

Minutes – Wayland School Committee Finance Subcommittee
Oct 17, 2019.

A meeting of the School committee's Finance subcommittee was called to order at 10:05 AM by Kathie Steinberg.

Present were:

Kathie Steinberg, chair
Ellen Grieco

Also present:

Susan Bottan, Business Administrator
Arthur Unobsky, Superintendent

1. Public Comment

There was no public comment.

2. Financial Matters

a. Discussion of 2021 Budget Process including budget calendar and Financial Summit, budget guidelines and future planning.

The committee reviewed the budget guidelines as presented in the September 18, 2019 memo. The budget presentation will not include any COLAs. The contract negotiations have not yet begun so the budget will include funds based on the town's projection of 2%. Arthur will present his recommended budget to the BOS, Fin Com and SC at a joint meeting in December. The district has been working on prioritizing their budget requests and reallocating resources with administrative council. Arthur described the work that Admin Council has been doing in this regard, including the training session at this year's retreat. This will help identify the true needs of the district, and hopefully streamline the process.

(b). Review and Discussion of the Five-Year Capital Plan and 2021 CIPs

The CIPs and Five-Year Capital Plan were reviewed. Discussions continued regarding the most effective way to advocate for the capital projects. Based upon the deferral of many of these projects, they have become critical. Several represent requests based on compliance as well as health and safety needs.

(c). Discussion of any upcoming Finance Committee presentations, joint meeting, reports or information requests.

The committee has reached out to the different liaisons to provide information and solicit questions. We will continue to try and schedule a joint meeting with the Finance Committee to discuss last year's budget development, EOY and quarterly reports. To date, they have not been able to schedule a time for us to present.

(d). Review of 4th Q and EOY budget

These reports are not yet available. There was a delay in the end of the year closing so the information

3. Administrative Matters

(a) Future Agenda Topics and Next Meeting Date

The next scheduled meeting will be October 31, 2019.

(b). Outstanding Projects

Susan reviewed the Meritorious Budget Award application. It is a multi-year process that focuses on improving the presentation of the budget and financial information.

(4) Matters Not Anticipated by the Chair

There were none.

(5) Public Comment

There was no public comment.

(6) Approval of Minutes

The minutes of Sep 5, 2019 were reviewed but they were not listed on the agenda for a vote. They will be voted on at the next meeting. The Mar 6, 2019 meeting minutes were previously approved and were included in error. Upon a motion made by Ellen Grieco and seconded by Kathie Steinberg, the Finance Committee voted 2-0 to approve the meeting minutes of May 23, 2019 and Jun 26, 2019 as presented; Jan 24, 2019 as revised from the previously approved minutes on 4/4/19).

(7) Adjournment

Upon a motion made by Ellen Grieco, seconded by Kathie Steinberg, the Finance subcommittee voted (2-0) to adjourn the meeting at approximately noon.

Respectfully submitted,

Kathie Steinberg

Corresponding documents

Agenda

FY2021 Operating Budget Request Guideline dated Sept 18, 2019

FY2021 Capital Requests and Five-Year Capital Budget