MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE
August 4, 2016

A meeting of the School Committee's Finance Subcommittee was called to order at 1:05 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, Business Administrator
Annette Lewis
Carol Martin

1.   **Public Comment –** There was no public comment.

2.   **Components of Multi-Year Budgets**
The multi-year budget document was reviewed. Barb noted that revenue numbers had been
added to the FY15 actuals. Susan noted that the FY16 and FY17 budget numbers had been
added. The actual numbers for FY16 will be added once the town has completed its numbers for
the year. Susan also noted that the model had been changed to more accurately reflect staff
changes.

The subcommittee continued to discuss refinements to the model including consolidating the
revenue sections, moving the unused encumbrance and end of year fund balance to a separate
category, populating the FY16 numbers and updating the sensitivity analysis. Additionally,
Susan and Barb will think about FY18-FY22 assumptions as well as add projected FY17
numbers prior to the next subcommittee meeting. The revised model will be presented to School
Committee for review at its 8/25/16 meeting.

3.   **Information To Be Presented at 8/29/16 Finance Committee Meeting**
The fall summit as originally discussed will no longer take place. Instead, the Finance
Committee (FinCom) will have a meeting on 8/29/16 that the School Committee and Board of
Selectmen are invited to attend. The FinCom will make a presentation to the community
including FY16 actuals, FY17 budget implication, financial analysis of FY17and FY18, and
FY18 going forward. The School Committee is invited to listen and submit data for Brian
Keveny to present. School Committee data that will be presented includes: budget drivers
(enrollment, staffing), non-personnel expenditures and the multi-year budget model. Susan and
Barb will work on the visuals of the model to submit and will also review the FTEs in the model
to make sure they are working. Susan will share the timing of the School Committee's review
and submission of the model with Brian Keveny.

4.   **FY16 End of Year Financial Results and Implications for FY17 Budget, both**
Operations and Special Revenue Funds
Susan reported that FY16 closed. The School Department spent 99.3% of its appropriation with
a $256,923 carry over. Susan presented her analysis of why the carry over was over $200,000

vs. the anticipated $100,000 carry over amount. Reasons included conservative Special Ed budgeting, coding error, double counting of two direct expenditures and coaches stipends. Susan has discussed the reasons with the appropriate administrators and together they have developed plans for closer budget vs actual numbers in the future. Examples include quarterly review of SPED data with Marlene Dodyk, review of athletic revenues with Heath Rollins, and "scrubbing" encumbrances earlier.

Special Revenue funds were discussed and it was noted that Food Services ended the year with a balance of $157K. Susan reached out to John Ludwig with the results and he reminded her that the school system will see gains for Food Services for approximately three years but may need to spend some money after that time. Carol Martin gave kudos to Susan and Food Services for the financial turnaround.

5.   Peer Analysis Selection Criteria
Jeanne presented her analysis on rankings of schools and the criteria used. She noted that most rankings rely heavily on state proficiency test results with a poverty overlay. The next common piece of data used was AP test results. Kim Reichelt has been connected with the Clear Gov team and Susan will work with her. Clear Gov's goal is to have the beta testing finished for the MASC conference in November. Susan would like to look at the following data points: students with disabilities who are educated in vs. out of district, teachers salaries (median vs. average), quality of education, students attending private schools, and revenue metrics (grants, chapter 70, etc.).

6.   Status on Outstanding Projects by the Business Administrator
Susan gave the following update:
*   Food Services received an award of $14,000. It will be used for equipment.
*   DESE invited Wayland to participate in a budget analysis and resource allocation pilot.
*   The Fund 25 project is almost complete.
*   The RFP for the new SIS is in the final phase. Proposals are due 8/5/16.
*   A review of the Wayland Finance Processes is being performed by the Collins Center of UMass and will be completed by the end of September.
*   A review of the budget schedule.

7.   Future Agenda Topics and Next Meeting
The next subcommittee meeting will be held on 8/25/16. The subcommittee will continue to look at: peer analysis, multi-year budget model, custodial procedures, special revenue fund budgets, end of year balances as related to WSCP, FY18 capital requests, and support organization's end of year reports (FY16).

8.   Consent Agenda
Barb moved to approve the 7/14/16 minutes as written. Jeanne seconded the motion and it was approved unanimously by a 2-0 vote.

9.   Public Comment
Carol Martin asked that the subcommittee make sure that the utility numbers reflect the town's energy saving projects (Claypit windows, solar canopies, Ameresco project).

Annette Lewis noted that she was impressed with the subcommittee's work. She asked several questions about the multi-year budget model that Susan answered. She also requested that the School Committee look at the student to staff ratio and the payment of non-resident students.

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

Respectfully submitted,

Jeanne Downs

Corresponding Documents:
-Draft 7/14/16 minutes
-Draft Department Head FY18 budget schedule
-Draft WPS FY18 Budget Development calendar
-Business Administrator Project Update
-FY16 Year End Financial Review
-Draft Multi-Year Budget Model
-HS Rankings Criteria