

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee

March 4, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Friday, March 4, 2015, at 9:00 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
Business Administrator
Carol Martin
Finance Committee's Liaison for the Schools

Malcolm Astley
Jeanne Downs
Ellen Grieco
Members of the School Committee

The meeting was convened at 9:05 a.m. and announced that the meeting was being recorded on WayCam.

1. Comments & Written Statements from the Public:

There were no public comments or written statements.

2. Revolving Accounts and Grants:

(a) Review Updated Indirect Cost Allocation for BASE and Pegasus Programs

The Subcommittee received the updated cost allocation worksheet for BASE, as well as worksheets for Pegasus and the Building Use accounts.

For Pegasus, the Subcommittee reviewed the costs associated with the Middle School because the program was held at the Middle School this past summer. Susan noted that the allocation considers one month's charges since that represents the length of the program. She also mentioned that water expenses are charged directly to the account for the period of time when the program takes place. The Subcommittee requested additional clarification regarding the custodial and supply expenses to ensure that the approach being used is consistent between accounts. The Subcommittee will review this worksheet again at its next meeting.

The Subcommittee will also review the Building Use worksheet at its next meeting. However, it was pointed out that the direct costs for custodial services have been allocated to this account.

(b) Review Revolving Account Balances and Continue to Discuss Possible Uses of Surplus Funds for Certain Fee-Based Funds

The Subcommittee reviewed the worksheet that lists the outstanding balances for the various revolving accounts. The Subcommittee discussed turning the Instrumental Music outstanding balance back to free cash as the fees generated from this program do not fully cover the cost of the program each year. There was discussion as to whether the funds should be applied to the FY15 or FY16 budget.

The Subcommittee also considered the other accounts where there is an outstanding balance, such as Pegasus, BASE, Enrichment, Global Language, Tutoring and Curriculum. The Subcommittee asked whether the balance associated with the Curriculum account could be used for the FY15 budget. The balance associated with the Full Day Kindergarten program may be considered at the March 9th School Committee meeting. The Subcommittee agreed to address the High School Parking balance after the District has received the snowplow invoices.

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(c) *Continue to Review Draft Fee-Based Fund Policy*

The Subcommittee reviewed the revised draft Fee-Based Fund Policy. The Subcommittee will review the "Basis for Allocation of Direct and Indirect Costs" document at its next meeting and will recommend to the School Committee approval of this version of the Fee-Based Fund Policy at the next School Committee meeting.

(d) *Discuss Components and Reporting of Staff Exchange, including Lane Changes, New Hires and Leaves of Absence*

Susan plans to come back to the Subcommittee with her recommendations for improved reporting on staff exchange and compensation. She provided the Subcommittee with a rough draft listing possible categories of expenses to include. She reported that the FY15 Budget assumes approximately \$137,000 in lane changes. To date \$66,000 has been issued and the District is waiting for paperwork for the balance.

3. **Consent Agenda**

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted (2-0) to approve the January 9, 2015 and January 24, 2015 Finance Subcommittee minutes.

The December 2, 2014 and February 26, 2015 Finance Subcommittee Minutes will be deferred until the next meeting.

4. **Future Agenda Topics**

The topics discussed at today's meeting will be added to a future meeting's agenda, if needed. The Subcommittee agreed to meet on March 13th at 11AM.

5. **Comments from the Public (Finance Subcommittee):**

Anette Lewis suggested that the name of the "Basis for Allocation of Direct and Indirect Costs" document should reference the Wayland School Committee rather than the Wayland Schools.

Carol Martin, the Finance Committee's liaison to the School Committee, requested that the Subcommittee notify her if any outstanding balances from the revolving accounts are allocated to current capital projects.

6. **Comments from the Public (School Committee):**

Malcolm left the meeting at about 10:05AM.

There were no public comments related to the School Committee portion of the meeting.

7. **Financial Matters**

(a) *Continue to Review and Approve FY16 Budget Message, Budget Booklet and Budget Hearing Presentation*

The Finance Subcommittee met with the School Committee to review the Budget Hearing materials, including the FY16 Budget Message, the Draft Budget Booklet and the Budget Hearing Powerpoint presentation. The members of both committees provided comments on all 3 documents, clarifying certain statements in the Budget Message, adding a pie chart to the Budget Booklet, and deleting certain slides in the Powerpoint presentation. The Committee also reviewed a communication regarding the Budget Hearing that Barb suggested be distributed after the Budget Booklet is posted online.

8. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (2-0) to adjourn the Regular Session at 11:05 a.m.

Respectfully submitted,



Barb Fletcher

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Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Cost Allocation Worksheets for BASE, Pegasus and Building Use
3. Spreadsheet with Revolving Account Outstanding Balances
4. Draft Fee-Based Fund Policy
5. Draft Staff Exchange Report
6. Draft FY16 Budget Message, Budget Booklet and Powerpoint Presentation
7. Draft Communication related to the FY16 Budget Hearing
8. January 9, 2015 and January 24, 2015 Finance Subcommittee Minutes