

MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE
May 17, 2018

A meeting of the School Committee's Finance Subcommittee was called to order at 2:13 pm by Jeanne Downs. Jeanne noted the meeting was being taped by WayCam.

Present were:
Jeanne Downs, chair
Kathie Steinberg

1. Public Comment – There was none.

2. FY2020 Planning including financial summit, budget calendar/guidelines, and multi-year budget planning process/model

The multi-year budget model will be on the next Finance Subcommittee agenda to review. Kathie reported on the May 16th Finance Committee/Board of Selectmen (BOS) meeting where the BOS presented possible roles (in terms of town finances) of the Town Administrator and various town stakeholders going forward. A discussion ensued about the need for the School Committee to help the Finance Committee understand the School Committee budget including possible work sessions between the two committees, monthly reporting at the Finance Committee by a School Committee liaison, and so on.

3. Discussion of Special Revenue Funds including allocation of costs

Kathie reported on her meeting with Susan concerning the Special Revenue Funds allocation including the thought that the town and schools should apply the same principles to their respective Special Revenue Funds. Kathie will reach out to Arthur and Ellen to discuss this further and bring it to the School Committee.

4. Review logistics of operating budget and student activity warrant review

Jeanne updated the subcommittee on her discussion with Susan concerning the warrant review at each School Committee meeting. Susan will no longer be bringing all the backup documentation to the meetings as it is available online to the School Committee for review in the meeting folder. The School Committee will vote to approve the warrants and sign off on the summary cover memos for each warrant at its meetings.

5. Review Finance Subcommittee Charge and Goals

The subcommittee reviewed its draft charge and will present it to the School Committee at its next meeting.

6. 2018 Meeting Schedule

The next Finance Subcommittee meetings will be July 19th and August 16th. Jeanne will confirm these dates with Arthur and Susan.

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

This item was passed over.

8. Future Agenda Topics and Next Meeting Date

Future agenda topics discussed include a re-review of the 2/15/18 minutes.

9. Approval of Minutes

Upon a motion made by Jeanne Downs and seconded by Kathie Steinberg, the subcommittee voted unanimously (2-0) to approve the March 15, 2018 and April 26, 2018 minutes as written. The April 12, 2018 minutes were passed over.

10. Matters Not Anticipated by the Chair

There were none.

11. Public Comment

There was none.

12. Adjournment

Upon a motion made by Jeanne Downs and seconded by Kathie Steinberg, the subcommittee voted unanimously (2-0) to adjourn at 3:35 pm.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- Finance Subcommittee Goals
- Finance Subcommittee Draft Charge
- Finance Subcommittee Meeting Dates
- Draft Minutes for 3/15/18 and 4/26/18