

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
October 30, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Friday, October 30, 2015, at 11:00 A.M. in the School Committee Conference Room on the Second Floor of the Wayland Town Building.

Present:
Donna Bouchard
Barb Fletcher

Also:
Susan Bottan
School Business Administrator

Anette Lewis
Carol Martin
Kathie Steinberg

The meeting was convened at 11:05 a.m. and announced that the meeting was being recorded on WayCam.

1. Comments from the Public:

Anette asked that the documents for the public be uploaded earlier so the public has an opportunity to review them. She also noted that she continues to have trouble printing certain of the documents. Susan suggested that the Finance Subcommittee consider paying Diane Marobella a stipend for her time supporting the Finance Subcommittee. Barb will follow up with Paul about this suggestion.

2. Financial Matters:

(a) Receive FY15 End of Year Report for the Department of Early (Elementary) and Secondary Education and FY15 Support Organizations Final Report

Susan provided to the Subcommittee the FY15 End of Year Report recently submitted to the DESE and reported that the auditors will start the audit of this report next week. She noted that the change in the Cost Allocation of Municipal Expenses resulted in a reduction in the retiree expenses for school employees.

Susan reported that, due to a journal entry mistake related to the FDK revolving account, the end of year turn back for FY15 increased from approximately \$115,800 to \$155,400 and the FDK revolving account balance decreased by a corresponding amount.

Susan also provided the FY15 Support Organizations Final Report and noted that the Boston Parents Council will be included in the future, should the School Committee accept them as a support organization.

The Subcommittee agreed to post these documents online and Barb will evaluate how they are best organized on the website.

(b) Receive FY16 Q 1 Report

Susan briefly summarized the major points related to the FY16 Q 1 Financial Report and asked that this topic be put on future Subcommittee and School Committee agendas.

- For personnel expenses,
 - There is a positive variance in salaries primarily due to unissued degree changes
 - Otherwise, there is little variance among the personnel line items
 - However, the substitute line item is over budget by approximately \$50,000. Susan will watch these costs as we move through the school year.
 - Susan is comfortable meeting the \$125,000 staff exchange that had been budgeted for FY16.
- For non-personnel expenses, two areas of note:
 - Delivery charges for electricity are much higher than anticipated for July, August and part of September, possibly as much as \$70,000. Susan recommends that Ben Keefe attend a future Subcommittee meeting to discuss this variance.

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- Waster water line item is also over budget, potentially as much as \$60,000.
- The actual expenses for SPED tuition are in line with the budgeted amounts. Susan pointed out that the School Committee had set aside \$20,000 as part of the SPED assessment and asked whether these funds could instead be used to offset some of the unanticipated budget increases noted earlier in the meeting. The Subcommittee agreed to bring this topic to the School Committee for consideration.
- The revolving accounts also appear to be largely in line with their budgets.
- Susan reported there has not been a drop off in bus transportation participation even with the increase in the fees.

(c) *Receive October 1 Enrollment Report and NESDEC Enrollment Projections*

Susan provided the Subcommittee with the internally generated October 1 Enrollment Report and the NESDEC Enrollment Projections. For FY16, the schools enrolled more kindergarten students than anticipated (140 vs 176). The Town has seen an increase in birth rates over the last 5 years leading to an increase in enrollment at this grade. Overall, enrollment is 17 more students than projected across the District. However, there was a larger than usual decrease in students moving from 8th to 9th grade, primarily due to transfers to private school and families leaving Town.

Questions were asked about staff members' and METCO students. Susan will provide a breakdown of these students by grade, as well as information from the METCO Director about how the enrollment process for METCO students works.

(d) *Receive Updated Multi-Year Financial Model for the Schools, including Enrollment Projections*

Barb agreed to update the Multi-Year Financial Model with the enrollment information provided at this meeting and will bring a revised model to the School Committee's next meeting.

(e) *Review of Gift and Fundraising Policies, Related Procedures and Forms, including School Gift Policy (KCD), Fundraising Policy (JJE) and Relationship with Boosters (KJA) and Support Organizations Regulations*

The Subcommittee reviewed the draft policies and guidelines and discussed possible changes, which included clarifying language around when gifts are brought to the School Committee versus the Superintendent for acceptance. Suggestions included distinguishing between gifts that increase annual operating expenses and gifts that change the building envelope.

The Subcommittee also reviewed the draft Athletic Fundraising Forms and discussed possible ways to include information when any changes are made to a fundraising event.

(f) *Continued Review of Program Descriptions for Certain Revolving Accounts to be Submitted to DESE, per Attorney Toomey Recommendation*

Susan noted that she plans to follow up with Jim Toomey to confirm the statute he recommended for The Children's Way and to clarify the appropriate form for The Children's Way to complete for DESE.

(g) *Review of FY16 METCO Budget, including Revolving and Boston Parents' Council Accounts*

The Subcommittee discussed and agreed to include the Boston Parents' Council budget with the Grant and revolving account budgets when reporting this information to the Subcommittee and School Committee.

(h) *Discuss Process Followed for Purchases Made by Program Directors, including the METCO and Wayland School Community Programs*

This item was passed over until the next Finance Subcommittee meeting, as there wasn't enough time to discuss at this meeting.

(i) *Review Recommendations Made by Jim Powers Related to the METCO Accounts*

This item was passed over until the next Finance Subcommittee meeting, as there wasn't enough time to discuss at this meeting.

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(j) *Discuss Proposed Loker Windows and Door Project for FY17, including Possible MSBA Funding*

This item was passed over until the next Finance Subcommittee meeting, as there wasn't enough time to discuss at this meeting. Barb noted that she intends to speak with Ben Keefe about the cost of completing this project without MSBA funding.

(k) *Receive Update regarding Outstanding Capital Projects and Balances*

This item was passed over until the next Finance Subcommittee meeting, as there wasn't enough time to discuss at this meeting.

3. **Status of Outstanding Projects:**

Susan reported that the Wayland School Community Programs (WSCP) and The Children's Way (TCW) FY17 Budgets will be presented at the School Committee's November 2nd meeting. In certain cases, fee increases will be requested. She also noted that she and the TCW's Director would like to re-evaluate the term of the OPEB parity contribution, as well as the utility cost allocation methodology especially related to the Special Education students who are receiving services through this program.

4. **Future Agenda Topics and Date of Next Meeting:**

The Subcommittee agreed to meet on November 10th, at 12:30PM.

5. **Consent Agenda:**

The Consent Agenda was passed over as the August 28, 2015 and September 18, 2015 minutes were not available. CHECK????????

6. **Comment from the Public:**

Anette Lewis noted TCW????????????????????

7. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the Finance Subcommittee voted unanimously (2-0) to adjourn the Regular Session at 1:15 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. 2015 – 2016 Enrollment Report
3. BPS Expense Budget 2015-2016
4. FY15 End of Year Report for DESE
5. End of Year Summary FY 2012-15
6. FY15 End of Year Financial Report
7. SAA Fundraising Form
8. Athletic Fundraising Form and revised
9. FY15 End of Year Report Revolving Account
10. FY15 End of Year Overview
11. FY15 Town Spending Schedule
12. FY16 Capital Account Status with Funding Sources
13. FY16 METCO Revolving Account
14. FY16 NESDEC Enrollment Report
15. FY15 School Support Organization Final Report
16. FY17 Special Revenue Funds Report – WSCPO and TCW
17. Guidelines for Booster and Support Organizations

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18. Lacrosse Fundraising
19. FY16 METCO Financial Summary
20. Policy JJE
21. Policy KCD
22. Policy KJA
23. TCW Income Calculations
24. Town/School End of Year Agreement
25. WPS 5 Year History of Special Revenue Funds
26. WPS 5 Year History of Special Revenue Funds Summary