

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
June 17, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Wednesday, June 17, 2015, at 10:30 A.M. in the School Committee Conference Room on the Second Floor of the Wayland Town Building.

Present:
Donna Bouchard
Barb Fletcher

Also:
Susan Bottan
School Business Administrator

Anette Lewis

The meeting was convened at 10:35 a.m. and announced that the meeting was being recorded on WayCam.

1. Comments & Written Statements from the Public:

There were no public comments.

2. Revolving Accounts and Grants:

- (a) *Continued Review of FY15 Financial Information (Receipts and Expenditures) for Certain Revolving Accounts, including BASE, Pegasus, The Children's Way, Global Language, Tutoring, Enrichment, Full Day Kindergarten, Building Use, Professional Development and Curriculum*

Susan reviewed the information provided in the spreadsheet, which compares the budget versus actual amounts for revenue and expenditures as well as the starting and projected balances for each program. It was noted that the revenue for Full Day Kindergarten reflects the refund that the School Committee approved. The budgeted expenditures for Enrichment reflect an underestimation of revenue and certain FY14 expenses posted to FY15. Susan plans to meet with the various program directors, along with Pat Keefe and the School Accountant, to streamline roles and responsibilities and accounting practices. It was suggested to add a final column to the spreadsheet with the amount of the prepay for each program.

It was decided that an update on the pilot program of the Unipay system be added to a future Finance Subcommittee agenda, with a discussion about next steps.

- (b) *Continued Review of Revised Basis for Allocation of Direct and Indirect Expenses Document for Wayland School Community Programs, including Full Day Kindergarten*

This item will be discussed at the next Finance Subcommittee meeting.

- (c) *Discuss Timing of FY14 Fringe Benefit Transfer for Food Service Program*

The Subcommittee reviewed an updated cash flow report for the Food Service Program, noting the revenue and expenditures projected through the end of June 2015. Susan noted that the revenue received was less than expected primarily due to an overestimation of the State reimbursement amount. Since the final prepayment amount, and the final revenue and expenditures won't be known until after the last day of school, Susan suggested that the School Committee vote to approve the transfer of the FY14 Fringe Benefits at its next meeting on June 22nd, subject to the Finance Subcommittee's final review of the cash flow report at a subsequent meeting but prior to June 30.

- (d) *Receive Update re: Budget Development in MUNIS for Certain Programs Underlying Revolving Accounts*

Susan reported on a conversation she had with Dan Sullivan at Powers & Sullivan regarding this issue. Taking a more conservative approach, Wayland ties budgets for revolving accounts to actual dollars received. However, other districts enter revolving account budgets into MUNIS knowing that sufficient funds will be collected to cover the expenditures by the end of the fiscal year. It was agreed that Susan will speak with Brian Keveney and the new Town Treasurer to determine the best practice for reporting and monitoring revolving account budgets, taking into consideration both the Food Service cash flow report and a potential crystal report.

3. Financial Matters:

(a) *Review Revised Student Activity Account Guidelines and Procedures Manual and Possible Recommendations for Related School Committee Policies*

Three documents were provided to the Finance Subcommittee, the Revised Student Activity Account Guidelines and Procedures Manual, the Sample Form A and a recommended Student Activity Account policy. Barb offered to combine the recommended policy with the existing School Committee policy related to student activity accounts and bring it to the Subcommittee for further review.

The Guidelines and Procedures Manual was clarified and standardized, aligned with the DESE guidelines and responsive to the auditor's findings. The related School Committee policy will be included once it is revised. Susan noted questions she had about the use of gift cards. She will explore alternatives to gift cards with the Middle School, where gift cards are used most. Through the Subcommittee's review of the manual, a question was raised as to whether the Town Treasurer should be the person responsible for depositing the funds into the Student Activity bank account. Susan will research the answer to this question. It was also suggested that the information provided in the elementary Field Trip Request Form be more in line with the secondary Field Trip Request Form in order to capture more details about the related expenses.

The revised Student Activity Account Guidelines and Procedures manual will be provided to the School Committee at its next meeting on June 22nd. The School Committee Gift Policy will be added to the next Finance Subcommittee's agenda.

(b) *Discuss Possible Transfers between Personnel and Non-Personnel Expenditures and between Buildings for FY15*

Susan provided the Subcommittee with a sample format of a crystal report that could be provided to the School Committee at year-end, as well as after the start of the school year and possibly each quarter. The information would be downloaded from MUNIS by object code, increases and decreases would be noted and new year-end balances would be calculated. This report will help the School Committee follow its practice to approve transfers of funds between personnel and non-personnel accounts and between locations. It was suggested that a column be added to include the Original Budget, as well as include a report that summarizes personnel and non-personnel variances by location. The Subcommittee agreed to review a fully populated version of this report, with the modifications suggested, at a future Subcommittee meeting as well as at a future School Committee meeting for approval of transfers before July 15th.

(c) *Review FY14 School Support Organizations' Year End Report and Timeline for Related FY15 Year End Report*

The Subcommittee received a draft FY2014 Year End Report for School Support Organizations. The Subcommittee reviewed the process the various organizations follow to make purchases for the schools. For example, teachers seek requisitions for purchases approved by the Wayland Public Schools Foundation (WPSF) through its grant process. The School District then requests reimbursement from the WPSF for these requisitions. It was suggested that more detail be provided for the PTO section of the report, incorporating more detail by line item and by school location. The Subcommittee discussed the benefits and drawbacks with having all organizations follow the same process as the WPSF.

The Subcommittee agreed to research sample reports from other districts. The School Committee will receive the FY14 Year End Report for School support Organizations at its next meeting on June 22nd.

(d) *Discuss Cost for Advocate to Assist in Implementation of Proposed Recommendations for the Food Services Program and Additional Detail Related to Advocate's Report*

Susan reported on her conversation with Jonathan Ledwig from Advocate about providing additional detail related to his report. He explained that he based his calculations on the information that was provided by the school district. Specifically, the 60% labor cost was based on the total personnel costs reported in

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
June 17, 2015

MUNIS for FY14. He did not believe that any additional analysis should be added to the report. However, Susan will include the backup information provided by the school district with the report.

With regard to Jonathan helping the administration implement his recommendations this summer, he noted that his per diem rate is \$850 and he felt that two days of his time would only be needed. Susan will work with Jonathan about covering these costs within the Food Service program. It was then discussed whether he could continue to consult for the district on a quarterly basis. The Subcommittee agreed to re-evaluate this possible arrangement once the summer work was completed.

(e) *Review and Prioritize Possible Summer Projects*

The Subcommittee discussed offering a community education workshop this summer, reviewing the various reports used in the development and monitoring of the budget. Anette Lewis suggested that the FTE reconciliation, budget reporting and approval of revolving accounts and grants and the multi-year financial model should be the top priorities for the summer work.

The Subcommittee decided to focus initially on the multi-year financial model. Susan will request a copy of the Town's multi-year financial model, if it's available. Barb will also reach out to Ben Keefe to understand the timing of the development of the long-range capital plan. The Subcommittee will research other district examples of a dashboard, including Lexington and Weston, to help develop the underlying metrics.

The Subcommittee also agreed to meet with the various program directors of the revolving accounts this summer, including the new The Children's Way Director, to understand any changes to their budgets.

(f) *Review FY2016 Staffing Reconciliations*

As the staff and Middle and High Schools prepared to fill openings for the 2015-16 school year, two discrepancies were uncovered. The Subcommittee reviewed the two situations as described in the memo provided by Paul Stein and Brad Crozier.

The first involves an adjustment in FTEs at the Middle School between the 6th and 7th grades, at no additional cost. There will be an increase in the number of hours worked for certain staff members rather than an increase in the number of staff. Susan will confirm whether there will be any impact on benefits.

The second involves the reallocation of the current retired athletic trainer's full-time position. An additional 0.25 FTE needs to be added to the athletic trainer position for an incremental cost of \$9,740 plus possible benefits. The Subcommittee asked that other options be considered with regard to this situation (e.g. hiring two 0.35 FTE that will not be benefits eligible).

These two reconciliations will be presented for approval at the School Committee's next meeting on June 22nd.

4. **Consent Agenda:**

Upon a motion made by Barb Fletcher, seconded by Donna Bouchard, the Finance Subcommittee voted unanimously to approve the January 16, 2015, February 6, 2015, and February 27, 2015 minutes, as revised.

Upon a motion made by Barb Fletcher, seconded by Donna Bouchard, the Finance Subcommittee voted unanimously to approve the December 12, 2014, as revised.

5. **Future Agenda Topics:**

No other agenda topics were suggested.

6. **Comment from the Public:**

Comments were taken out of order, prior to the Consent Agenda, as requested by the observer.

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
June 17, 2015

Anette Lewis asked questions about the Food Service cash flow report and also suggested changes to the Student Activity Account Guidelines and Procedures Manual and Draft Policy. She also asked how the technology purchases made by School Support Organizations are coordinated and tracked by the administration and School Committee. Last, she suggested the Booster information be provided at a more detailed level, possibly at the team level.

The next Subcommittee meeting will be Friday, June 26th, at 11AM.

7. Adjournment:

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the Finance Subcommittee voted unanimously (2-0) to adjourn the Regular Session at 12:52 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Food Service Cash Flow June 15
3. Sample EOY Account Reconciliation
4. Wayland Student Activity Account Revised Procedures May 27
5. SAA Draft Policy
6. Form A Samples
7. Draft FY14 School Support Organization Year End Report
8. Finance Subcommittee 2015 Possible Summer Projects
9. Staffing Reconciliation
10. Draft Finance Subcommittee Minutes of December 12, 2014
11. Draft Finance Subcommittee Minutes of January 16, 2015
12. Draft Finance Subcommittee Minutes of February 6, 2015
13. Draft Finance Subcommittee Minutes of February 27, 2015