

Minutes – Wayland School Committee Finance Subcommittee
November 2, 2017

A meeting of the School Committee’s Finance Subcommittee was called to order at 2:06 PM by Jeanne Downs.

Present were:

Jeanne Downs, chair
Kathie Steinberg

Also present:

Arthur Unobskey, Superintendent
Susan Bottan, Business Administrator
Ben Keefe, Facilities

1. Public Comment

There was no public comment.

2. Financial Matters

(a) High School Athletic Facility Master Plan

The committee reviewed the public presentation schedule of the Improvement Plan and the FAQs. Some revisions on the FAQs were recommended and Jeanne will make the changes.

Ben Keefe joined the meeting to report on the WHS Order of Conditions. A memo to update the DPW will be prepared. Ben updated the committee on the Resource Delineation which needs to be done by the end of the week, while there are still leaves on the trees.

(b) Communication with Finance Committee

The committee reviewed the FY2018 Q1 report and enrollment report. Susan Bottan has reached out to Brian Keveny and offered to attend the Finance Committee meeting when he presents this report. This will enable the Fin Com members to ask questions of Susan. Ideally, this could be scheduled on a night when both the Fin Com and School Committee were meeting.

3. Administrative Matters

(a) Budget Calendar

The committee reviewed the dates for the COA, elementary school and FinCom budget presentations.

(b) Update of Outstanding Projects

Susan Bottan updated the committee on the benefits of the Munis upgrades. This will provide more efficient use of the module: salary projections, tracking encumbrances and positions. The \$200K capital request will also enhance the treasurer’s use of Munis and enable the town to work more efficiently. Susan has spoken with Dan Sullivan about submitting a proposal to help with the shift of the data. He will look at the files to determine

how much work needs to be done. Susan reported that the current system is not sustainable while the new recommendations will allow better accuracy, predictability and the ability to analyze the data.

4. Future Agenda Topics and Next Meeting Date

The next meeting will be Nov 30 at 2 PM.

5. Approval of Minutes

Upon a motion made by Jeanne Downs, seconded by Kathie Steinberg, the Finance Subcommittee voted (2-0) to approve the meeting minutes of September 20, 2017. No other minutes were available for approval.

6. Public Comments

There was no public comment.

7. Adjournment

Upon a motion made by Jeanne Downs, seconded by Kathie Steinberg, the Finance Subcommittee voted (2-0) to adjourn the meeting 3:08 PM.

Respectfully submitted,

Kathie Steinberg

Corresponding Documents:

Agenda

HS Athletic Master Plan

FY 2018 Quarter 1 Report

Enrollment Report