

Minutes – Wayland School Committee Finance Subcommittee June 22, 2017

A meeting of the WPS School Committee's Finance subcommittee was called to order at 2:03 PM by Jeanne Downs and is being recorded by Waycam.

Present were:

Jeanne Downs, chair
Kathie Steinberg

Also present:

Susan Bottan, Business Administrator
George Uveges
Carol Martin, Finance Committee Liaison to WPS

1. Public Comment

No public comment.

2. Financial Matters

a) High School Athletic Facility Master Plan

Jeanne updated the committee on the working group's meetings. Nan needed to be brought up to speed and Susan reported meetings are scheduled next week with Asa Foster, Ben Keefe and Susan to do so. In the meantime, they have slowed down moving forward on the article until meeting with Nan. Susan reported that Ben is looking into the availability of rec funds with Jess, former Rec director, for potential use including gift fund, user fee field/field use, and stabilization funds.

DPW is looking for an update on the HS Order of Compliance. Jeanne reported that people have been working through these items as part of an ongoing effort; HS building funds are being used to address these issues. Jeanne will ask Ben to provide the status report.

Kathie recommended to keep moving forward on developing a communication with town Boards to inform them about the Master Plan given the tight time frame while Nan is brought up to speed. Jeanne will work on a presentation and FAQs, Kathie will get a list of Board meetings over the summer, and Jeanne will request to be included on the Fin Com July agenda.

(b) Bus Parking

No new info to share. Jeanne thanked Susan for her contribution at answering questions at the last school committee meeting and her explanation of the RFP process.

c) Happy Hollow Physical Space

Jeanne wanted to respond to public comment that referenced physical limitations of class size at Happy Hollow that did not exist at Claypit. Susan shared several reports on space utilization, existing classroom size, architectural drawings and history of incidence of 25 or more class size. Several reports were generated as part of the reconfiguration study (2012) and decision of school closure back in 2008.

During the reconfiguration process, there was overwhelming support of neighborhood schools versus the K-2/3-5 model, even though it was recognized that the k-2/3-5 model would mitigate any inequities in class size.

(d) Finance Subcommittee Goals

Jeanne provided an updated list of the goals that included streamlining the budget meeting process. Last year meetings were scheduled in which the budget presentation was repeated to the same group and felt to be counter-productive. Meetings with administration were helpful and provided good information and should be maintained.

The process of answering school committee written questions was discussed and Susan felt that while it was time consuming it was helpful and a necessary part of the process. It also provides a record that can be referred to by others as well. Two types of questions were addressed and it was suggested we differentiate those that were meant to spark discussion but did not require a written response.

Susan added the goal to assist superintendent transition and to use data wisely as with RADAR and shifting resources.

Jeanne confirmed for Carol Martin that the multi year plan remains a goal of the subcommittee who continue to actively work on it. Susan suggested we chart out what and when we want to do the various goals based on budget and school committee calendar.

3. Administration

(a) Calendar

Jeanne discussed streamlining and reducing meetings and structuring them to optimize staff time. Discussed were: reordering school committee meetings to allow finance agenda items earlier; recording the budget presentations for future Waycam availability, maximizing finance subcommittee discussion, and identifying meetings when staff not required. The goal is to consolidate budget calendar to be effective but not excessive.

Carol Martin discussed development of Fin Com budget calendar and requirement to host a budget hearing. Fin Com needs the "final number" from school committee by mid-Jan. School Committee needs time in the beginning of January for outreach and meetings to reach its multiple constituencies. Review of required meetings and discussion of combining some of the presentations for efficiency ensued.

Susan will put together a draft budget calendar for further review. Jeanne will discuss with Ellen meeting organization and meeting attendance for staff.

(b) Outstanding Projects

Susan updated the subcommittee on outstanding projects, including outsourcing payroll for both schools and town and its feasibility, EOY report, FY 18 forecast, and Minutemen Tech transportation.

Future meetings will include updates on EOY Report, budget calendar, FY 18 forecasts, Minutemen Transportation, multi year model, bus transportation, and RFP response. Next meeting is scheduled for July 14, 2017 @ 10A.

4. Approval of Minutes

No minutes presented for approval.

5. Adjournment

Upon a motion made by Kathie Steinberg, seconded by Jeanne Downs, the Finance subcommittee voted (2-0) to adjourn the meeting at 3:20 PM.

Respectfully submitted,

Kathie Steinberg

Corresponding Documents: Agenda, Finance Committee Goals, Draft Budget Calendar