

MINUTES – FINANCE SUBCOMMITTEE of Wayland School Committee

Wednesday, October 14, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Wednesday, October 14, 2015 in the School Committee conference room at the Wayland Town Building.

Present:

Donna Bouchard
Barb Fletcher

Also present:

Susan Bottan – WPS, School Business Administrator
Adrian Bryan – Boston Parent Council President
Betsy Gavron – Middle School Principal
Bethann Monahan – Middle School Technology Specialist/ K-12 DH, Instructional Technology
Ben Keefe – Facilities Director

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

Anette Lewis requested the ability to comment by topic, as it came up. She also noted that in the Boston Parent Council (BPC) bank account, there was a balance at the end of each year reported. The financial report submitted by the BPC did not reflect what happened to the balance of funds at year end, and she requested the finance subcommittee look into this issue.

2. Financial Matters

(c) Review Financial Report for Boston Parent Council

Agenda topic “C” was taken out of order to accommodate the schedule of Adrian Bryan, the Boston Parent Counsel President. Susan provided a copy of the financial report detailing the income and expenses related to the Boston Parent Council from 2012-2015.

Adrian explained that the BPC account existed to aid the Wayland METCO program. The fund supplemented expenses and the funds were primarily raised through annual dues and fundraisers. Questions about a projected budget for FY’16 and what expenses would be covered by the PTO, the METCO revolving fund and the BPC fund led to a recommendation that Adrian work with program director Mabel Reid-Wallace on all the details. The information will be presented in a month.

(f) Discuss Consideration of MasterCard for Limited Use to Purchase Special Education Software

Agenda topic “C” was taken out of order to accommodate the schedule of Betsy Gavron and Bethann Monahan, who joined the meeting to discuss having a MasterCard on hand at the Central Office (business office) to permit online purchasing of software --- mostly e-books --- by Bethann and Mary Barber. Susan researched the issue and reported that the treasurer’s office has credit cards for two other programs, Council on Aging and the Recreation Department.

Susan will detail a process by which purchases can be made on the card and present it to the school committee for approval. Anette Lewis asked if a central database would be established to track which e-books would be purchased. Carol Martin noted that there are 26 uses per purchase for e-books on a Kindle.

(a) Receive Update regarding Development of Template for Multi-Year Financial Model for the Schools

Susan noted that an upgrade to MUNIS will be coming online soon, and this may be helpful in populating these types of reports. A discussion ensued about the negotiations for utilities, since the projections were high. Carol remarked that with the ESCO projects and solar projects, we may not need to project such big increases. This issue will be put on a future agenda.

Barb noted that the projections will be driven by enrollment. Susan will meet with Brian Keveny to discuss the projection model and get his feedback before the next school committee meeting.

(b) Receive Update regarding FY17 CIPs and Long-Term Capital Plan for the Schools, including Outstanding Capital Projects and Balances

The finance subcommittee was joined by Ben Keefe, facilities director. Initial discussion centered around the money already appropriated for outstanding capital projects. FY'14 funds had not been expended yet, as planned. Projects were to be done in the summer of 2015, however all were moved to the summer of 2016. The facilities director assured the subcommittee that all outstanding capital projects would be completed by the end of the summer in 2016. The town treasurer will provide the finance subcommittee with an idea of the amount that was already borrowed toward these projects, since interest payments are already being incurred on the funds.

A discussion ensued as to whether the Loker windows and door project should be pursued if MSBA funding is not available. Ben recommended that the project move ahead with or without MSBA funding. The school committee will take this matter up at a later date.

Ben Keefe is awaiting Town Counsel's ruling on whether the remaining funds associated with the building of the new high school could be used for other projects there that remain unfinished, including a replacement of the plantings that are too high-maintenance to care for. Susan will update the subcommittee once the information is available.

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

Susan reviewed the need to approve the BASE, Global Language, Tutoring, Enrichment and The Children's Way (TCW) revolving funds. A discussion ensued about the classification of TCW. It is noted on the DESE website to be an "Unapproved Special Education School," and is considered an out-of-district placement. Barb recommended that the question of approving program times outside of the school day could be brought before Jay Sullivan at DESE and Jim Toomey, school counsel.

A discussion about "Tutoring" being part of the 71:26a statute was reviewed. It was also noted that Pat Keefe, program director for Wayland School Community Programs (WSCP) would take place in the next week, and an agenda topic to discuss Tutoring, Global Language and Enrichment could be had at that time. Susan will fix the Enrichment program description to include the employee associated with the fund.

(e) Receive FY16 September Food Service Financial Results and Marketing Plan Update

Susan noted that the program was off by \$8,000 in terms of expenditure and \$3,000 in terms of revenues. A slight drop off in participation rate was also noted. John Ledwig of Edvocate noted to Susan that the reality of the report assists Cheryl Judd, the program director, with making changes.

Ben Keefe is reviewing all purchase recommendations in terms of capital equipment for food services. He noted that projecting future repairs to equipment will be important.

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

Susan recapped several projects:

- Susan noted that she will have a final view ready of the End Of Year report for FY'15 as soon as cash is reconciled.
- Susan met with Unipay about online payments related to student activities. She will meet with MCC next, and then make a decision on which vendor to go with, and have everything up and running by January 1st. Each school will be set up with a drop down menu for corresponding fees.
- Susan met with Dan Sullivan, and he will submit a written proposal by November 1st (\$6,600) for the work he will do in MUNIS to ensure the special revenue funds can be budgeted. The "Fund 25" (special revenue fund accounts) MUNIS setup will be ready to roll-out by July 1st.
- The Q1 financial reports will be reviewed at the next subcommittee meeting.
- The enrollment report should be ready October 20th.
- A timeline for the custodial assessment by Edvocate will be submitted next week.
- Barb noted that the direct and indirect cost allocation report for the special revenue funds needs to be updated with the narrative information, and recommended using Gail Ziman's report as a template.
- The subcommittee asked if the proposed FY'17 school budget could be ready before the end of November.

3. Consent Agenda

(a) Approval of Finance Subcommittee August 28, 2015, September 18, 2015 and October 2, 2015 Minutes

Upon a motion duly made by Barb, seconded by Donna, the subcommittee voted unanimously to approve the minutes of August 28th and October 2nd only (the minutes from September 18th were not ready for approval).

4. Future Agenda Topics

Future agenda topics --- other than what was already discussed during the meeting --- will include a peer town analysis (Barb is working with Dave Watkins to prepare the information), a follow up meeting with the BPC, and an update on the fundraising policy from Susan. The next meeting of the subcommittee was scheduled for October 30th at 11:00am.

5. Comments from the Public

There was no public comment

6. Adjournment

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the subcommittee voted unanimously (2-0) to adjourn at 1:52pm.

Corresponding Documentation:

- Agenda
- Finance Subcommittee Minutes of August 28, 2015 and October 2, 2015
- BPC Financial Statement
- DESE – BASE Program Description
- DESE – Global Language Program Description
- DESE – TCW Program Description
- DESE – Tutoring Program Description
- DESE – Enrichment Program Description
- Advocate Designation of FSP Expenses
- FSP Equipment Expenses
- FSP FY16 Marketing Plan September
- FSP Revenue by Month September 2015
- FY16-19 Food Service Equipment Priorities
- FY15 FSP Expense by Month September 2015