

Minutes – Wayland School Committee Finance Subcommittee
August 16, 2018

A meeting of the School Committee's Finance Subcommittee was called to order at 2:25 PM by Kathie Steinberg.

Present were:

Kathie Steinberg, Chair
Ellen Grieco

Also present:

Arthur Unobskey, Superintendent
Susan Bottan, Director of Finance & Operations

1. Public Comment

There was no public comment.

2. Financial Matters

(a) Update on FY 2018 EOY Financial

Susan is working on the EOY report, including collecting the data to prepare the EOY DESE Report.

(b) Review of BOS Policy on the FY 20 Budget Process

The committee reviewed the new budget policy recently drafted by the BOS.

As part of the Financial Summit, the schools will bring forth projections for a level service budget based on last year's enrollment. The current enrollment projections for FY20 are not available until October 18. Susan discussed the expectations for the process which is to show the community what a level service budget will look like to give perspective and some context, based on a particular set of assumptions.

The subcommittee would like to better understand the policies and structures so will plan to meet with the BOS for further discussion.

(c) FY20 Budget Planning

Brian is working with Susan in planning the Summit presentation. The presentation will include a financial overlay of the town, historical info on the general fund revenue and expenses, 2018 results of operation, FY20 recommendations and a 5-year forecast. The assumptions and how they impact the budget will also be discussed.

Susan will work with Arthur on the multi-year model and bring it back to the Finance Subcommittee.

(d) Update on Financial Information for Financial Summit

This item was deferred to September 6.

(e) Possible topics and dates for joint session with Finance Director and Fin Com

Kathie will reach out to Klaus and Susan will reach out to Brian to secure some dates and discuss possible topics of interest.

(f) Discussion of Special Revenue Funds including Allocation of Costs

Kathie discussed her review of the Special Revenue Fund budgets and confirmed that any proposals would recommend a phased approach to mitigate effects on the operating budget. She will be recommending adjustments to the FDK budgets to start.

(g) Review of updated budget for WHS Athletic Master Plan

There is no update at this time.

3. Administrative Matters

(a) Meeting Schedule

The meeting schedule was discussed.

(b) Outstanding Projects

Susan reported the MUNIS project is making progress. This will enable a more effective use of the modules and reduce the time required for making projections. As a precaution, Susan will be running both for FY20 as a check and balance.

Susan reported on securing the MASS DOT site for possible bus parking. The town planner has met with the new director who is very interested in pursuing a private/public partnership with possible car dealer, Herb Chambers. There is work to be done so this will not be a request at Town Meeting.

Susan reported on the facilities work done over the summer. She complimented the custodial and building staff in doing a great job. They were able to do the summer cleaning early, which has left time to work on maintenance projects and preparations for the start of school. Susan reported the facilities have never been so well prepared.

Susan reported the Loker kitchen is moving forward. She complemented the Loker staff and Cheryl Judd in adapting to the challenges of providing meals during the interim.

4. Future Agenda Topics and Next Meeting Date

The next scheduled meeting is September 6 @ 10 AM.

5. Matters Not Anticipated by the Chair

There were none.

6. Public Comment

There was no public comment.

7. Approval of Minutes

The minutes of May 17, 2018 were already approved at the July 18 meeting. Approval of the July 18, 2018 meeting minutes was deferred to the next meeting.

8. Adjournment

Upon a motion made by Kathie Steinberg, seconded by Ellen Grieco, the Finance Subcommittee voted (2-0) to adjourn the meeting at approximately 4:00 PM.

Respectfully submitted,

Kathie Steinberg

Corresponding documents

Agenda

BOS FY20 Budget Process

BOS FY20 Budget Schedule and Process

HS Athletic Field Draft Estimate Budget