything additional is needed to keep the process moving forward. Susan continues to work with Tom Holder, DPW Director, on resolving the issues identified in the TEC report.

(b) High School Athletic Facility Master Plan

Jeanne Downs reported on her meeting with the BOS who asked about the cost of the project if facilities were left in place and not moved; the trigger point for requiring the facility to be ADA compliant and whether Ben Keefe, Facilities Director, would have the time to oversee the project. Nan Balmer reported during the meeting that Ben’s availability has been discussed, and this would be a priority project.

The Library has requested an extension from the state to seek town meeting approval for the grant funding of the proposed project until the spring town meeting. The Library trustees will hear on Friday whether or not an extension beyond Jan 2018 will be granted. The BOS is still deliberating on whether to include the “money” request articles for consideration at fall town meeting.

Kathie Steinberg distributed a list of FAQs. Arthur Unobskey asked how the type of field (grass vs. turf) will effect scheduling for the high school program and recreation programs. Other questions were identified including: why were we flipping (why the swap)? What if we leave everything as is? Is there another alternative for the softball field?

Klaus Shigly discussed the cost of the softball field. The subcommittee also discussed whether the 100 foot boundary and wetlands buffer zone may alter the softball field location. We won’t know these limitations until the design process commences and the buffer zones and boundaries can be flagged. Softball has recently enjoyed an increase in participation, and its inclusion as part of the overall HS athletic program has Title IX implications as well.

Arthur reported on the intersection of the HS Athletic Program with efforts to start high school later. A shift to later start times increases the need for field availability.

The subcommittee divided the FAQs among Arthur, Jeanne and Kathie and will report its answers to the school committee at its meeting on Oct 16, 2017.

(c) Review of FY17 EOY Reports

Susan shared the FY17 end of year reports and the DESE report. The \$483,612 of encumbrances has decreased to around \$85K. If no invoices are received for these expenses that include utilities and facility-related expenditures, the money will be turned back to the general fund. If bills are presented late, they will be processed accordingly, as we have done in the past.

The FY 17 Budget was as reported throughout the year. There were no surprises. The school department turned back just under \$70K, which reflected the very tight budgeting in FY17.

Susan presented the entire report as presented to DESE as well as a summary report. She is going to investigate further the increase of the teacher salary to better understand the components of the increase.

(d) Review of the FY 17 Support Organizations EOY Reports and Budgets

Susan Bottan presented the FY17 EOY Reports and Budgets for the WPS Support Organizations that contributed over \$451,000 to Wayland Public Schools as follows:

Wayland Public Schools Foundation:	\$115,192
CAPA	\$ 9,809
Wayland PTOs (Elem, MS, HS)	\$176,522
The Children's Way Parent Organization	\$ 22,570
Boston Parent Council	\$ 8,847
Wayland Boosters	\$118,717

The subcommittee recognized the importance of these contributions. Kathie recommended we invite these organizations to school committee meeting to publicly thank them for their support. Jeanne will discuss with Ellen including them on our next agenda, Oct 16, and will send an invitation to the boards. Arthur suggested we feature their contributions through pictures or some other means. He will prepare a "Support Organization Spotlight" to share with the committee on Oct 16.

(e) Review of Internal Estimates of Enrollment Projections

Susan Bottan reported on the internal enrollment projections which show a district wide increase of 52 students. Based on this increase over projections, Susan will be reviewing some of the staffing assumptions from last year, especially related to Grade 1 and Grade 5. She has just received the NESDAC Enrollment projections that she will use to prepare the Enrollment Report later this month.

In response to Klaus Shigley's question about methodology, Susan reported she looks at the 3 year average to calculate the net "in migration" of students. She compares these predictions to the NESDAC projections for further review. Susan will prepare a description of the methodology used by the district to include in the Enrollment Report.

(f) Review of Cash Flow and Balances of Student Activity Accounts

Susan Bottan reported on the total activity of the student accounts of just over \$415,000 as follows:

WHS	\$180K
MS	\$179K
CHS	\$ 22K

HH \$ 20K
Loker \$ 17K

These funds are managed and overseen by the Town Treasurer's office and are subject to audit. In addition, the school committee approves the expenditures of these monies through its warrant process.

(g) Review of Budget Guidelines and Timeline

Jeanne and Ellen will be meeting with Lea Anderson (BOS) and Cherry Carlson (BOS).

Susan distributed a budget calendar that outlines the meetings with building principals and district departments/staff for the week of Oct. 23. These meetings help inform the district's needs for budgeting purposes.

Susan distributed a copy of Brian Keveny's FY 19 Budget Projections used by Fin Com in their budget guideline deliberations. Susan has discussed with Brian her concern about the incomplete figures reported for the school payroll. Susan walked us through her notes on the spreadsheet and reviewed the assumptions made in the School's Multi-year Financial Model. The forecasts were based upon the assumption of an across the board annual increase of 1%, so understates the FY 19 projections which are being calculated this month.

Susan explained the process of calculating the FY19 projections, which cannot begin until the enrollment is finalized on Oct 1. The process will take several weeks. In future years, Susan hopes to use Munis modules to calculate the projections, which will be a much faster process and will avoid the need for the time-consuming line item review of cumbersome spreadsheets.

The committee discussed the implications with Klaus, and he will report back to the Fin Committee at their next meeting on Tues, Oct 10.

(h) Review and Discuss Multi-Year Model

This discussion was part of (g) above.

3. Administrative Matters

(a) Budget Calendar

The committee will revisit the calendar once Fin Com calendar is decided.

(b) Update of Outstanding Projects

Susan reported on the retrofitting of a town-owned bus with hydro-conversion to replace the braking system thus allowing the use of stored energy. This project was the result of a successful grant application by Wayland's Energy Committee, and should be available the beginning of November.

4. Future Agenda Topics and Next Meeting Date

The next meeting has been changed to Mon, Oct 23 @ 2 PM.

5. Public Comments

Taken out of order.
There was no public comment.

6. Approval of minutes

Upon a motion made by Jeanne Downs, seconded by Kathie Steinberg, the Finance subcommittee voted (2-0) to approve the meeting minutes of Sept 7, 2017 (afternoon) and Sept 7, 2017 (evening).

7. Adjournment

Upon a motion made by Kathie Steinberg, seconded by Jeanne Downs, the Finance subcommittee voted (2-0) to adjourn the meeting 4:17 PM.

Respectfully submitted,

Kathie Steinberg

Corresponding documents

Agenda

HS Athletic Master Plan

HS Master Plan FAQs

WPS School Support Organizations FY 17 Reports and FY 18 Projected Budgets

Finance Committee FY 19 Budget Projections

Draft Minutes Sept 20, 2017 (two sets)

WPS Actual Enrollment Internal Projections

EOY FY 17 DESE Report and Summary

EOY FY 2012-2017 DESE Internal Report

FY 2017 Fourth Quarter Financial Report and Memo