

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
September 9, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Wednesday, August 9, 2015, at 11:00 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

Ben Keefe
Public Buildings Director

Anette Lewis
Carol Martin
Stephen Cass

The meeting was convened at 11:12 a.m. and announced that the meeting was being recorded on WayCam.

1. **Comments from the Public:**

Stephen Cass noted that he brought issues related to the findings discussed at a recent School Committee meeting to the administrators last year. He stated that he gave documents to the Assistant Superintendent, the Business Manager and to the High School Principal in prior years about the Title IX violations. He questioned the accuracy of the data used in the internal investigation, as well as the experience of the administrators who conducted the analysis related to the Title IX violations. He also questioned whether the School Committee approved the boys' soccer team's fundraising activity for which he referenced the School Committee's policy related to fundraising. He also reiterated his concerns with the funding of the Camp Caribou trip, specifically that funds from school accounts were used to fund the trip.

Barb read a statement from Tom Sciacca related to the resurfacing of the turf field (see attached email).

2. **Financial Matters:**

(a) *Review of Draft FY15 End of Year Financial Report*

Susan reported that the schools ended FY15 with a turn back of approximately \$115,870. The review of the FY15 End of Year Financial Report will be put on a future agenda.

(b) *Review FY17 CIPs and Long Term Capital Plan for the Schools, including Outstanding Capital Projects and Balances*

The Subcommittee reviewed with Ben Keefe, the Public Buildings Director, the draft CIPs in detail that had been presented to the School Committee at its last meeting. The Subcommittee agreed that the School Committee should discuss at a future meeting whether it will move forward with the replacement of the Loker windows and door project with or without MSBA funding. In an effort to better understand the proposed FY17 CIP related to the phone upgrade at Happy Hollow, the Subcommittee asked Ben to research the phone capability (e.g. ability to call 911 from each classroom and to communicate with the Main Office) at each school, as well as discuss with the Police Chief any safety concerns related to the current capability of each school. It was noted that the expected custodial assessment could inform the type of custodial equipment that will be needed for the FY17 capital request. It was also suggested that Ben look into the Town's motor vehicle pool to see if an existing vehicle could be used for the electrician rather than purchase a new vehicle. Ben reported that the High School security camera request was based on a cost estimate from an outside vendor. With regard to the proposed renovations of the High School stadium, the need for a long-range plan for the athletic campus was discussed. The FY17 capital request was a way to get the conversation started. The Subcommittee agreed to have an initial conversation with the Recreation Commission at its next Finance Subcommittee meeting. As part of this discussion, a question was raised as to who is responsible for inspecting the bleachers. Ben will confirm that they have been inspected. A question was also raised as to which Board is responsible for sponsoring capital requests for playground equipment. Last, the

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
September 9, 2015

Subcommittee discussed the timing of capital requests, in particular, large construction projects that extend the length of the projects to 14-16 months in an effort to receive more favorable pricing and to give the schools more time to plan.

The Subcommittee then received an update from Ben on the outstanding capital projects from prior years. For the Claypit windows and door project, It was reported that bids will be received in November 2015 and the project will be completed during the summer of 2016. Similarly, for the Happy Hollow renovations and the Loker kitchen, bids will be received during the fall/winter of 2015 and the projects will be completed during the summer of 2016. The Middle School window project is ready to go out to bid. Ben will research the outstanding capital project related to the Middle School air conditioning units. For the prior years' furniture capital requests, deliveries will be made late September/early October. Similarly, the Loker telephone upgrade will be completed in the next couple of weeks. Therefore, these two capital projects will be closed out this fall. Due to a miscommunication with the asbestos abatement company, only 4 classrooms at Happy Hollow were retiled this past summer. The Happy Hollow paving project will also be completed during the summer of 2016.

The Subcommittee also discussed the possible use of the remaining High School project funds to enlist the services of one of the approved landscape architects to create a plan to reduce the landscaping maintenance costs at the High School. Ben will speak with Mark Lanza to determine, from a legal perspective, whether these funds can be used for such purposes. Ben also updated the Subcommittee on the solar projects. The construction will begin in November and will be completed during either February or April school vacations.

Upon a motion made by Barb Fletcher, seconded by Donna Bouchard, the Finance Subcommittee voted unanimously 2-0 to authorize Ben Keefe to submit the FY17 CIPs, as amended, to the Finance Committee.

(c) *Discussion of Letter Submitted by Attorney Toomey of Murphy, Hesse, Tommey and Lehane re: Statutes Underlying Revolving Accounts*

Barb reported that she would draft the comments for the warrant article submitted for Special Town Meeting, which is related to the recommendations provided by Attorney Toomey about the statutes underlying the revolving accounts. The Subcommittee discussed with Carol Martin, the Finance Committee's liaison for the schools, the timing of submitting these comments to the Finance Committee. Barb summarized the comments she will draft, which included providing background information and the recommendations of Attorney Toomey, and agreed to provide a draft by this coming weekend for the Finance Committee to review at its next meeting. She emphasized that the School Committee will not have had an opportunity to review this draft before the Finance Committee receives it. It was suggested to include clarification in the pros and con section of the comments about how approving this article will give the Town the ability to add other programs without Town Meeting approval and the potential liability assumed by taxpayers. The Subcommittee also agreed to have the School Committee review the draft Fee-Based Fund policy as it relates to the current and future balances of the revolving accounts.

(d) *Continued Review of Template for Multi-Year Financial Model for the Schools*

Barb reported that she is waiting for the final FY15 year-end information in order to complete the model. Susan agreed to ask the Finance Director as to the timing of when the results of the model are needed.

(e) *Continued Discussion of Criteria for Establishing List of Peer Communities for Schools*

The Subcommittee discussed considering the addition of certain educational metrics, that were used by the recent Money Magazine and Boston Magazine rankings of school districts, in its review of peer communities for the schools.

3. Revolving Accounts and Grants:

(a) *Continued Review of FY16 Budgets for METCO and Pegasus and Other Fee-Based FY16 Budgets*

Susan distributed a revised FY16 Special Revenue Funds document and noted the additional information that will be included in this report, such as 36 other revolving accounts and grants and FTEs. She noted that this document incorporates the changes suggested at the last Finance Subcommittee meeting.

Susan also reported that the outstanding water charge that was questioned at the Subcommittee's last meeting did not relate to the Pegasus program.

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee
September 9, 2015

4. **Consent Agenda:**

The Consent Agenda was passed over as the August 28, 2015 minutes were not available.

5. **Future Agenda Topics:**

In addition to the topics noted at this meeting, the Subcommittee agreed to add to future agendas the review of sample custodial assessment reports provided by Edvocate and SSI, as requested at the last School Committee meeting. The Subcommittee also agreed to review the student fundraising policy and the various sources of funding for the athletic program.

6. **Comment from the Public:**

Steve Cass clarified that the reason certain funds related to athletics were moved from school accounts to the Boosters' accounts was because it was difficult to be reimbursed in a timely manner. He believes that the School Department needs to move to a model where each team has its own account and the parents administer the checkbook. He noted that he disagreed with the Assistant Superintendent that Boosters should have total control. He also referenced the School Committee policy related to fundraising. Barb clarified that this policy is currently under review. Last, he mentioned an email he sent to the High School Principal in September of 2014 regarding fundraising.

The Subcommittee agreed to hold its next meeting on Friday, September 18, 2015 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 1:17 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Email from Tom Sciacca
3. 5 Year Capital Plan Request
4. Draft FY17 CIPs
5. Certain Final FY16 CIPs related to Happy Hollow, Loker and Middle School Furniture, Claypit Hill Window and Door Project, Phone Upgrade, and Replace Vehicle/Maintenance,
6. FY16 Special Revenue Fund Document
7. Letter from Attorney Toomey dated August 25, 2015 and Related Chart
8. Special Revenue Fund Template