

MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee

April 7, 2016

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Thursday, April 7, 2016, at 6:30 P.M. in Room A149 at Wayland High School.

Present:

Donna Bouchard

Barb Fletcher

Also:

Paul Stein

Superintendent

Brad Crozier

Assistant Superintendent

Susan Bottan

School Business Administrator

Mabel Reid-Wallace

METCO Director

School Committee Members:

Ellen Grieco

Jeanne Downs

Kathie Steinberg

Maryann Berkowski

The meeting was convened at 6:40 p.m. and announced that the meeting was being recorded on WayCam.

1. **Comments from the Public:**

There was no public comment.

2. **Financial Matters:**

(a) *METCO Annual Appeal Letter:*

Ellen and Jeanne left the meeting at 6:42PM.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the Finance Subcommittee voted unanimously (2-0) to approve the METCO annual appeal letter, as presented.

3. **Matters Not Anticipated by the Chair:**

(a) *Receive Updated Status on Various Outstanding Projects by the Business Administrator*

Susan Bottan and Mabel Reid-Wallace asked the Finance Subcommittee's advice regarding an opportunity that was raised today. METCO students have the opportunity to participate in the Black College Tour. The School District learned today that Wayland could receive additional funds from the state grant to help fund students' participation in this tour. However, given the District's purchase order process, payment cannot be made in time. Therefore, Susan recommended that the school credit card be used to secure two spaces for approximately \$1,800. She would issue a requisition to the company, encumber the funds, use the credit card to make payment and then charge the grant. The Subcommittee asked about the process for selecting which students would be able to participate. Mabel indicated that two Boston students had expressed an interest but had not been able to participate for financial reasons. These funds would allow these two students to attend the Black College Tour. No further concerns were raised by the Subcommittee.

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Ellen and Jeanne returned to the meeting at 6:50PM.

4. **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 6:55 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. METCO Annual Appeal Letter