

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee  
July 13, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Monday, July 13, 2015, at 8:00 A.M. in the School Committee Conference Room on the Second Floor of the Wayland Town Building.

Present:  
Donna Bouchard  
Barb Fletcher

Also:  
Jeanne Downs  
School Committee

Susan Bottan  
School Business Administrator

Anette Lewis  
Carol Martin

The meeting was convened at 8:35 a.m. following the School Committee meeting and announced that the meeting was being recorded on WayCam.

1. **Consent Agenda:**

This agenda topic was taken out of order.

Upon a motion made by Barb Fletcher, seconded by Donna Bouchard, the Finance Subcommittee voted unanimously to approve the May 1, 2015 Finance Subcommittee minutes, as written, and the May 29, 2015 Finance Subcommittee minutes, as amended. The June 26, 2015 Finance Subcommittee minutes were not available for review.

2. **Financial Matters:**

(a) *Review Revised Student Activity Account Guidelines and Procedures Manual and Revised School Committee Policy*

Susan reviewed the changes to the Student Activity Account Guidelines and Procedures Manual, based on Melanson & Heath's review, which included the addition of a Ticket Sales Form and a description of how deficit balances will be handled for non-grade specific activities. Barb recommended that possible options for funding deficit balances be included in the manual, which could include the use of Tripships, uncollected fees, interest or additional revenue sources. Barb also suggested that the different costs per ticket (e.g. student, adult, senior) be added to the Ticket Sales Form. It was noted that cash handling procedures will be covered in the Operations Manual and that Athletic fees, gate receipts and gifts all flow through the warrant process and MUNIS. Susan mentioned that Melanson & Heath did not have any suggested changes to the Student Activity Account Policy.

Donna asked how these procedures align with the DESE guidelines. Susan noted that Melanson & Heath uses the DESE guidelines as the standard for reviewing our Guidelines and Procedures Manual. Furthermore, the DESE guidelines are more of a checklist. Donna agreed to compare our guidelines with those of DESE and report back at the August 5<sup>th</sup> Finance Subcommittee meeting. The Revised Guidelines and Procedures and Policy will then come before the School Committee at the August 17<sup>th</sup> meeting.

(b) *Review All FY16 Budget Documents (including Enrollment Report, Staff Deployment Report, Superintendent's Recommended Budget Book, School Committee's Budget Booklet, Fast Facts and Quarterly Reports) and Discuss FTE Reconciliation and Community Feedback*

The Finance Subcommittee noted the various reports that the Administration produces and the School Committee uses in the development of each year's budget, including the Enrollment Report, Staff Deployment Report, Quarterly Report, Superintendent's Budget Book and School Committee Budget Booklet. The Subcommittee agreed to look more closely at the Quarterly Report at its August 5<sup>th</sup> meeting to improve the presentation of staff exchange and recommended transfers of funds. At this meeting, the Subcommittee also agreed to look more closely at the School Committee's Budget Booklet. Barb will research other School Committees' budget documents

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for possible ways to improve its presentation. Barb also suggested that the narrative in the Superintendent's Budget Book be enhanced to include a summary of FTE changes and enrollment.

The Subcommittee discussed the value of presenting personnel as headcount as compared to an FTE. The Subcommittee also discussed the timing of presenting a high level view of the budget earlier in the budget cycle and for the School Committee to give guidance as to the percentage increase. Susan agreed to speak with Paul about how early such a discussion can take place in the coming year. Last, Susan suggested that a master template be developed in order to have consistent formatting from one document to the next.

(c) *Discuss Development of Multi-Year Financial Model for the Schools*

Barb suggested the following drivers to be included in a multi-year financial model for the schools: enrollment, staff changes, salaries (including steps, lanes, net of staff exchange), out of district-tuition, student transportation (regular & SPED), utilities, and technology. She also noted that health insurance, retiree pension and OPEB expenses should be included in some manner. Susan suggested that facility repairs and maintenance also be included in this analysis. Barb offered to develop a draft model for the Subcommittee to use as a starting point.

(d) *Review Attributes Used to Select Group of Peer Communities*

Barb noted the different metrics used by the School Committee many years ago and the Finance Committee to develop a list of peer communities. Carol offered to send the Finance Committee's list that had been updated recently. The Subcommittee agreed to come to the next meeting with suggested metrics to use to develop a list of peer communities for the schools. Donna noted that the quality of education should be considered as one of such metrics.

(e) *Discuss Identification of Party Responsible for the Control of all Funds Raised by or Provided to School Support Organizations (PTO, CAPA, Boosters and WPSF)*

Donna provided the Subcommittee with the North Reading Policy and Regulations related to Booster and Support Organizations as a reference. She noted her concern is with the accounting of these funds. She also questioned whether the School Committee should approve new programs offered by the WSCP, such as the new fitness program at the High School. Barb offered to document the current procedures that the various support organizations follow in order to determine whether any changes need to be made.

**3. Future Agenda Topics:**

Carol Martin noted the timing of the FY17 capital planning process.

**4. Comment from the Public:**

Anette Lewis asked that the FTE reconciliation that the Finance Subcommittee discussed somehow tie to the methodology that the DESE follows to provide consistency and clarity.

**5. 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 10:00 a.m.

Respectfully submitted,

Barb Fletcher  
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Wayland Student Activity Account Revised Procedures July 2015
3. SAA Draft Policy JJF Revised 6-22-15
4. North Reading Organizational Relations with Booster and Support Organizations
5. North Reading Regulations for Booster and Support Organizations
6. Draft Finance Subcommittee Minutes of May 1, 2015
7. Draft Finance Subcommittee Minutes of May 29, 2015

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8. Draft School Committee Minutes of January 16, 2015
9. Draft School Committee Minutes of June, 2015