

Minutes – Wayland School Committee Finance Subcommittee
September 5, 2019

A meeting of the School Committee's Finance Subcommittee was called to order at 9:00 AM by Kathie Steinberg.

Present were:

Kathie Steinberg, Chair
Ellen Grieco

Also present:

Susan Bottan, Business Administrator
Arthur Unobskey, Superintendent

1. Public Comment

There was no public comment.

2. Financial Matters

a. Discussion of 2021 Budget Process, Budget Calendar and Financial Summit

Susan reported that the Financial Summit presentation will be made by Brian Keveny, Finance Director, and Louis Miller, Town Administrator. She and Arthur will present the slides related to the schools. The school department numbers represent a projection for FY 21, as the formal process will not begin until after the enrollment numbers are recorded on October 1, 2019.

The salary projections included an estimated COLA increase of 2%, consistent with the town's assumptions. A brief discussion about the budget process in a bargaining year ensued.

b. Discussion of 2021 Capital Request Process

Arthur reported on his meeting with Louise Miller, Town Administrator, Cherry Karlson, Chair of the Board of Selectman, and Jeanne Downs, Chair of the School Committee regarding the capital request process. The town will be projecting its capital needs based on the capital requests submitted with last year's Five-Year Capital Plan. Following the review of the Administrative Council, Arthur will bring the requests to the School Committee for review and prioritization. Due to the tight timeline, this will occur at the October 7 School Committee meeting so that the capital budget can be finalized and voted by FinCom in December 2019.

The subcommittee discussed some of the issues that resulted from last year's process. Planning and scheduling became difficult last year as the capital budget was changing all the way through the budget process. There were several changes to the schools' approved projects all the way up through the final vote in early March.

c. Discussion of Finance Committee's Communications and Liaison Role

The budget calendar for the School Committee was discussed. The subcommittee will recommend to the School Committee that Kathie Steinberg send a memo to the Finance Committee confirming the school budget calendar dates, budget workshop dates, and dates to submit questions regarding the budget.

The presentation of the schools' Q4 and EOY budget is delayed, as the town will not be closing the FY19 budget until later in Sept. Susan will be requesting an extension from the Department of Elementary and Secondary Education (DESE) for Wayland's FY2019 end of year report.

3. Administrative Matters

a. Future Agenda Topics and Next Meeting Date

Future meeting dates will be scheduled on Thursday prior to the School Committee at 10 AM on the following dates: 9/19, 10/3, 10/17, 10/31, 11/14, 12/5, 3/5, 3/19, 4/2, 5/7, 5/21, 6/4 and 6/18. January and February meeting dates will be determined based upon the budget process.

b. Outstanding Projects

There were no updates at this time.

4. Matters Not Anticipated by the Chair

There were none.

5. Public Comment

There were no public comments.

6. Approval of Minutes

This was passed over.

7. Adjournment

Upon a motion made by Ellen Grieco, seconded by Kathie Steinberg, the Finance Subcommittee voted (2-0) to adjourn the meeting at 10:25 AM.

Respectfully submitted,

Kathie Steinberg

Corresponding documents

Agenda

FY 2021 Budget Schedule and Process dated July 15, 2019

School Committee Calendar