

## MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE

April 12, 2018

A meeting of the School Committee's Finance Subcommittee was called to order at 2:52 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

Observers:

Alice Boelter

Anette Lewis

Klaus Shigley

- 1. Public Comment** – Kathie thanked Arthur and Susan for all their work on the FY19 budget.
- 2. Review of Student Activity Accounts including possible vote to add two high school clubs to list**  
Susan noted that the School Committee voted to approve the list of Student Activity accounts in the fall but the Debate and MVP clubs at the high school had been left off the list that was voted on. The School Committee will re-vote approval of the updated list of accounts and guidelines (which remain the same) at its next meeting. A discussion ensued about the Finance Subcommittee reviewing the detail of the Student Activity accounts. The accounts are audited every year.
- 3. Review and Possible Approval of Financial Assistance Guidelines**  
Susan reviewed the updated Financial Assistance Guidelines noting the only change being the US Department of Health and Human Services published next year's income guidelines. A discussion ensued about clarifying the language regarding the family limits for Full Day Kindergarten. Susan will bring a revised version to the School Committee's next meeting for approval.
- 4. FY2020 Planning including financial summit, budget calendar/guidelines, and multi-year budget planning process/model**  
The subcommittee discussed the town-wide Financial Summit that is being planned for August. Items that will most likely be included for discussion are projected revenues and expenses, multi-year views, and methodologies. Over the summer a calendar will be put together with the town identifying tasks to be completed to accomplish the summit. Klaus suggested that the School Committee debrief with Dave Watkins regarding the past year's budget process and issues that could be incorporated into the summit. The subcommittee noted that addressing the interaction between the FinComm and School Committee so that both are on the same page during the budget process would be important. Susan noted that the ongoing MUNIS project will help with earlier projections for the budget.
- 5. 2018 Meeting Schedule**  
The next meeting is scheduled for April 24<sup>th</sup> at 1:30 pm. The May 24<sup>th</sup> meeting will be changed to May 17<sup>th</sup>.

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

Susan reported that the MUNIS project is progressing well and quickly. She also reported that Sarky is taking the lead on the effort to use the Rt 20 space in Sudbury for bus parking. He has been in touch with the district highway director as to if and when we can use the space. Selectman Doug Levine has also meet with the director.

**7. Future Agenda Topics and Next Meeting Date**

Future agenda topics discussed include summit planning and revenue funds allocations.

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

There were none.

**9. Public Comment**

Anette Lewis asked about the dollar amount set aside for the financial assistance program how it is funded. Susan noted that approximately 6% of families receive financial assistance.

Klaus Shigley asked how it is determined whether a program is funded by the operating budget or by user fees. He also noted he was happy to answer any additional OPEB related questions.

Alice Boelter asked questions about non-resident students and Jeanne offered to talk to her offline.

**10. Approval of Minutes**

Upon a motion made by Kathie Steinberg and seconded by Jeanne Downs, the subcommittee voted unanimously (2-0) to approve the March 1, 2018 minutes as written. The March 15, 2018 minutes were 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 4:22 pm.

Respectfully submitted,

Jeanne Downs

**Corresponding Documents:**

- Financial Assistance Program Description
- Financial Assistance Application
- FY18 List of Student Activity Accounts
- 3/1/18 Minutes Draft