

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting/Joint Meeting with FinCom – January 20, 2015

A Regular Meeting/Joint Meeting with the Finance Committee of the Wayland School Committee was held on Tuesday, January 20, 2015, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Donna Bouchard
Jeanne Downs

Absent:

Malcolm Astley

Also:

Paul Stein
Superintendent

Brad Crozier

Assistant Superintendent

Susan Bottan

Business Administrator

Marlene Dodyk

Director of Student Services

Also Finance Committee:

Tom Greenaway, Chair
Nancy Funkhouser, Vice Chair
Bill Steinberg
Carol Martin
Thomas Abdella
Gil Wolin
David Watkins
Brian Keveny, Finance Director

Chair Ellen Grieco convened the Regular Session at 7:11 p.m.

1. **Comments and Written Statements from the Public:**

There were no comments or written statements from the public.

2. **Educational Matters:**

- (a) Discussion of Future Agenda Topics and Schedule of Meetings (including School Start Times, Concussions & Youth Athletics, Minuteman Warrant, Electronic Posting of WSC Documentation, and Follow-up from School Committee Summit (4(d) taken out of order):

In an effort to plan future meetings, Ellen noted that she and Malcolm cannot attend the January 22nd meeting; thus, the meeting is canceled. It was decided that since the Finance Subcommittee of the whole School Committee is meeting on January 23rd, the School Committee members present will discuss any budget related information. That information will be sent to the other Committee members.

Donna requested from Brad information regarding WTA contract costs – FY15 actuals and FY16 projections. Since the numbers currently don't exist, she was informing the Committee of her request.

The Finance Committee arrived at 7:20 p.m.

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3. **Financial Matters:**

(a) Presentation and Discussion with Finance Committee regarding School Committee's Recommended FY16 Operating Budget:

As a preface to the budget presentation, Ellen informed the FinCom that the School Committee has engaged in 4 to 5 budget discussions to date, and 4 more are planned for February. She also noted that since the School Committee does not have a solid recommended budget, a maximum budget number will be presented to the FinCom; however, there is more work to be done going forward. Ellen described the three budgets put forth by the Superintendent.

Further, Ellen noted that three members of the School Committee support the Superintendent's Recommended Budget; one member supported the Recommended Budget, but with an additional \$32,323 to include a 0.4 FTE for a K-12 Health and Wellness Department chair; and one member wanted to limit the budget increase to 3.5% over last year's budget.

The budget drivers and the School Committee's next steps in terms of potential budget adjustments were presented. For a comparison, Paul also shared peer communities' recommended budgets and their percentage increases over their FY15 budget. Even though there are many variables that are considered in each town's budget, Wayland is on target.

To begin the discussion, Tom Greenaway said that the FinCom has heard consistently from the public that the proposed increase in the budget is too high. In response to a request in terms of a ratio of comparison for cost per pupil and the associated costs, Paul commented that he and Brad are putting together a per pupil cost, including a breakdown of per pupil costs for teachers, administrators, other support staff, and SPED costs. They will also provide a state average.

The Committees discussed the potential budget adjustments and the short and long-term impact to the FY15 budget and beyond, including the possible one-time 1% reduction in the budget if revolving fund balances are utilized. Barb explained the guidelines regarding revolving fund balances, and noted that an analysis needs to be done to determine the best use for those funds.

A resident asked for a fringe benefit analysis for each school employee and a comparison statewide.

For planning purposes, Brian Keveny suggested that the School Committee project its expectations by creating a sound five-year personnel services plan and a basic expenses plan. A discussion ensued. Paul was asked which areas he would cut in order to keep a level funded budget. It was suggested that since 80% of the budget is personnel, there is not much else to cut. A discussion followed regarding minimizing FTE's, and to look at how Wayland compares with state averages in the areas of personnel and Special Education costs. Marlene was asked to comment on SPED costs and the grants process in terms of short term and long term savings to the district.

Tom Greenaway asked the School Committee for a comparison and the amount of the difference from last year's budget to this year's proposed budget, including the rationale for staffing FTEs. He informed the School Committee that the FinCom will be voting on the budgets either on February 5th or 9th.

The Finance Committee left the meeting at 7:53 p.m.

The School Committee reviewed its discussion with the Finance Committee and how to move forward with a three to five-year personnel services plan and basic expenses plan. It was agreed that a projected model must be completely vetted in order to produce a sound plan. A discussion ensued regarding the areas that would be included in this plan, including the core budget drivers. A reasonable timetable was to have this report by Town Meeting. Barb stated the historical nominal changes in prior budgets.

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4. **Educational Matters (4d) (continued):**

- (a) Discussion of Future Agenda Topics and Schedule of Meetings (including School Start Times, Concussions & Youth Athletics, Minuteman Warrant, Electronic Posting of WSC Documentation, and Follow-up from School Committee Summit:

The Committee discussed gathering information regarding WTA cost of living, steps, lanes and longevity, including increases for this year.

The Committee will meet on January 26, January 29, February 2, and February 5. The Committee reviewed a list of agenda topics to be included, such as staff exchange, staff turnover, utilities, the Circuit Breaker, existing and new fees, revolving accounts fund balances, WSCP benefits analysis, budget corrections regarding the SPED Review, and a discussion regarding minor changes to the Wellness Policy.

The Committee discussed the process for the food services review being done by Edvocate, and if they could be asked to also perform the custodial services review.

Susan identified the components of the WSCP benefits analysis being done by Reid Lyons. Donna noted that she sent a public comment for tonight's Finance Committee meeting regarding a five-year analysis of employee benefit plans – how many benefits plans vs. how many today – in order to understand the overall budget. Barb suggested that while looking at trends, the amount of money saved over the years should also be included in this analysis. A discussion ensued. Paul will ask John Senchyshyn for the number of school benefits packages, the number of school employees eligible for benefits, and the total cost over time. Also discussed were the current practice and a long term process in looking at benefits packages in an effort to generate savings.

Based on a prior discussion, the Committee continued to discuss the possibility of sharing a health and wellness coordinator with Lincoln/Sudbury High School. Paul commented on the logistics of the health and wellness staff and why collaboration may not work, especially since there would be no significant savings and it is not a model that would be beneficial to the district. A discussion ensued.

Donna requested that all meeting documents be available at the time of meeting postings. A discussion followed regarding the early dates of Town Meeting, the number of School Committee meetings, and the amount of information requested of the administrators, especially during the budget process.

5. **Financial Matters:**

- (a) Discussion and Approval of Alternate Funding Plan for Claypit Hill Windows and Doors:

Paul explained what this project involves in terms of a revised scope of funding. However, Ben Keefe was not present; thus, this agenda topic was passed over.

- (b) Review of the FY15 Q2 Financial Report:

Susan reviewed some of the highlights of the FY15 Q2 Financial Report as of the end of December with the School Committee. With an FY15 budget appropriation of \$35,433,047, the district is expected to meet all of its fiscal obligations for this year, with a projected year-end balance of \$235,000. The SPED prepayment will use \$200,000 of that year-end balance for the following year.

Susan noted the variables that could impact this year's budget. Staffing exchanges resulted in favorable numbers, and, in terms of non-personnel exchanges, she has encumbered all that can be reasonably anticipated. However, regular education transportation increased about 16% from last year, as well as the increase in the costs of electricity and natural gas. Susan commented on the shift in the SPED budget; however, the Circuit Breaker will pick up about \$30,000 of the unanticipated expenses. Susan noted the factors that will continue to influence the FY15 budget, such as SPED demographic shifts and further increases in utilities costs. She also commented that some areas will affect the budget favorably.

In terms of budget projections, Susan commented that she was able to reflect the indirect expense offsets from the Full Day Kindergarten Program in the amount of \$36,951. Also, prior year late bills were

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absorbed due to incorrect billing from vendors. Carryover encumbrances from 2014 to 2015 totaled \$276,000, and as of November 2014, that entire sum has been paid or closed out and the remaining balances of \$46,078 were turned back to the town.

Barb will forward this report to the Finance Committee.

- (c) Vote to Approve a Contract Award to WhiteWater, Inc. for the Operations and Management Services for the WHS Wastewater Treatment Plant:

Since a contract was not received from WhiteWater, Inc., this agenda item was passed over.

6. **Educational Matters:**

- (a) Superintendent's Report:

Paul informed the School Committee that the mid-cycle DESE SPED Compliance Review was problem free.

Paul described the second set of district-wide instructional rounds that took place at Happy Hollow. Teachers and administrators were paired up and observed each classroom for about 20 minutes focusing on the perseverance of students.

Proudly, Wayland's Food Service Program was ranked #2 in the state by Lee School District Rankings. They take into consideration their survey responses and expenses per student. Although Cambridge was ranked #1, both scores were the same.

Paul pointed out that the cumulative writing of the principals in their January newsletters was excellent. He noted the subjects written about and by whom, all having done a great job in writing informative pieces.

- (b) Student's Report:

Sarah Maeitta was not present; therefore, this report was passed over.

- (c) Technology Spotlight:

This week's Technology Spotlight focused on Operation Lapis and was introduced to Wayland by Klara Sands. Paul noted that the goal of Operation Lapis is to teach Latin as a language in which students have the opportunity to hear, speak, read, and write in Latin. This is a two-year course of study and lays out grammatical, historical learning objectives. Paul gave an example of a typical lesson in which students work in teams of four toward the same mission. A formative assessment is also built into the lesson. Paul added that Operation Lapis fully employs the power of the Internet, is interactive, and allows the students to become researchers.

Paul displayed a video that is presented to 7th and 8th grade students.

7. **Consent Agenda:**

- (a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated January 20, 2015, in the amount of \$257,290.63
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated January 20, 2015, in the amount of \$15,283.37
- Wayland Public Schools Payroll Warrant, dated January 21, 2015, in the amount of \$1,240,173.83

- (b) Approval of Minutes:

- Regular Session of December 1, 2014
- Regular Session of December 5, 2014

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Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the Consent Agenda with the Regular Session minutes of December 1, 2014 and December 5, 2014 as amended.

8. **Comments from the Public:**

Tom Sciacca referred to bills from several years and mentioned during the meeting that were not paid. Tom questioned the statute of limitations in this case. Tom asked that the Technology Spotlights be posted online. In terms of the budget, Tom suggested that during the next round of negotiations, the School Committee should look at the benefit of teachers’ children attending the Wayland schools in terms of the whole benefits package.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee entered Executive Session at 9:45 p.m. for the purposes of approving minutes from prior executive session minutes, as permitted by M.G.L. c. 30A, §22 for the following meetings: January 5, 2015, January 12, 2015, and January 15, 2015. A roll call vote was taken as follows:

	<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair		X	
Barb Fletcher, Vice Chair		X	
Malcolm Astley (absent)			
Donna Bouchard		X	
Jeanne Downs		X	

The School Committee will be joined by Paul Stein, Superintendent of Schools and Diane Marobella, recording secretary.

The School Committee will reconvene in open session for adjournment purposes only.

10. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 9:50 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:
Tom Sciacca, WVN

Corresponding Documentation:

1. Agenda & Backup Information
2. PowerPoint FinCom Presentation Slides
3. DESE Per Pupil Expenditures for MA School Districts
4. FY15 Q2 Financial Report – 7/1/14 to 12/31/14
5. FY16 Budget Recommendations for Comparable Districts
6. Compilation of Principals’ January Newsletters
7. Regular Session Minutes of December 1, 2014
8. Regular Session Minutes of December 5, 2014