

Minutes – Wayland School Committee Finance Subcommittee
March 23, 2021

A meeting of the School Committee’s Finance Subcommittee was called to order at 2:02 PM by Kathie Steinberg. WayCAM may have recorded the meeting and it was livestreamed via ZOOM. The meeting was conducted remotely due to the COVID-19 health pandemic and according to the revised open meeting law that allows remote participation. A roll call was taken:

Roll Call	Yes	No
Kathie Steinberg, Chair	X	
Chris Ryan	X	

Present were:

Kathie Steinberg, chair (participating remotely)
Chris Ryan (participating remotely)

Also present:

Susan Bottan, Business Administrator
Arthur Unobsky, Superintendent

1. Public Comment

There was no public comment.

2. Financial Matters

a. Update on Town and School Finances

The committee reviewed the school finances including the COVID funding. The district will receive an additional grant for next year in the amount of \$460K. Susan reviewed the information related to the purpose of this grant and how the money should be used.

b. Review and discussion of Draft Five-Year Capital Plan

Susan prepared a Gant Chart for the capital work that is scheduled to be done over the summer. The committee discussed how the work needs to be structured and scheduled. The work has been coordinated with the various activities that will be occurring in the buildings over the summer. These projects are all necessary and important and many have been delayed so have become even more critical.

c. Continued discussion of FY22 Operating Budget

The impact of the Fin Com request to reduce the budget was discussed including increasing fees. The district will also need additional funding for furniture and PPE as it plans to bring student all in. The school grants have all been expended. The facilities charged some town expenses (filters, ventilation work) to its school budget, and these should be transferred back to the school budget. The additional custodial costs have been charged to the grant and it is not expected that additional WRAP teachers will be needed.

d. Update of Special Revenue Budgets

Susan provided an update of the budgets. There are approximately 10-12 families with outstanding FDK tuition payments as those are slowly trickling in. Susan reported on the funding sources of Food Service including the state reimbursement and the continuation of federal grants. Susan applauded Cheryl Judd for her work in operating the program within the budget as many towns have not been able to do so.

e. Update of Facilities Budget

Susan reported her concern regarding several invoices from the Facilities department that were not adequately encumbered. The procurement policies were not followed: either insufficient funds were encumbered or there were no purchase orders provided for the services. She is hoping that there will be electricity savings to offset these unexpected expenses. In the meantime, the district has constricted instructional spending for the balance of the school year so that all obligations will be covered.

f. Transition Planning for Director of Finance and Operations

Susan reported on her weekly meetings with the new superintendent and what she would like to accomplish before her departure in June. The district will need to make alternate credit card arrangements as the current card is in her name. She outlined the purposes for which a credit card is needed. She recommended the district obtain a card through the Bank of Montreal and reported on the advantages. She will propose to the School Committee for its approval.

g. Discussion of liaison role with Finance Committee

The committee discussed the budget development process and identified recommendations for improvement. The constricted time for schools to develop the budget and the Finance Committee to review the budget continues to be a challenge. The school cannot begin its process until mid-October when the enrollment numbers are finalized. The value of a budget summit was discussed. The committee will invite the Fin Com chair for a continued discussion.

3. Administrative Matters

a. Future Agenda Topics and Next Meeting Date

Future agenda items include Audit results, the transition and summer planning.

4. Matters Not Anticipated by the Chair

There were none.

5. Approval of Minutes

Upon a motion made by Chris Ryan and seconded by Kathie Steinberg, the Finance Subcommittee voted to approve (2-0) the minutes from December 17, 2020 and ?????(were the 2/26/21 minutes included???)?. The Dec 11,2020 minutes were previously approved and were included in error.

Roll Call	Yes	No
Kathie Steinberg,	X	
Chris Ryan	X	

6. Adjournment

Upon a motion made by Kathie Steinberg, seconded by Chris Ryan, the Finance Subcommittee voted (2-0) by roll call to adjourn the meeting at 4:06 PM.

Roll Call	Yes
Kathie Steinberg	Yes
Chris Ryan	Yes

Respectfully submitted,

Kathie Steinberg

Corresponding documents
Agenda