

Minutes – Wayland School Committee Finance Subcommittee  
March 5, 2020

A meeting of the School Committee’s Finance Subcommittee was called to order at 12:15 PM by Kathie Steinberg.

**Present were:**

Kathie Steinberg, chair  
Ellen Grieco

**Also present:**

Susan Bottan, Business Administrator  
Arthur Unobsky, Superintendent  
Katherine Brenna, Recreation Director  
Cheryl Judd, Food Service Director

**1. Public Comment**

There was no public comment.

**2. Financial Matters**

**a. Update on Playground Improvements and Discussion of Additional Funding Sources**

Kathryn Brenna presented the plans for the playground improvements at Happy Hollow and Claypit Hill. She has been researching the cost of equipment and structures. The Community Preservation Application was approved for funding, but it will not cover the cost of the equipment and replacement of the Claypit Hill structure. The use of special revenue funds from the BASE program was discussed. It would be an appropriate use of their funds as the playground is essential to their program. Susan will follow up on the level of funding that would be available. There is also an interest in private fundraising that is being researched by two parents in the district.

**b. Review and Discussion of Building Use Fees and User Classifications**

Susan presented some recommendations. The costs that are charged to town groups is the actual costs incurred by the district. The custodial fees are consistent with the custodial contract so there is not much flexibility.

**c. Review and Discussion of Food Service Overdue Lunch Account Policy**

Cheryl Judd reported that there has been a spike in the amount and number of overdue lunch accounts. She reported the collection efforts that they use including emails, phone calls and referrals to the building principals. The committee discussed the various reasons for the increase including the recent change in policy to allow students to receive lunch and food items even if the account is delinquent. Different strategies were discussed including the placement and availability of a la carte food items. There are students that regularly purchase multiple lunches (2-3 lunches) due to the fact that the portion sizes are the same for all students. These are mainly high school students that require larger portions. The committee discussed the use of automatic replenishment to help families that do not realize or have forgotten that the accounts need to be reloaded. The committee will also pursue private funding sources for families that may be struggling. Food service will continue to provide lunches, even if the account is overdue, and Cheryl will monitor the effect of the various efforts on reducing the overdue balance.

**d. Review and Discussion of Clear Gov Subscription**

The committee agreed that the district could suspend the Clear Gov subscription as a cost savings measure. The program will still be available but will not have some of the customized features, such as peer groupings.

**e. Discussion of the FY21 Capital and Operating Budgets, Five-year Capital Plan and Budget Process.**

The committee discussed and reviewed the capital and operating budgets. The measures taken to reduce the budget by \$150K, as approved by Fin Com, was reviewed. Further discussions will be held with the school committee. The committee discussed the capital budgeting process including the costing of capital projects. It was agreed that a review of the process should be done this summer.

**f. Discussion of Capital Project Status, Costs and Scheduling**

This was passed over

**g. Review of Quarterly Reports**

This was passed over. The quarterly reports will be presented as the regular School Committee meeting for review

**h. Review and Discussion of Maintenance Budget**

Susan reported the increase in the Maintenance Budget. A review of the expenditures was discussed. A discussion over the increased maintenance costs that occur when capital projects are deferred. There have been several costs associated with leak repairs at Loker. There have also been costs associated with the water mitigation work that has needed to be done. Susan will track these costs to include with our capital requests. Susan provided several references on the best practices and planning for maintenance and school facilities for our review.

**3. Administrative Matters**

**a. Future Agenda Topics and Next Meeting Date**

The next scheduled meeting is tentatively scheduled for Mar 19, 2020. Future agenda items will include a review of the Special Revenue Fund cost structure including benefits and the Budget Process.

**b. Outstanding Projects**

This was passed over.

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

There were none.

**5. Public Comment**

There was no public comment.

**6. Approval of Minutes**

Except for the Sep 5, 2019 meeting minutes which were included in error, the meeting minutes listed on the agenda were previously approved and will be revised to include the List of Corresponding Documents. Upon a motion made by Ellen Grieco and seconded by Kathie Steinberg, the Finance Committee voted 2-0 to approve the revised meeting minutes of March 6, 2019, Jun 28, 2019, October 17, 2019, October 31, 2019 and November 18, 2019 inclusive of the List of Meeting Documents. The meeting minutes of December 9, 2019 were reviewed for approval but were not voted as they were not listed on the agenda. They will be voted at the next meeting.

## 7. Adjournment

Upon a motion made by Ellen Grieco, seconded by Kathie Steinberg, the Finance subcommittee voted (2-0) to adjourn the meeting at approximately 2:00 PM.

Respectfully submitted,

Kathie Steinberg

Corresponding documents

Agenda

FY2021 Capital Requests and Five-Year Capital Budget

WPS Rules, Regulations and Fee Schedule for Use of School Facilities

WPS Policy EFDA Charge and Collection of Payment for School Meals

WPS Policy EFC-R Free Food Service

WPS Policy DIB Fee Based Revenue Funds

Food Service list of overdue accounts

Clear Gov Service Order

Capital Improvement Plan FY21

Facilities Budgets and Expenditures FY14-FY19

Maintenance and School Facilities Best Practices, Forum and Planning Guide References