

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
December 11, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Friday, December 11, 2015, at 12:00 P.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

Pat Keefe
Director of Wayland School Community Programs

Carol Martin
Kathie Steinberg

The meeting was convened at 12:10 p.m. and announced that the meeting was being recorded on WayCam.

1. **Comments from the Public:**

There was no public comment.

2. **Financial Matters:**

(a) *Discuss with Town Finance Director the Application of the Multi-Year Financial Model:*

This agenda topic was passed over until a future meeting, as the Town Finance Director was not available.

(b) *Discuss FY17 Budget Process/Schedule and Review FY17 Budget for School Committee Expenses:*

The Subcommittee agreed to distribute the memo from the Finance Committee regarding the FY17 budget guideline to the School Committee for its meeting on Monday night. The Subcommittee discussed the timing of the School Committee's presentation of its recommended FY17 Budget to the Finance Committee. Carol Martin will confirm that this meeting can take place on January 21st. The Subcommittee also suggested that the School Committee consider reworking its Budget Book that is distributed to the community, in an effort to move the Budget Hearing earlier in the process.

The Subcommittee left the building for 15 minutes because the fire alarm sounded.

Susan reported that the legal expense line item in the School Committee's budget for FY17 increased by \$20,000 to be more in line with the recent level of expenses in this area. Barb will work with Susan to gain a better understanding of legal expenses incurred during the last few rounds of negotiations.

(c) *Discuss Possible Warrant Article for 2016 Spring Town Meeting related to Chapter 44: 53E1/2 for the Professional Development and Curriculum Revolving Funds*

The Subcommittee agreed to ask Town Counsel, Mark Lanza, to draft the warrant article language for Town Meeting to consider. It was also reported that the Assistant Superintendent is in the process of developing budgets for these revolving funds that will be reviewed by the School Committee.

(d) *Review of Wayland School Community Programs (WSCP) and The Children's Way (TCW) FY17 Budgets, including Utility and Custodial Services Cost Allocation. Extension of OPEB Parity Payment and Concept of Capital Assessment*

The Director of the Wayland School Community Programs, Pat Keefe, provided information regarding programs similar to BASE that are offered in other districts. Ashland offers a program that is most similar to Wayland's BASE program. Based on this information and the analysis Pat conducted, her recommendations would result in a \$50,000 savings to the BASE budget and would be in line with the allocation methodology used by Ashland. The

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Subcommittee agreed to incorporate discussions about the WSCP, TCW and METCO into the upcoming School Committee's budget work session schedule.

Pat also expressed her pleasure with the School Committee's decision to offer a 2 day extended day program rather than not offering it at all.

(e) *Discuss Possible Fee Increase for Wayland School Community Programs' (WSCP) Enrichment Private Music Lessons*

After conversations with the Fine Arts Director, Susan Memoli, and Bernadette Vanaria, Pat recommended a fee increase for the WSCP's Enrichment Private Music Lessons in order to more adequately compensate the music teachers. By reducing the allocation of indirect costs from a flat 20% to 10% and adding an allocation of 5% for utilities, the fee increase would be approximately \$0.83 per child per semester. There would be no impact on the School's operating budget except for the reduction in utilities from the 5% allocation.

Pat agreed to update the FY17 Budget and the narrative for this program, as well as the other programs where she is recommending a change in the cost allocation methodology. The fee increase, with the revised budgets and narratives, will be brought to the School Committee for approval.

(f) *Continued Discussion of The Children's Way Possible Registration Fee for FY17*

Susan had provided information about registration fees for other pre-school programs in the area. It was noted that most are non-refundable. Susan reported that TCW does not track the number of families who do not get in to the program each year. Carol Martin suggested a \$25 non-refundable application fee to cover the costs of applying and then if the student attends TCW an additional \$25 fee would be added to the tuition. Susan plans to meet with the Director of TCW and will review this information with her. This topic will be discussed again at a future Finance Subcommittee meeting.

The Subcommittee also agreed to review TCW's budget, revised to include a 50% reduction in the OPEB parity payment, in order to understand the impact this change will have on the finances of the program over the next 3 years.

(g) *Discuss Potential Uses of Surplus Funds for WSCP, including for Certain FY17 Capital Requests*

This item was taken out of order, after 2(e), to accommodate the Director of WSCP's schedule.

Pat explained her order of priority for the recommended uses of surplus funds for WSCP. Her first priority would be those recommended uses that would improve the program, followed by financial assistance, then improvements that wouldn't necessarily rise to the priority of the school budget (e.g. additional mulch for the playground), then collaborative efforts with the schools (e.g. Makerspace), then the Middle School playground equipment for Pegasus and finally contribution to capital improvements.

Susan agreed to review the list of recommended uses of surplus funds with Town Counsel, Mark Lanza, Jim Toomey and the Department of Revenue to ensure that they are proper. The Subcommittee also discussed the impact certain of these recommended uses will have on the School's operating budget once the one-time funding is depleted.

Last, the Subcommittee agreed that, in the interim, Pat could research different security systems for the schools where BASE is held and to learn what other districts do in terms of after school hours' security.

(h) *Continued Review of Program Descriptions for The Children's Way and Full Day Kindergarten to be Submitted to DESE, per Attorney Toomey's Recommendation*

Susan reported that she has not been able to connect with Jim Toomey regarding whether the forms for TCW and Full Day Kindergarten need to be submitted to the DESE. Barb will ask the Chair of the Board of Selectmen to put the approval of the programs that have been submitted to the DESE on a future agenda for their consideration.

(i) *Discuss Process Followed for Purchases Made by Program Directors, including the METCO and Wayland School Community Programs, and Review Recommendations Made by Jim Powers Related to the METCO Accounts*

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It was noted that the School Committee approves the budgets and reviews quarterly reports each year for the Special Revenue Funds. The Subcommittee suggested that the Directors of these programs come to the School Committee for approval with any transfers between personnel and non-personnel accounts similar to the other Administrators, such as the Principals.

The Subcommittee discussed a recommendation made in the Jim Power's report that funds raised for METCO purposes should be kept within the METCO revolving account and not maintained at another organization. Susan agreed to reach out to the Town's Auditors, Melanson & Heath, and to Dan Sullivan to see if there are any other steps the School Department should take to ensure that checking accounts with a Wayland employee as a signatory are not established in the future.

3. **Administrative Matters:**

- (a) *Receive Updated Status on Various Outstanding Projects by the Business Administrator*
This item was passed over.

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

The Subcommittee agreed to discuss the budget at its next meeting and agreed to meet on Wednesday, January 13th, at 11AM.

5. **Consent Agenda:**

The Consent Agenda was passed over as the October 14, 2015 and November 19, 2015 minutes were not available.

6. **Comment from the Public:**

There was no public comment.

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 2:07 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. WSCP Budget Recommendations Worksheet
3. SC Finance Subcommittee Documents 12-11-15
4. Revolving Account Purchase Estimates FY16
5. WSCP Considerations
6. FY17 Special Revenue Funds Report – WSCP and TCW