

Finance Subcommittee (of the School Committee)
8/26/21
Minutes

Attendees:

Jeanne Downs, chair
Ellen Greico
Omar Easy, Superintendent
Ellen Whittemore, Director of Finance and Operations

Jeanne Downs called the meeting to order at 9:20 am and noted it was being recorded by Waycam. The following items were discussed:

Public Comment

None.

Q4 Financials

Ellen W. reported that the town is in the process of closing the books for FY21. Currently the schools have an end of year balance of \$27,200.72 which will be returned to the town after any other outstanding invoices are paid. She noted that \$100,000 had been put towards the Circuit Breaker and SpEd prepayment for the purpose of helping to fund the Happy Hollow and Claypit Hill playground renovations and the Happy Hollow chair lift. Once the town closes the books, Ellen W, will report on the Q4 financials to the School Committee.

Special Revenue Funds

Ellen W. noted that the town does not plan to charge the special revenue funds for benefits, etc. in FY22, giving the funds one more year to recover. A discussion ensued about looking at the structure of all the special revenue funds.

Capital Projects

Ellen W. updated the subcommittee on the status of the capital projects. The tiling projects have been completed to the extent that the funding allowed. The Happy Hollow and Claypit Hill playground projects will both begin by the end of the summer. Several of the other projects will be completed during the school year including the Loiker egress doors, the elementary school partitions and the Happy Hollow Walk-In.

Claypit Hill Mold

Dr. Easy and Ellen W. reported on the status of the mold found in four classrooms at Claypit Hill. Mitigation is underway and a Plan B is being developed in the event the rooms are not ready for the start of school.

Finance and Operations Department Changes

Ellen W. noted that for the first 6-12 months she is not looking to change procedures in the department but will watch how the current procedures are working. She did note that one possible change is encumbering salaries in MUNIS.

Finance Committee Communication

Michael Hoyle is the FinCom liaison to the School Committee. Jeanne, Chris Ryan and Ellen W. will meet to discuss the budget process.

Financial Summit

The Summit is scheduled for sometime in September. Ellen W. will follow up with the Town Administrator.

Matters Not Anticipated

- Ellen G. asked how the schools are positioned if COVID becomes a larger issue given that the FY22 budget does not contain any COVID expense line items. A discussion ensued about funding COVID expenses
- Dr. Easy noted that vocational education for Wayland students needs to be reviewed.
- Ellen G. asked for an update on the reporting structure of Facilities.

Upon a motion made by Jeanne and seconded by Ellen G., the subcommittee voted unanimously (2-0) to adjourn at 11:20 am.

Respectfully Submitted,

Jeanne Downs

Corresponding Documents:

--MUNIS YTD Budget Report

--8/9/21 Capital Projects Memo from Town Administrator