

## **MINUTES – FINANCE SUBCOMMITTEE of Wayland School Committee**

**March 13, 2015**

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Friday, March 13, 2015 at 11:00AM in the School Committee conference room at the Wayland Town Building.

### **Present:**

Donna Bouchard  
Barb Fletcher

### **Also present:**

Susan Bottan – WPS School Business Administrator

The meeting was convened at 11:03am and it was announced that the meeting was being recorded by WayCam.

### **1. Comments & Written Statements from the Public:**

Anette Lewis commented on FTE's and the need for better reporting. The numbers are not consistent from report to report. She suggested that perhaps a better software module could help us track this information more consistently.

Kent George's email about his FY'16 personnel budget analysis was read into the public record (attached below).

Susan Bottan noted that she had forwarded a response to Kent and would be happy to meet with him. She also noted that she would forward a copy of the email to the members of the finance subcommittee.

Susan also noted that she is looking into a position control module for MUNIS with Brian Keveny, to facilitate the tracking of personnel changes as staff members move from program to program or school to school. Right now the information is in Excel, however it would be more efficient, accurate and save time to track changes in one system versus manually enter information in Excel from MUNIS.

Susan plans to reach out to other districts about the addition of a MUNIS payroll and personnel module.

### **2. Financial Matters**

(a) Review Melanson & Heath's Findings and Wayland's Draft Response related to the FY14 Audits for the Special Education Grant, the End of Year Report Filed with the DESE and the Student Activity Accounts

Susan noted that there were no findings for the SPED grant.

With regard to the End of the Year Report (EOYR), Susan noted that 3 of the 4 findings were related to entering the wrong total dollar amounts. Amendments were applied for and made by Roger Hatch at DESE. Susan and Carla will attend training from both the state and The Abrahams Group.

The last finding was in reference to the school agreement with the Town on cost allocation. The 60% used for retirees was deemed too high. Susan will prepare an amendment to submit to DESE as soon as she receives the actual number of related retirees.

Barb noted that the finance subcommittee should review the cost allocation agreement with the Town again at a future meeting to understand if any language changes are needed.

With regard to the Student Activity Accounts, Susan noted that she will expand the forms for field trips, and update the guidelines and procedures. She also noted the need to address thresholds,

deficits, and a travel form with a reconciliation report.

These reports have been forwarded to Paul Brennan for the Audit Committee to review.

**(b) Continue to Discuss Assumptions Underlying Multi-Year Projection Model, including a Review of Other Communities' Financial Projections**

Susan noted that Lexington holds a budget summit in the fall each year. The meeting would be a joint meeting of the School Committee, Finance Committee and Board of Selectmen. Barb will ask Ellen Grieco (SC chair) to reach out to the chairs of these other boards and talk about the idea.

The subcommittee discussed how to start the budgeting process sooner. There was also a discussion about how to better manage turnbacks and what specific assumptions should be noted in a multi-year projection model.

**(c) Review Budget Documents Related to the METCO Grant for FY14, FY15 and FY16, if available**

The subcommittee discussed the 9C cuts. A discussion about the review of METCO grant spending resulted in a recommendation that the School Committee annually review the budget that is proposed by the METCO Director before it is submitted to the state.

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

Susan will try to devise a way to report this information more transparently. She will also work on a personnel budget for grants and revolving funds.

### **3. Revolving Accounts and Grants**

**(a) Review the Proper Statutes Underlying the School Revolving Accounts**

Susan researched the information extensively. MGL 71:71E needs to be formally accepted by town meeting. She reached out to Jim Toomey, Mark Lanza, Melanson & Heath and the Department of Revenue (DOR) for guidance. All felt 71:71E was an appropriate statute for the accounts in question, however 71:47 may also be considered a "catch all" for student activities if the funds are being managed in that manner.

Melanson & Heath believes the related accounts follow the laws of 71:71E and 71:47. From an accounting standpoint, the accounts were established as revolving accounts and meet all the requirements. Jim Toomey and Melanson & Heath also noted that they don't believe there is law that requires the School Committee to vote on the statutes underlying the revolving accounts as long as the funds are being managed according to the statutory requirements.

Susan will ask DOR for a formal opinion and send an email with the specific questions requiring clarification and a request for a timeframe.

**(b) Review Revolving Account Balances and Continue to Discuss Possible Uses of Surplus Funds for Certain Fee-Based Funds, including BASE, Pegasus, Enrichment, Global Language, Tutoring, Curriculum and Instrumental Music**

There was a discussion about whether we should allocate surplus BASE program funds to offset related capital costs. This topic will be reviewed again once the statute issue is resolved.

**(c) Review Wayland's Basis for Allocation of Direct and Indirect Costs Document**

This topic will be reviewed at a future meeting after Susan meets with Brian Keveny. All relevant direct and indirect costs should be included and should apply to all revolving funds with the exception of transportation and athletics, since the fees do not recover the full cost of these programs.

(d) Continue to Discuss Process for Charging Fringe Benefits to Revolving Accounts, including the Timing of Transferring the FY14 Food Service and The Children's Way Fringe Benefits

This topic will be discussed with the School Committee on March 23<sup>rd</sup>. A vote to make the fringe transfers will be considered. The posting of daily receipts will ensure that fund balances are in these accounts on the day town meeting votes to assess fringe benefits and OPEB.

#### **4. Consent Agenda**

(a) Approval of December 12, 2014, February 6, 2015 and March 4, 2015 Finance Subcommittee Minutes

Barb made a motion to approve the consent agenda. It passed unanimously. Barb also made a motion to amend the January 23<sup>rd</sup> minutes to correctly reflect the date.

#### **5. Future Agenda Topics**

The EDVOCATE reviews for Food Services and a possible custodial assessment were added to the future agenda topics, as was the town meeting "fast facts" booklet, an operational manual similar to Weston's.

#### **6. Comments from the Public**

Anette Lewis complimented the work of the subcommittee and school business administrator. She questioned the use of Quicken versus MUNIS for the student activity accounts, she noted a finding in the EOYR concerning private separate day schools and public separate day schools, she noted a concern about the funds reserved for METCO, and that we ensure there were adequate.

#### **7. Adjournment**

Barb moved to adjourn. The vote was unanimous.

#### **Corresponding Documentation:**

- Agenda
- METCO Grant Narrative 2013-14
- METCO Grant Narrative 2014-15
- FY14 METCO Budget
- FY15 METCO Budget with 9C Amendments
- Lexington Expense Projections FY16-18
- Newton 2016-2020 Forecast
- Newton Multi-Year Projection
- Wayland FY15-20 Plan
- WSCP Recommendations for Direct Expenses, Adjustment & Cost Allocation for 2011-12
- WSCP Recommendations for Cost Allocations Powerpoint Presentation 6/18/12
- Special Revenue Fund Spreadsheet Template
- Guide to Revolving and Other Special Funds

- FY15 Q2 Report for Revolving Accounts – Updated
- DESE Agreed Upon Procedures & Audit Guidelines for Student Activity Accounts
- School/Town Cost Allocation Agreement
- Melanson & Heath FY14 Audit for End of Year Report
- Melanson & Heath FY14 Audit for Student Activity Accounts
- Melanson & Heath FY14 Audit for SPED Grant
- Finance Subcommittee Minutes 12-12-14 DRAFT
- Finance Subcommittee Minutes 3-4-15 DRAFT
- Email from Kent George

## **FY16 Personnel Budget**

From: **Kent George** <[kentgsr63@gmail.com](mailto:kentgsr63@gmail.com)>

Date: Fri, Mar 13, 2015 at 10:41 AM

Subject: FY16 Personnel Budget

To: Barb Fletcher <[barb\\_fletcher@wayland.k12.ma.us](mailto:barb_fletcher@wayland.k12.ma.us)>, Donna Bouchard <[donnabouchard@lfsourcing.com](mailto:donnabouchard@lfsourcing.com)>

Cc: Paul Stein <[paul\\_stein@wayland.k12.ma.us](mailto:paul_stein@wayland.k12.ma.us)>, Susan Bottan <[susan\\_bottan@wayland.k12.ma.us](mailto:susan_bottan@wayland.k12.ma.us)>, Ellen Grieco <[Ellen\\_Grieco@wayland.k12.ma.us](mailto:Ellen_Grieco@wayland.k12.ma.us)>

Hi Barb,

I am writing to you and Donna as members of the School Committee Finance Sub Committee with an understanding that you are having a meeting this morning. I am also copying Susan, Paul and Ellen for their edification of my request.

I have gone through the FY16 Personnel Budget which lists mostly all the District employees and have observed several items which give me concern. I am asking that you read this email into Public Comment at today's meeting and that you ask Susan to provide to me the information requested below.

I noted in the budget that step and lane changes which affected new salaries from FY15 to FY16 are only noted with an "x" in the two columns on the report and have no dollar amounts associated therewith. I am assuming that those changes were incorporated in the new total salaries for the FY16 budget by individual.

I am now asking for a complete list of those dollar amounts by individual broken down into step increase, lane increase along with the associate step or lane changes that brought about those new dollar raises. I saw in the published budget you passed the total of these approved step and lane changes was approximately \$695,000 for FY16, hence my request is to see the exact amounts for each individual for which the Town budgeted this total.

For your information, I was dismayed to see several dramatic increases in pay from one year to the next for many employees.....many in double digits in percentage change and several with five figure one year increases! This is troubling for a community that has many senior citizens struggling to pay property taxes and whose income is stagnant while general inflation stays flat as well. Those large increases seem to mostly associated with step and lane changes which is my concern, and why I would like this information.

Thank you for reading this email into the record and for providing me the information requested.

Sincerely,

Kent

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