

## MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE

December 21, 2017

A meeting of the School Committee's Finance Subcommittee was called to order at 2:08 pm by Jeanne Downs. Jeanne noted the meeting was being taped by WayCam.

Present were:

Jeanne Downs, Chair

Kathie Steinberg

Also:

Arthur Unobskey, Superintendent

Susan Bottan, Business Administrator

**1. Public Comment** – Carol Plumb asked about a Title IX report for the schools. She also asked about the State Ethics Public Education letter concerning a Wayland staff member and whether it would be put on the school website.

**2. FY19 operating and capital budgets including review of Finance Committee meeting, budget presentations, schedule of questions to be submitted, and updated capital information**

A discussion ensued about the capital budget and what the Finance Committee had approved.

Although no official communication from the Finance Committee has been received, the Finance Committee liaison to the School Committee informed Jeanne that the phone upgrade was pushed out to 2020 and three other capital items are being asked to be part of the operating budget. The subcommittee discussed how to go forward with the Finance Committee as the phone upgrade is a safety issue. Jeanne will draft a communication to the Finance Committee.

A discussion ensued about benefits and where they fall in the school vs town budget. Susan would like the town and schools to be on the same page when calculating benefits.

Susan reiterated her interest in hosting a financial summit with the Board of Selectmen and Finance Committee in the late summer. Jeanne will follow up with Lea Anderson.

Kathie came up with a list of questions about the budget to be submitted to Susan and shared with the School Committee in hopes of avoiding duplication of questions. The deadline for questions is:

- 12/29/17 for the 1/4/18 budget work session
- 1/4/18 for the 1/8/18 budget work session
- 1/8/18 for the 1/11/18 work session

Jeanne will send out the dates to the School Committee and ask that both Susan and Arthur be copied on any questions submitted.

Jeanne will follow up with Kim about the COA budget meeting. Jeanne commended Susan on her interaction with the Finance Committee at the December meeting.

**3. Multi-Year Projection Model**

Susan updated the model and it was agreed to discuss it at the next subcommittee meeting. Kathie asked about our model and delivering our numbers in the same format as the town model.

**4. Capital Budget (continued)**

Kathie noted that the DPW has set aside funds for the old landfill site. This item will be discussed later in the meeting under bus parking.

**5. FY18 FTE Reconciliation Budget vs Actual**

Susan reported that overall there was a decrease of 2.23 FTE in budget vs actual for FY18. Reasons for this decrease include consolidation of funding for SPED teaching assistants, enrollment based adjustments at the elementary level, correction at the custodian level for Full Day Kindergarten and BASE, and recalculation of FTE hours.

**6. Update on Possible Permanent Site for Bus Parking**

Susan reported that Tom Holder is meeting with the DEP in the beginning of January to hear about what is required to build on the old landfill site based on the work of Weston and Sampson. Kathie asked about the capital item that the DPW has related to the old landfill. Susan will follow up with Tom Holder about the capital item in order to fully understand it.

**7. Update on Loker CIP Language**

Susan noted that the CIP language for the Loker kitchen is not descriptive enough. A discussion ensued about changing it and it was decided to wait to make any changes until the Finance Committee's comments are received.

**8. 2018 Meeting Schedule**

Jeanne passed out the schedule for the remainder of the school year. Susan noted that we may want to meet in January to discuss Dan Sullivan's work.

**9. Review Document Management** – This item was passed over.

**10. Budget Calendar** - This item was passed over.

**11. Receive Updated Status on Various Outstanding Projects by the Business Administrator**

Susan reported that Dan Sullivan will be in touch in January regarding the MUNIS project. Susan's first priority with the project is projecting personnel costs. Susan also noted that she is working with Leisha Simon to craft an online payment system for field trips. In the meantime the ability to pay for field trips has been set up on Unibank. Lastly, Susan will be putting together the Special Revenue Funds booklets for next week.

**12. Future Agenda Topics and Next Meeting Date**

The next meeting and topics will be determined in January.

**13. Approval of Minutes**

Upon a motion made by Jeanne Downs and seconded by Kathie Steinberg, the subcommittee voted unanimously (2-0) to approve the 11/2/17 minutes as amended. Approval of the 11/30/17 and 12/7/17 minutes were passed over.

**14. Adjournment**

Upon a motion made by Kathie Steinberg and seconded by Jeanne Downs, the subcommittee voted unanimously (2-0) to adjourn at 3:42 pm.

Respectfully submitted,

Jeanne Downs

**Corresponding Documents:**

- FY18 FTE Changes
- Draft Multi-Year Plan
- 11/2/17 draft minutes