

Minutes – Wayland School Committee Finance Subcommittee  
Feb 15, 2018

A meeting of the School Committee’s Finance Subcommittee was called to order at 2:35 PM by Jeanne Downs.

Present were:

Jeanne Downs, chair  
Kathie Steinberg

Also present:

Arthur Unobskey, Superintendent  
Susan Botta, Business Administrator  
Pat Keefe, Director WSCP

1. Public Comment

There was no public comment.

2. Financial Matters

(c) Review of Kindergarten Extended Day Program, including Fee Change (Out of Order)

Pat Keefe presented some proposed changes for the BASE Extended Day Kindergarten program as detailed in the attached materials. She would like to rebrand the program, modify the curriculum to allow for an additional program with an enrichment-based curriculum. She is recommending a different fee structure that she thinks will attract additional participants. A discussion of the different programs available to the community was discussed. We will bring before the school committee for a vote on the new fees.

(a) Budgets and Presentation

Jeanne will follow up with Julie from the COA to schedule the budget presentation date.

Jeanne talked about starting budget conversations earlier in the process, beginning this summer. A discussion about the various roles of the different committees and the need for some consistency in the evaluation process ensued.

Susan reported on the capital budget and the postponement of the tile and furniture projects for one year. Susan will follow up with the Fin Com recommendation that these items be included in the operating budget. A discussion about what should be considered capital followed. The school committee will also need to revote on OPEB due to the recalculation of the protected contribution rate. We will invite Klaus to a future meeting to explain in more detail why the changes.

(b) Letter of Agreement for MUNIS Work

Susan reported on the agreement with Dan Sullivan for the payroll and Munis work. The new module will allow us to set up personnel projections, encumber current personnel costs and set up a system to track FTE positions. These improvements will be a great enhancement and eliminate the risk of mistakes. The cost estimate is for approximately 100 hours of service at \$180/hour, which will involve some data entry. These costs have not been budgeted, but Susan believes she will be able to fund the project with a transfer. She expects the project to finish by May to allow for a gentle transition into the next fiscal year.

**(d) Discussion of Policy for Non-collection of Fees**

The WSCP needs a policy for non-payment of fees that has more teeth. Jeanne will pass the request to the policy committee.

**3. Administrative Matters**

**(a) 2018 Meeting Schedule**

Jeanne shared the upcoming meeting schedule. The committee will continue to meet every other Thursday from 2-4PM. The subcommittee will review and report back on any conflicts at its next meeting.

**(b) Document Management**

There were no issues to discuss.

**(c) Budget Calendar**

There are no additional dates to schedule.

**(d) Outstanding Projects**

There were no outstanding projects to report.

**4. Future Agenda topics and Next Meeting Date**

The next meeting is scheduled for March 1, 2018 @ 2 PM. Included on the agenda will be a review of Fast Facts for Town Meeting.

**5. Approval of Minutes**

There were no minutes to approve.

**6. Matters Not Anticipated by the Chair**

There were none.

**7. Comments and Written Statements from the Public**

There were none.

**8. Adjournment**

Upon a motion made by Jeanne Downs, seconded by Kathie Steinberg, the Finance subcommittee voted (2-0) to adjourn the meeting at 3:42 PM.

Respectfully submitted,

Kathie Steinberg

Corresponding documents

Agenda

Extended Day Kindergarten Base Proposal