

MINUTES – FINANCE SUBCOMMITTEE of Wayland School Committee

April 15, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Wednesday, April, 15 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:

There were no comments from the public.

2. Revolving Accounts and Grants

(a) Receive Update related to the Proper Statutes Underlying the School Revolving Accounts and Discuss Next Steps

Susan updated the subcommittee that the DESE legal team (1 attorney and 2 staff members) is working on this issue and she was not informed as to when their opinion will be ready. Barb will ask Ellen to add the matter to the next School Committee agenda.

(b) Continue to Review DOR Worksheet related to Direct and Indirect Costs for Certain Fee-Based Funds, including Pegasus and Building Use

Susan uploaded a revised spreadsheet for the subcommittee. She briefed the subcommittee on cost methodology used for building rental and noted that usage at the middle school and elementary schools needs to be assessed differently. The facilities director, Ben Keefe, was noted to have a record of all renters. Susan will ask Ben to give us the breakdown.

Susan will also plan to look at the Pegasus program in terms of building use and will report back to the subcommittee as soon as she compiles this information. Susan noted that it was not appropriate to charge the program for the capital cost related to the use of tables, since the program hardly makes use of them. She then noted that she will bring all associated fringe costs related to Pegasus to the next subcommittee meeting.

(c) 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

The subcommittee decided to wait until we hear back from the DESE legal team before addressing the possible use of surplus funds. Susan noted the 3rd quarter report and she plans to conduct a cash flow to understand if the funds collected will be adequate to cover all operating expenses.

Susan then noted that we should make the fringe transfer for the Food Service Program to the general fund to reimburse the taxpayers in June. Susan then noted that the new treasurer is posting all revenues monthly and that the finance director requested a date for all fringe transfers. It was decided that the cash flow report should be put on the next agenda. May 1st was discussed as a

tentative date for the next subcommittee meeting. The subcommittee also noted that May 1st would be a good date to look at the 3rd quarter report.

(d) Review Expenses Underlying the METCO Program and the Various Funding Sources and Discuss Possible Reporting Formats

A discussion about the underlying expenses related to the program ensued. Barb noted that Chapter 70 Funding also provides for individual related costs. The total per pupil number of \$188,923, when added to the METCO grant of \$625,911 (9C cuts), totals \$814,834. The delta without the revolving fund is approximately \$66,000 (this number assumes no fundraising and a lower state grant).

It was decided that the \$98,880 offset in the budget should be eliminated and the fundraising goal should be dictated by the delta. The bus fee revenues will also help with the delta. The subcommittee and school business administrator will work with the METCO Director to review the budget before it is presented to the state and this will be added to a future School Committee meeting for approval.

(e) Review Revised Draft Fee-Based Fund Policy

The fee-based fund policy will be added to the next school committee agenda for recommended approval.

(f) Discuss Prior Year Revolving Account Offsets by Program

A discussion ensued about Ellen Grieco's declaration at town meeting that prior year offsets from the school revolving funds more than covered their costs. Barb will review the actual offsets from each account for accuracy and the subcommittee will discuss this issue at a future meeting.

Barb noted a topic not reasonably anticipated by the chair. She drafted a narrative to explain the increase in transportation fees (bus fees) and presented it to the subcommittee. It was agreed that the communication should be approved.

3. Financial Matters

(a) Receive Update regarding Food Service Assessment by Edvocate

Susan updated the subcommittee about the status of Edvocate's Food Service Assessment. She said they completed their period of observation and interviews and now plan to move forward to finish their report.

A discussion about a poll ensued, and the subcommittee decided it was a good idea to permit residents to weigh in on the matter, in case they were not personally able to attend the Edvocate meetings and provide feedback. Susan noted that she would present a draft survey to the school committee at its next meeting on April 27th. She also noted that the Edvocate report was due to be finished by May 11th.

(b) Review Proposal from Edvocate, including Cost Estimate, for Conducting an Assessment of the Custodial Services

Edvocate reviewed the idea of a custodial assessment and will get back to Susan with an idea of who would be available to work on this review and when it could be conducted, as well as an estimated cost. The ballpark figure was approximately \$25,000 because of the time and research needed.

Susan also noted that the Edvocate consultant already has some information about the physical condition of the schools from his current review of Food Services.

4. Consent Agenda

(a) Approval of January 16, 2015, February 27, 2015, March 13, 2015, March 27, 2015
Finance Subcommittee Minutes

This item was passed over and will be addressed at the next meeting.

5. Future Agenda Topics

The subcommittee discussed a review of the operations manual that Susan is readying, as well as a budget for revolving fund and grant fund employees, the addition of MUNIS software to help with some of the tasks being done in Excel, and the idea of outsourcing payroll.

6. Comments from the Public

There were no comments from the public

7. Adjournment

Barb moved to adjourn. Donna seconded her motion and the vote was unanimous. The subcommittee adjourned at 12:35pm.

Corresponding Documentation:

- **Agenda**
- **DOR Indirect Cost Allocation Agreement Building Use**
- **FY16 METCO Summary**
- **Offsets FY11-15**
- **Advocate Food Service Assessment Document (Opinions and Questions)**
- **Finance Subcommittee Draft Minutes 3-4-15**