

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
October 2, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Friday, October 2, 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 11:25 a.m. and announced that the meeting was being recorded on WayCam.

1. Comments from the Public:

Anette asked what types of expenses are covered by the tutoring revolving account and why they are not maintained outside of the schools. She believes that there is no oversight over the revolving funds and how the funds are spent. She referred to the Inspector General's letter, requesting that the School Committee ensure that the METCO PTO funds are spent for educational purposes. Policies should be clear and straightforward. She cited the Conflict of Interest policy that is currently out for public comment, where there should be no opportunity to violate this policy. She also suggested that a certain amount of the funds go toward athletics with a cap on fundraising. Support organizations should operate their own organizations with gifts given to the schools.

2. Financial Matters:

(a) Receive Update regarding Development of Template for Multi-Year Financial Model for the Schools

The Subcommittee reviewed the updated model, reflecting comments that had been made at a prior meeting. They also discussed certain elements of the model to revise, such as benefits. The Subcommittee received comments from the observers, which included the incorporation of staff positions saved each year, adding a Central Office line item in the personnel area, and considering the addition of septic and wastewater expenses as a budget driver. The Subcommittee discussed the timing of the Finance Committee's review of this information. The Subcommittee agreed to try to complete the model by the next Finance Committee meeting, scheduled for October 19th.

(b) Continued Discussion of Criteria for Establishing List of Peer Communities for Schools

Barb suggested the Subcommittee include the criteria used from the Boston Magazine ranking, including enrollment, student to staff ratio, SAT information among other criteria. However, she suggested that the per pupil expenditure not be included in the criteria used to select the peer communities but rather be considered once the group is selected. The Subcommittee agreed that Barb will work with Dave Watkins from the Finance Committee to analyze the information using these criteria.

(c) Review FY17 CIPs and Long Term Capital Plan for the Schools, including Outstanding Capital Projects and Balances

It was noted that the School Committee plans to discuss whether it supports moving forward with the Loker windows and door project without MSBA funding.

The Subcommittee reviewed the Food Service capital requests for FY17. Susan noted that over the last 12 years the Food Service Department had spent a significant amount of funds on equipment purchases, possibly as much as \$250,000. However, there are no funds in the FY16 Budget for any significant equipment purchases. The Subcommittee agreed to break out the dollar amounts for the individual equipment requests in the CIPs and will consider including only those amounts that are over \$10,000, which is the Finance Committee's threshold for capital requests.

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The Subcommittee reviewed the outstanding capital project balances, specifically the FY14 Building Repairs request. Barb agreed to confirm with Ben Keefe that the FY17 capital requests will be completed next summer and the outstanding balance from the FY14 Building Repairs request will be needed to complete this work. She will also follow up with Ben Keefe about the viability of using the High School Building project funds for additional landscaping work at the High School.

Carol noted that the Finance Committee plans to review the FY17 capital requests during the month of November.

(d) *Discuss Funding of Custodial Assessment to be Conducted by Edvocate*

Susan reported that Mark Lanza recommended that the building use fees could be used to cover a portion of the Edvocate custodial assessment. The amount used should be proportionate to the amount spent on custodial services for building usage by users who pay the fee. Given the FY15 results, the amount of fees paid by users as a percentage of the total amount spent on custodial services equals 7.3%. Therefore, \$1,825 of building use fees could be used to pay for the Edvocate custodial assessment.

The Subcommittee discussed other possible sources of funds to pay for the Edvocate custodial assessment, such as using savings from FY16 water expenses and allocating a portion of the assessment to the fee-based programs. The Subcommittee agreed to bring this topic to the School Committee at its next meeting for its consideration.

(e) *Review Revenue by Athletic Sport for FY15*

The Subcommittee reviewed the revenue raised for athletic teams through the student activity accounts for calendar year 2011, as well as through the Boosters team accounts for FY14 and FY15. Susan also shared with the Subcommittee a new fundraising form with approvals from the Athletic Director and the Principal, which provides a level of permission and oversight. Barb agreed to follow up with Boosters to understand how cash donations are given, if at all, to a particular team.

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

Susan reported that she is waiting to hear back from Jay Sullivan at the DESE and from Jim Toomey as to whether there is a template that the DESE would prefer we use when we submit the program descriptions for certain revolving accounts for DESE's approval. She will bring the final versions of the program descriptions to the Finance Subcommittee when she hears from the DESE.

3. **Consent Agenda:**

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

4. **Future Agenda Topics:**

The Subcommittee agreed to meet on Wednesday, October 14th, at 11AM. Donna asked that, depending on Monday's School Committee meeting, the Subcommittee may want to continue to discuss the Boston Parent Council.

5. **Comment from the Public:**

There were no public comments.

6. **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 1:10 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

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Corresponding Documentation:

1. Agenda
2. Draft Multi-Year Financial Model
3. Revenue by Athletic Team
4. Draft Fundraising Request Form