

Minutes – Wayland School Committee Finance Subcommittee
Dec 13, 2018.

A meeting of the School Committee’s Finance Subcommittee was called to order at 10:12 AM by Kathie Steinberg.

Present were:

Kathie Steinberg, chair
Ellen Grieco

Also present:

Susan Bottan, Business Administrator

1. Public Comment

There was no public comment.

2. Financial Matters

a. Review and Discussion of the FY20 Budget and Budget Presentation

The finance subcommittee will vet the recently updated multiyear model.

Susan reported on the work being done to create budget standards and new standardized reporting of the budget report as part of the district’s application for the Meritorious Budget Award program through the Association of School Business Officials International (ASBO). The process will take over 2 years and will include review and feedback from the association. Susan provided a comprehensive checklist that will assist the district in standardizing its report and improving its credibility, transparency and level of detail. Weston has recently been recognized after 5 years of participation in this program.

b. FY20 Budget Process

There are no changes to the schedule as previously discussed and the budget process is proceeding.

c. Update on the OPEB Parity Payment

Susan received information from the Department of Revenue to be provided to counsel through the Town Administrator’s office. The question of how the initial calculation of what was owed by the special revenue funds was discussed.

d. Discussion of Wayland Hockey as a Support Organization

The subcommittee reviewed the current policy and guidelines for support organizations. Susan discussed the relationship of Wayland Hockey as a support organization. The district pays the expenses directly to vendors for the hockey expenses and is reimbursed by Wayland Hockey, but does not participate in collecting any of its fees. The subcommittee expressed a preference that all sports that are part of the district’s offering, be administered similarly. Susan will discuss with the athletic director.

e. Discussion of School Lunch Policy and Accounts Receivable

The subcommittee reviewed the current policy on *Charge and Collection of Payment for School Meals*. In some cases, families have been late in refreshing the accounts and efforts to remind them should continue. Susan will review different options for families that may be experiencing financial hardships. The district will continue to allow students to participate in the school lunch program.

3. Administrative Matters

a. Future Agenda Topics and Next Meeting Date

The next scheduled meeting is Jan 24 @ 10 AM.

b. Outstanding Projects

There were no updates at this time.

4. Matters Not Anticipated by the Chair

There were none.

5. Public Comment

There was no public comment.

6. Approval of Minutes

Upon a motion made by Ellen Grieco, seconded by Kathie Steinberg, the Finance Subcommittee voted to approve the Nov 29, 2018 minutes as amended and the Oct 22, 2018 minutes as presented.

7. Adjournment

Upon a motion made by Ellen Grieco, seconded by Kathie Steinberg, the Finance subcommittee voted (2-0) to adjourn the meeting at 11:35 am.

Respectfully submitted,

Kathie Steinberg

Corresponding documents:

Agenda

Association of School Business Officials International Meritorious Budget Award Checklist

Guidelines for Support Organizations

Public Gifts to the Schools (Policy KCD)

Relations with Support Organizations (Policy ZJA)

Charge and Collection of Payment for School Meals (Policy EFDA)