

Minutes – Wayland School Committee Finance Subcommittee
October 9, 2020

A meeting of the School committee's Finance subcommittee was called to order at 11:38 AM 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 Bottan, Business Administrator
Arthur Unobsky, Superintendent

1. Public Comment

There was no public comment.

2. Financial Matters

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

Susan reviewed the FY21 Budget Summary, which was presented at Wednesday night's School Committee meeting. Susan shared that the End of Year Financial Report and Enrollment Report will be presented at the October 28, 2020 School Committee meeting. Depending on timing, Susan can present it to the Finance Subcommittee for review.

The budget calendar has not been updated since July 20. The Finance Committee has not yet met to release either an updated calendar or budget guidelines. Susan will check with Brian Keveny.

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

The committee discussed tracking fee revenue on a regular basis. Susan will update the committee as needed. The Full Day Kindergarten invoices will be brought into Central Office and will no longer be collected at the school level. Athletic fees are collected by the athletic department. We will likely revisit the winter fees.

Susan reviewed the food service revenue, which is coming from a universal reimbursement program for breakfast and lunch for all students. She has been preparing over 500 breakfasts and lunches. The district receives \$5.60 reimbursement. Cheryl Judd will be preparing budgets to share with us. She has set up her program to draw on the balance that had accrued. This program will end in December and parents will resume payments starting in January.

c. Review and Discussion of FY21 Budget Summary

Susan reported on the Budget Summary as presented at Wednesday's School Committee meeting. She reviewed the savings realized from transportation. Two expenses likely to increase once school starts are substitutes and heating costs.

Arthur reported on the potential costs associated with families switching from the WRAP program. We may require additional sections if WRAP students come back for the second semester. It is not clear at this time, but the district will be watching this closely. There have also been requests for students to join the WRAP program.

- d. Update and Review with Facilities Director of Capital Projects and Status Report of FY21 Capital Projects Approved at Town Meeting.
Ben Keefe, Facilities Director was unable to attend. Susan shared the Capital Budget as reviewed by the School Committee last January.

Susan will present capital budget accounts that can be closed. She will update the source and balances for the next meeting. These budgets are maintained by Ben Keefe and Brian Keveny. The financial accounts have been set up but Ben will have to update us on the status of the work.

The Feasibility Study will be conducted through the School Department. We will need to define the scope of service for this study. The next 6 weeks will help inform us on what needs to be done as we bring people back in the buildings. We will be looking at many different options to address the space needs for 21st century educational delivery. This will be a community conversation for longer term planning. In addition, we will also need to discuss the urgent needs as a result of COVID-related changes that will need to be addressed in the short term.

The committee discussed the impacts on the capital planning process of the volatility in the cost estimates, budgets, and getting good estimates. The town needs additional resources and help with project management. The role of the school committee to facilitate the process was discussed. A similar structure that the PMBC provides for larger projects was suggested for the smaller projects to ensure they get done.

Different approaches to structuring projects were discussed, including the operational and logistical effects of the SWAT team vs piecemeal approach. The improvements to the ventilation were accomplished to make them compliant in a very short time frame to the credit of everyone. The communication and sharing project responsibility were identified as important components. The school department does have the skill set to manage many of the smaller projects, especially at a time when the Town does not have the bandwidth. This conversation needs to continue through the capital planning process.

- e. Review and Discussion of FY22 Capital Budget
Susan reviewed the process of building the capital budget in conjunction with the Insight Onsite consultants. Susan will need to review timelines, consolidate projects, and circle back with admin council and then the list will be presented to School Committee for review and the approval process. School Committee can discuss different strategies to tackle the projects whether it be by school or by project (all roofs, all tile, etc). Susan included the vehicles on the school capital list. Prioritizing and categorizing the projects was discussed. The model used by Onsite Insight was recommended (organize by category such as roofing, building system, flooring, etc).
- f. Update of Covid-related Expenses and Reimbursements
This item was passed over.
- g. Update on Ventilation, Health and Safety Protocols and Facility Readiness
Louise Miller has provided updates. Susan reported two rooms still need work done. The plan is changing hourly as things are completed.

3. Administrative Matters

- a. Future Agenda Topics and Next Meeting Date
Friday at 11 or 11:30 on the off weeks of School Committee.
- b. Outstanding Projects

Susan shared the tremendous job that Leslie Schofield is doing. She has corrected the issues, streamlined the process and brought benefits up to date. She has developed electronic upload that has saved enormous time. Still opening for Transportation and School Accountant.

Susan has reviewed the DESE guidelines to ensure we are on track to open the buildings. Everything is ready. Transportation is ready. Planning, DPW, Public Safety have all assisted.

4. Matters Not Anticipated by the Chair

There were none.

5. Approval of Minutes

There were no minutes to approve.

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 1:38 PM.

Kathie Steinberg	Yes
Chris Ryan	Yes

Respectfully submitted,

Kathie Steinberg

Corresponding documents

Agenda

Draft Five-Year Capital Plan