

Minutes – Wayland School Committee Finance Subcommittee
Nov 16, 2020

A meeting of the School Committee’s Finance Subcommittee was called to order at 12:22 PM by Kathie Steinberg. WayCAM recorded the meeting and it was livestreamed via ZOOM. The meeting was conducted remotely due to the COVID-19 health pandemic and according to the revised open meeting law that allows remote participation. A roll call was taken:

Roll Call	Yes	No
Kathie Steinberg, Chair	X	
Chris Ryan	X	

Present were:

Kathie Steinberg, chair (participating remotely)
Chris Ryan (participating remotely)

Also present:

Susan Botta, Business Administrator

1. Public Comment

There was no public comment.

2. Financial Matters

a. Update on Town and School Finances and FY22 Budget Calendar

There were no changes to report. Susan will include information in the Quarter 1 Financial Report that will be presented to School Committee. There has been a slowdown in the collection of Full Day Kindergarten fees and the deadline was extended.

b. Review of Special Revenue Budgets including Fee-related Revenue

The revenue has been tight but is looking OK. The athletic fees, The Children’s Way and Food Service are as projected. The WCSP is yet to be determined as the director is working hard to keep the programs self-sufficient.

c. Review and Discussion of Budget Guidelines, Budget Calendar and Budget Process

Susan is in the middle of the development of the FY22 Budget. She is working with admin council to identify the priorities and maintain the momentum for achieving the School Improvement Plans. She will be presenting a Level Funded budget; a Level Service budget that identifies any additional dollar requirements and the No Increase budget.

d. Review and discussion of FY22 Capital Budget and Capital Improvement Requests

Susan described the capital budget process. The CIPs have been renamed Capital Appropriation Requests and will serve to provide information on each of the projects. The requests do not need to include information on the costs nor sources of funding. Once these requests are approved by School Committee, they will be reviewed by Louise Miller, Ben Keefe and Brian Keveny to determine the project costs and sources of funding as well as the ability of the Town to be able to complete the projects.

Susan expressed concern that the Facilities Department has not been able to complete a number of projects. The committee discussed different approaches to addressing the issues,

especially because many of these projects are related to health and safety, code or compliance concerns. The committee will include a recommendation for Project Management Services for those projects that need to be completed. The committee will also bring it to the School Committee for discussion.

e. Review and Discussion of the Five-Year Capital Plan

Susan provided an updated version of the Five-Year Capital Plan by school, location and priority. The committee reviewed, updated and revised the Capital Appropriation Requests. These will be presented to the School Committee at Wednesday nite's meeting for discussion and approval. The scope of the Feasibility Study was discussed and will be brought to the School Committee for further discussion.

3. Administrative Matters

a. Future Agenda Topics and Next Meeting Date

The next meeting will be scheduled for Friday, Dec 4, 2020 @ 11 AM provided it can be scheduled with the town. The Capital Budget will be included on the agenda.

b. Outstanding Projects

There were no updates to report.

4. Matters Not Anticipated by the Chair

There were none.

5. Approval of Minutes

- a. Upon a motion made by Chris Ryan, seconded by Kathie Steinberg, the Finance subcommittee voted (2-0) by roll call to approve the minutes of Oct 9, 2020.

Roll Call
Kathie Steinberg Yes
Chris Ryan Yes

- b. The minutes of Oct 30, 2020 were not available and will be considered at another meeting.

6. Adjournment

Upon a motion made by Chris Ryan, seconded by Kathie Steinberg, the Finance Subcommittee voted (2-0) by roll call to adjourn the meeting at 2:21 PM.

Roll Call
Kathie Steinberg Yes
Chris Ryan Yes

Respectfully submitted,

Kathie Steinberg

Corresponding documents
Agenda
Draft Five Year Capital Plan
Capital Appropriation Requests