

MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE
March 23, 2017

A meeting of the School Committee's Finance Subcommittee was called to order at 2:35 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, WPS Business Administrator
Kathie Steinberg
Anette Lewis
Carol Martin

1. Public Comment – Anette Lewis asked about how the babysitters for Town Meeting were being paid, suggested that the contracts expiring April 1st only be renewed for one year so the new superintendent can review them, suggested that the new superintendent assess the need for aides with the Director of Early Childhood Education, asked for clarification of slide #10 in the budget presentation (the 27 student increase at the high school), and asked what the wastewater system issues are at the high school and how they are being addressed. Both Barb and Susan responded to Anette's questions.

Jeanne thanked Barb for her years of service to the School Committee and particularly to the Finance Subcommittee.

Carol Martin thanked Barb for all her work of which the highlight in her opinion was the creation of the Finance Subcommittee.

2. Approval of January 14, 2017 Minutes

Jeanne moved to approve the 1/4/17 minutes as written. Barb seconded the motion and it was unanimously approved (2-0).

3. Review of School Bus Parking Draft Request for Proposal

Susan reported that she had updated the RFP with the changes and suggestions received. She will update the RFP further and bring it to the School Committee for review and approval. The timeline for the RFP remains the same. Kathie Steinberg and Susan will develop a matrix of the pros and cons of properties in town that could serve as a bus parking site.

4. Information for Town Meeting related to FY18 Operating and Capital Budgets

The "Fast Facts" were reviewed. Information on the FTEs and non-Wayland students attending the Wayland schools will be added. The draft budget message will be reviewed at the next School Committee meeting.

5. Q2 Financial Report

Susan presented the Q2 Financial Report which projects a \$127,000 balance at fiscal year end. This is due to a large savings in utilities which is partially offset by additional expenses including the additional Teacher's Aides for the 4th grade. The Q2 report will go to the School Committee at its next meeting.

Susan noted that the WSCP revolving fund is projected to have healthy balances at fiscal year end and she would like to present definitive plans to spend down the balance at a future meeting. Susan noted that funds such as Full Day Kindergarten which have a negative balance are being spent down so that the funds will zero out at fiscal year end.

6. FY2016 Audits

Susan reported on the following audits that have taken place for the School Department:

- DESE Audit – no findings
- Single Act Audit – no findings
- Melanson and Heath End of Year Audit – two items in report not specific to the Wayland School Department
- Student Activity Account Audit – two findings (Susan has already worked on addressing these findings by clarifying procedures and will do a mid-year check-in to make sure the procedures are being followed)

Carol Martin gave Susan kudos for all of her work.

7. Revised Student Activity Account Guidelines

The high school would like to add three clubs: MVP (Mentors for Violence Prevention), Junior Statesmen of America, and Debate. The Student Activity Account Guidelines have been updated and will be taken to School Committee for approval.

8. Status Update on Various Outstanding Projects by Business Administrator

There were none to report.

9. Future Agenda Topics and Date of Next Meeting

The multi-year financial model should be reviewed again. The subcommittee discussed including the Moody's information and sharing the model with both the Finance Committee and Brian Keveny.

10. Public Comment

Anette Lewis asked how non-union personnel costs are projected. She also suggested adding the different components of the salary increases to the Fast Facts for Town Meeting.

Barb noted that she had enjoyed being a part of the Finance Subcommittee.

11. Adjournment

Upon a motion by Jeanne Downs and seconded by Barb Fletcher, the meeting was adjourned at 3:37 pm by a vote of 2-0.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- Draft 1/4/17 minutes
- Draft Bus Parking Request for Proposal
- Q2 Financial Report
- Q2 Financial Report for Special Revenue Funds
- WPS Student Activity Accounts Guidelines and Procedures