

MINUTES – FINANCE SUBCOMMITTEE of Wayland School Committee

January 16, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Friday, January 16, 2014 in the School Committee Room of the Wayland Town Building.

Present:

Donna Bouchard
Barb Fletcher

Also present:

Susan Bottan – WPS School Business Administrator
Cliff Lewis – Chair, OPEB Advisory Committee (remote participation)

The meeting was convened at 11:20am and it was announced that the meeting was being recorded by WayCam and Cliff Lewis would be joining the meeting remotely.

1. Comments & Written Statements from the Public:

There was no public comment.

2. Revolving Accounts and Grants

(a) Continue to Discuss Timing of FY14 Fringe Benefit Transfer Payment, including Possibility of Encumbering Funds in MUNIS

The Subcommittee learned that Brian Keveny (Finance Director) believed it was possible to encumber the funds related to the FY'14 Food Services fringe benefit transfer payment. Enough funds would need to be on hand on the day of the FY'16 fringe benefits town meeting vote, and DOR would count encumbered funds. Gary Blau, legal counsel at the MA Department of Revenue, will be consulted to ensure there is no issue with this plan.

(b) Review Assessment Reports of Other Food Service Programs Conducted by Edvocate, including possibly Wellesley, Sudbury and Dover/Sherborn

The Subcommittee received Sudbury's report and is awaiting Wellesley's report. Edvocate is checking with Dover/Sherborn to understand if their report can be shared with the Subcommittee. A cost of \$10,000 and a time estimate of 2 months were considered, and the Subcommittee decided to take the issue up at the next meeting, to include where the money to fund the study would be found (in the FY'15 school budget).

(c) Continue to Discuss Process for Identifying OPEB Eligible Staff Paid through School Revolving Accounts and Grants

This item was taken out of order, after 2 (d). The individual school revolving funds were reviewed for OPEB eligible employees. It was agreed that 40 hours would be the cumulative FTE cutoff per revolving fund. Susan will look into the Ice Hockey revolving fund to determine if the .3 FTE has another job with the Town, making the person benefits eligible. It was determined that the funds related to Athletics, Transportation and Instrumental Music funds would not be considered in calculating OPEB, since the fees do not cover the total cost of these programs. High School Parking was determined to owe .4 FTE as well as a parity OPEB contribution.

(d) Continue to Discuss Process for Identifying Expenses to be Charged against METCO Grant

This item was taken out of order before 2 (c). It was explained that the \$98,880 budgeted to the METCO grant was not earmarked for any specific teacher but instead to help the district overall in

offsetting the cost of the program. Health care waiver payments associated with METCO totaling \$5,600 were discussed and Donna was charged with asking John Senchyshyn to clarify how the waiver payment amount is calculated.

To get a better sense of all METCO related costs, the Subcommittee will look at all marginal costs, including supplies and materials. Barb will pull up a study that was done in the past and the topic will be added to a future agenda.

3. Fiscal Year 2016 Financial Information

(a) Review Q2 Financial Report for FY15

The Q2 report was presented to the Subcommittee by Susan Bottan. It was noted that a “percent of budget expended to date” column be added to the report. The Subcommittee reviewed the numbers and asked questions. Susan noted that she is still working on the Q2 report for capital projects.

It was noted that there is an issue related to grant and revolving funds concerning annual budgets. Wayland’s MUNIS software is not capable of recording the annual budget for each of the grant or revolving funds. Susan will update the Subcommittee on how this information could be captured going forward.

(b) Review and Discuss Suggested Requests for Information and Analysis related to FY16 Operating Budget, including Proposed Budgets for Certain Revolving Accounts

No additional information was requested.

4. Fiscal Year 2014 Financial Information

(a) Review FY14 Late Bills to be Submitted for Town Meeting Approval

Susan reviewed bills that were submitted for payment from prior fiscal years totaling \$39,871. The bills related to electricity (\$25,412 in FY’11 and \$11,977 in FY’14) as well as an FY’12 bill for \$3,261 related to transportation.

5. Consent Agenda

(a) Approval of December 12, 2014 and January 9, 2015 Finance Subcommittee Minutes

The consent agenda was passed over until the next meeting.

6. Future Agenda Topics

No future agenda topics were discussed.

7. Comments from the Public

There were no comments from the public

8. Adjournment:

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the subcommittee voted unanimously (2-0) to adjourn at 1:15pm.

Respectfully submitted,

Donna Bouchard
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. FY15 Q2 Financial Report