

Minutes – Wayland School Committee Finance Subcommittee
September 18, 2018

A meeting of the School Committee's Finance Subcommittee was called to order at 11:39 AM by Kathie Steinberg.

Present were:

Kathie Steinberg, Chair
Ellen Grieco

Also present:

Arthur Unobskey, Superintendent
Susan Bottan, Business Administrator

1. Public Comment

There was no public comment.

2. Financial Matters

(a) FY20 Budget Planning

The School Committee and Superintendent will plan to do Community Budget Presentations as follows: HS PIE meeting in January, MS PTO Meeting, COA and Elementary School @ Loker to include a tour of the new kitchen. The scheduling of the Budget Hearing is still under discussion.

(b) Financial Summit and Next Steps

Susan met with Brian Keveny to discuss Fin Com's questions raised at the Financial Summit. There were two main areas of interest: 1) Numbers/trends of FTE's and why FTE has grown during declining/stable enrollment and 2) Benefit costs broken out by department and the different methods for calculating the costs per FTE (\$15K/FTE, 40% of salary, \$25K/FTE).

The subcommittee will reach out to Fin Com to schedule a joint meeting/discussion about these topics now that Klaus has returned from his trip. Susan and Arthur are both available to attend a Fin Com meeting which would have the benefit of allowing the entire Fin Com committee to participate in the discussion. Kathie will reach out to Klaus and see about getting on their agenda.

(c) Topics and Scheduling with Finance Director and Fin Com Liaisons

Ellen will prepare a possible list of topics for Fin Com discussion with the liaisons and chair.

(d) Special Revenue Funds Cost Allocations

This discussion was deferred to the next meeting.

(e) Update on WHS Master Athletic Plan for Special Town Meeting

There were no financial issues to discuss.

(f) Discussion of Capital Improvement Projects and 5-Year Capital Plan

Susan outlined the schedule for reviewing the Capital Plan. As part of the process this year, Susan will present the projects to the Admin Council PRIOR to presenting to School Committee. This will enable the building principals to have input on which projects are most important to their school's community.

The Insight Onsite report will help in the development and prioritization of the plan. It has identified the system needs, building envelope needs, priorities and has provided some info on

costs. It will also help to level out the requests over time as requested by Fin Com. It looks like the schools will need \$1.2M- \$1.7M per year to address its capital needs.

The capital plan will include the Network Upgrades as part of the school's program as this will enable the town to receive Erate reimbursement (about 40%). It also appears that the Loker roof may need to be replaced as patching is no longer sufficient. A third party will provide a recommendation. The request to complete the various tiling projects will also be included.

Capital needs for the redesign of the facilities is also being considered. The delivery of instruction has evolved to require small, confidential spaces in many cases. Currently, this is occurring in public spaces, hallways, etc. which is not satisfactory. Susan will be looking at how the facilities are meeting this changing need and what modifications may be required.

3. Administrative Matters

(a) Outstanding Projects

DESE has granted an extension on the filing of the EOY Report. The extension was needed due to the Munis Upgrade, increased time required to organize the changes in code functions, and to accommodate the town's EOY closing. The town engineer and planning director continue to work on developing a public/private partnership with MA DOT for possible bus parking.

(b) Finance Subcommittee Goals

Kathie distributed a copy of last year's subcommittee goals. As previously discussed, the subcommittee will focus this year on facilitating communications with the Finance Committee and continue to support the Business Administrator and Superintendent. The subcommittee will review and bring back at a future meeting any additional suggestions.

4. Future Agenda Topics and Next Meeting Date

The next scheduled meeting is October 11 @ 10 AM. Susan will present the Enrollment Report and Class Size and the 1st Q Report.

5. Matters Not Anticipated by the Chair

There were none.

6. Public Comment

There was no public comment.

7. Approval of Minutes

Upon a motion made by Kathie Steinberg, seconded by Ellen Grieco, the Finance Subcommittee voted (2-0) to approve the minutes of August 16, 2018, July 18, 2018, and September 6, 2018, as amended.

8. Adjournment

Upon a motion made by Kathie Steinberg, seconded by Ellen Grieco, the Finance Subcommittee voted (2-0) to adjourn the meeting at 12:34 PM.

Respectfully submitted,

Kathie Steinberg

Corresponding documents

- 1) Agenda; 2) Finance Subcommittee Goals for 2017/18 School Year