

MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE

March 1, 2018

A meeting of the School Committee's Finance Subcommittee was called to order at 2:16 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

Anette Lewis

1. Public Comment – None.

2. FY19 operating and capital budgets, including Report of the Finance Committee and Future Planning with Finance Committee

The subcommittee discussed the Fast Facts booklet for Town Meeting and certain facts they would like to see included in the booklet. Historic hiring information, additional information on staff children attending the Wayland schools, SPED savings information, the progression of the Superintendent's budget, information on the World Language Program, and an updated demographic profile will all be added to the booklet. A draft will be presented for review at the March 12th School Committee meeting.

The subcommittee discussed the Report of the Finance Committee that is part of the town warrant and how to improve the process of getting accurate school numbers into the report. Ideas included the School Committee sending a more finished product in terms of the capital budget, looking at the total increase/decrease of the budget, defining "unclassified", and working with Klaus to come up with a timeline to define a methodology. The subcommittee felt that more clarity over the budget process was needed for FY20.

Jeanne will speak with Ellen about having Klaus attend the March 12th School Committee meeting to discuss OPEB in more detail.

Arthur arrived at 2:50 pm.

3. Review and Discuss Q2 Financial Report

Susan reported that the budget is tight but we are where we want to be. The personnel budget is at a break even point and the non-personnel budget is projected to have a slight end of year surplus of approximately \$38,000.

4. Online Payment System Update

The third party vendor that E-School Plus uses for online payments does not work for Wayland, so E-School Plus is looking for another vendor. In the meantime, Wayland will expand its use of Unibank.

5. Review and Discuss Results from DESE's 3-year Audit of our Food Service Program

Susan reported that there were approximately eight findings in the food service audit, all of which were immaterial and have been addressed to the satisfaction of DESE. Susan also reported that there

were no findings in the Federal Grant Audit. The Student Activity Account audit will begin the first week of March.

6. Review and Discuss Purchasing Process

Susan reported that she is working with Bethann Monahan to address issues related to buying audio books as the vendor no longer will accept purchase orders or credit cards and instead requires the use of gift cards. Susan will bring a proposal back to the subcommittee.

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

Susan reported that the MUNIS project will take place in mid-March and will be paid for with funds from electrical savings.

8. Future Agenda Topics and Next Meeting Date

The next meeting date is March 15th and topics will include the Fast Facts booklet.

9. Matters Not Anticipated by the Chair *(taken out of order)*

There were none.

10. Public Comment *(taken out of order)*

Anette Lewis asked that the Finance Subcommittee meetings be put on the townwide calendar. She also commented on the Wastewater Treatment plant including who is in charge of it and the regulatory changes that need to be made.

11. 2018 Meeting Schedule *(taken out of order)*

Jeanne noted that the May 22nd meeting will be changed to May 17th.

12. Approval of Minutes

This item was passed over.

13. Adjournment

Upon a motion made by Kathie Steinberg and seconded by Jeanne Downs, the subcommittee voted unanimously (2-0) to adjourn at 3:40 pm.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- Draft Fast Facts Booklet
- Food Service 3 Year Audit
- Draft FY18 Q2 Report
- Report of the Finance Committee