

MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE

Nov. 10, 2016

A meeting of the School Committee's Finance Subcommittee was called to order at 2:35 pm by Barb Fletcher who noted that the meeting was being recorded by Waycam.

Present were:

Barb Fletcher, chair

Jeanne Downs

Also Present:

Susan Bottan, WPS Business Administrator

Kathie Steinberg

Annette Lewis

Carol Martin

1. Public Comment – Carol Martin asked the subcommittee about the status of the school bus CIP.

2. Review of 1st Quarter Financial Report for FY17

Susan reported that there is a projected \$257K year end balance based on first quarter results although those results do not include pending out of district services, degrees that have been issued but not submitted by staff, and the superintendent search expenses. She noted that the second quarter will be more telling. The 1Q report will be reviewed at the 11/28/16 School Committee meeting. It was noted that the Special Revenue Funds are not on the 11/14/16 School Committee agenda but will be covered in the Finance Subcommittee meeting update.

3. Selection Criteria for Peer Analysis

Katie Steinberg did much work analyzing the data for the peer analysis. Barb will review the backup documentation to Kathie's analysis and it will be discussed at the next School Committee meeting.

4. TCW and WSCP Special Revenue Fund FY18 Budgets

The subcommittee reviewed updated drafts of the special revenue fund budgets for FY18, including Athletics, Athletics Club, Athletic Gifts, Building Use, Curriculum, ERATE, Full Day Kindergarten, High School Parking, High School Testing, Ice Hockey, Instrumental Music, Lost Books, METCO, Middle School and High School Computer Maintenance, Professional Development, School Gifts, School Lunch, Theater Arts, and Transportation. These budgets will be brought to the School Committee for approval at its 11/28/16 meeting.

The use of surplus funds in the special revenue funds was discussed. Pat Keefe met with Paul Stein, Brad Crozier and Susan to discuss the ideas for possible use of the surplus funds. Some ideas have been implemented and others are in the cost exploration phase. Carol Martin suggested plugging in capital project related uses (ie, office space) into the 5 year capital plan noting the funding source of fees.

5. NESDEC Enrollment Projections – This item was passed over.

6. PY18 Budget Presentation Documents

Susan will ask the School Committee what they want to see in the budget presentation.

7. Outstanding Projects

Susan reported on the following:

- Bus Parking – Susan will write the Board of Selectmen to ask to keep the buses parked in their current location until June 2017. She will also write the DPW to ask to park the buses at the old DPW site from June 2017-June 2018. Additionally, Susan and Ben Keefe are looking at one acre flat school and town property sites as possible parking locations for the buses. The WRAP committee has been contacted for possible ideas of sites. Susan also contacted Beth Doucette to get a cost estimate to survey potential sites. All this work will be completed by the first part of December.
- Bus Contract – The bids will be open at 1:00 pm on Monday. There are three potential bidders.
- Budget – Susan has met with all the building principals about their budgets. Paul will present the budget touch points at the 11/14 School Committee meeting and the budget drivers at the 11/28/16 School Committee meeting.
- DESE Review – DESE is scheduled to do a business and finance procedures review as well as a federal grant procedures review on 11/15/16.
- DESE “Radar” Project – A number of stakeholder meetings have taken place and the project continues.

8. Future Agenda Topics and Next Meeting

The next meeting will be scheduled the week after Thanksgiving.

9. Consent Agenda

Jeanne moved to approved the draft minutes for the 10/27/16 meeting as written. Barb seconded the motion and it was passed unanimously (2-0).

10. Public Comment – Annette Lewis noted that she would like to see anything in the budget that is a program (ie, China program, India program, etc.) as a separate line item. In relation to the bus contract bids, Annette noted that the DPW could flatten certain land in town for bus parking thus avoiding the need to go out of town for bus parking.

11. Adjournment

Upon a motion by Barb Fletcher and seconded by Jeanne Downs, the meeting was adjourned at 3:32 pm by a vote of 2-0.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- Draft 10/27/16 minutes
- FY17 First Quarter Report
- Revolving Accounts Project List
- FY18 Special Revenue Funds Budgets