

MINUTES – FINANCE SUBCOMMITTEE of Wayland School Committee

Thursday, November 19, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Thursday, November 19, 2015 in the School Committee small conference room at the Wayland Town Building.

Present:

Donna Bouchard
Barb Fletcher

Also present:

Susan Bottan – WPS, School Business Administrator
Ben Keefe – Facilities Director
Pat Keefe – WSCP Director
Jim Mullane – Executive Director, WayCam
Carol Martin – Finance Committee
Kathie Steinberg – Member, Wayland School Committee

The meeting was convened at 11:10am and it was announced that the meeting was being recorded by WayCam.

1. Comments & Written Statements from the Public

Carol Martin thanked the finance subcommittee for posting the online public documents earlier, to enable a more thorough review of the materials to be discussed.

Kathie Steinberg noted that she was attending the meeting to comment as a resident. She then expressed her opinion about the cumbersome cost allocations assessed to the Wayland School Community Program accounts, as well as The Children's Way preschool program. She advocated for consistency between cost assessments made to school and town revolving funds.

2. Financial Matters

(a) Review of Wayland School Community Programs (WSCP) and The Children's Way (TCW) FY17 Budgets, including Utility and Custodial Services Cost Allocation, and Discuss Potential Uses of Surplus Funds for WSCP

A discussion ensued about the specific cost allocation percentages assessed to each individual program, for items such the cost for building usage, utilities and cleaning. The surplus balances in the revolving funds were also discussed, noting that they built up over time.

An effort was made by some to reduce the assessed costs to the revolving funds, however Barb noted that wherever costs are reduced, costs in the operating budget will increase; there needs to be a balance. Susan noted the dramatic increase in energy costs.

Pat Keefe noted that the extended day BASE program was challenged, with the full-day kindergarten option, and that it may be fiscally prudent to eliminate the option. She also noted that private music lessons would be swapped over to the "Tutoring" revolving fund, and the Global Language program would be swapped over to the "Enrichment" revolving fund.

A discussion ensued about the viability of paying \$50,000 for a new refrigerator at Claypit Hill, and the decision to purchase science supplies instead. There was then a discussion about needs versus wants, in terms of how to spend the surplus funds in these revolving funds. Some money may be allocated for playground equipment.

Lastly, a discussion about the possibility of adding a registration fee for applicants enrolling in TCW, as well as fee adjustments for the various options between full and half day attendees.

(b) Discuss with Public Buildings Director Electricity Costs and Related Delivery Charges

Ben Keefe noted that delivery charges for electricity have increased dramatically. Although solar benefits may help, the number appears to be \$135,000 more than was originally budgeted. A recommendation was made to review these costs with the Energy Advisory Committee. In June 2016, a decision will be made to lock in for a 2-year or 3-year deal on electricity. Carol Martin noted that the first year projected savings related to the ESCO projects would be \$155,000.

(e) Discuss Possible Gift of Services by WayCAM for Wayland High School Theater

This topic was taken out of order to accommodate the schedule of Jim Mullane, Executive Director of WayCam. Jim described a project proposal that would be generously paid for by WayCam. The plan was to put in a new system at the high school theater with robotic cameras. The finance subcommittee thanked Jim and will ask that the topic please be added to the next School Committee agenda for final approval.

(c) Review FY17 School Capital Requests Submitted to Finance Committee for Possible Prioritization

Ben Keefe went down the list of capital request proposals and let the finance subcommittee know which items were a priority to complete for FY'17. Barb will put the priority list on the next School Committee agenda for final approval.

(d) Receive Update regarding Outstanding Capital Projects and Balances, including the Renovation of the Happy Hollow Nurse's Office/Staff Room/Corridor Area

Ben gave an update to the subcommittee on the Happy Hollow renovation project. The project will be advertised on December 1st. The contract will be awarded by January 1st. The design will be completed by March 1st and the contract will be awarded in April for a July construction date.

Ben also noted that the funds were not sufficient to complete all work at Happy Hollow?????. Competing interests included the nurse's room, the art room and the cafeteria. The design plan will consider all needs which will be completed in phases. Ben noted that he will get a sense from the Permanent Municipal Building Committee if they will oversee this project.

(f) Review FY16 Quarter 1 Financial Report

Barb noted that the report was a great summary with all the information we were looking for.

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

Susan reported that Attorney Jim Toomey is working with MA DESE to understand if there is a different form for The Children's Way revolving fund. She noted that in the meantime, we should approve the other program descriptions and Barb will put them on the next School Committee agenda.

(h) Review of FY16 METCO Budget, including Revolving and Boston Parents' Council Accounts, and Discuss Scholarship Fund Accounting Mechanisms

Susan noted that she met with Attorney Mark Lanza to discuss the possibility of setting up a METCO scholarship fund through the Wayland High School Scholarship Committee. She also noted that the Boston Parent Council is seeking 501(c)3 status. Kathie noted that she once sat on the scholarship committee and detailed how the money is pooled for investment purposes. She also commented on the excellent selection process.

(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

This topic was not addressed.

(j) Receive Recommendation and Implementation Plan/Schedule regarding Student Activity Account On-Line Payments

Susan discussed a phase in process for online payments. She noted there would be a \$1,000 startup cost, followed by a \$2,000 annual operating cost.

(k) Discuss FY17 Budget for School Committee Expenses

A discussion about seeing legal fees on a monthly basis, as agreed to at earlier meetings of the School Committee ensued. Susan promised to update the subcommittee monthly with regard to legal fees.

3. Administrative Matters

(a) Receive Updated Status on Various Outstanding Projects by the Business Administrator

Susan noted that the custodial assessment would commence in early December.

(b) Discuss Administrative Support for Finance Subcommittee and Long-Term Schedule for Finance Subcommittee Work

A discussion about help with meeting prep from Rose ensued. No definitive solution was offered.

4. Future Agenda Topics and Date of Next Meeting

There were no additional topics.

5. Consent Agenda

(a) Approval of Finance Subcommittee August 28, 2015 (revised), September 18, 2015, October 14, 2015 and October 30, 2015 Minutes

The October 14th meeting minutes were passed over for approval. Barb made a motion to approve the August 28th meeting minutes as revised, as well as the September 18th and October 30th meeting minutes. Donna seconded the motion and the vote was unanimous.

6. Comments from the Public

There were no comments from the public.

7. Adjournment

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the subcommittee voted unanimously (2-0) to adjourn at 2PM.

Respectfully Submitted,

Donna Bouchard
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. eSchool Wayland Agreement
3. Form F3 METCO Fundraising Form
4. FY2016 Capital Account Status with Funding Source, November 16
5. FY2016 Quarter 1 Non-Personnel Report
6. FY2016 Quarter 1 BASE
7. FY2016 Quarter 1 Enrichment
8. FY2016 Quarter 1 Food Service
9. FY2016 Quarter 1 Global Language
10. FY2016 Quarter 1 Grants
11. FY2016 Quarter 1 Pegasus
12. FY2016 Quarter 1 Personnel Report
13. FY2016 Quarter 1 Special Revenue Funds
14. FY2016 Quarter 1 TCW
15. FY2016 Quarter 1 Tutoring
16. FY2016 Quarter 1
17. FY2017 Special Revenue Programs WSCP and TCW, November 16
18. Status of Online Payments, Fund 25 Budgets and Custodial Assessment
19. Summary of FY2016 METCO Expense Budgets
20. WSCP Budget Recommendations Worksheet
21. WSCP Revolving Account Purchase Estimates FY16
22. WSCP FY17 Budget Considerations