

# MINUTES – FINANCE SUBCOMMITTEE OF Wayland School Committee

July 14, 2016

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Thursday, July 14, 2016, at 11:00 A.M. in the School Committee Conference Room on the Second Floor of the Wayland Town Building.

Present:

Jeanne Downs

Barb Fletcher

Also:

Susan Bottan

School Business Administrator

Ben Keefe

Public Buildings Director

Jessica Brody

Recreation Director

Brud Wright

Member of Recreation Commission

Anette Lewis

Carol Martin

The meeting was convened at 11:07 a.m. and announced that the meeting was being recorded on WayCam.

## 1. **Comments from the Public:**

There was no public comment.

## 2. **Financial Matters:**

### (a) *Discuss and Review Components of Multi-Year Budget:*

Susan updated the model to include FY16 actuals and the approved FY17 budget. Barb agreed to layer on additional revenue and expense information (e.g. grants, benefits). The Subcommittee will bring the revised model to the School Committee at its August 29<sup>th</sup> meeting.

### (b) *Discuss Format for Fall Summit for Wayland:*

Susan met with the Superintendent, the Town Administrator, the Assistant Town Administrator and the Town Finance Director. They all expressed an interest in holding a Fall Summit. The Subcommittee discussed possible topics for the Summit, including the FY16 results, the FY18 Finance Committee guidelines, the assumptions underlying the long-range financial model and the School Committee goals for FY17.

The Subcommittee then agreed to a possible agenda for the Summit, which included the purpose of the Summit, FY16 actual results, implications for the FY17 budget, assumptions for the FY18 budget and beyond (including a summary of the School Committee goals), Finance Committee guidelines, timetable for the FY18 budget process and extended public comment. Susan will review this draft agenda with the Town Administrator and the Town Finance Director.

### (c) *Continue to Discuss Selection Criteria for Peer Analysis:*

The Subcommittee reviewed the criteria used in the current version of the peer analysis, as well as information from Edwin Analytics (a DESE tool). It also questioned whether regional school districts should be considered in this analysis. Susan agreed to look further at the information generated by Edwin Analytics and Jeanne agreed to look at the criteria used by organizations that rank school districts. The Subcommittee plans to bring this analysis to the School Committee at its August 29<sup>th</sup> meeting.

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(d) *Discuss Possible High School Athletic, Recreational and Open Space Facility Strategic Master Plan:*

The Subcommittee met with Ben Keefe, the Public Buildings Director, Jessica Brody, the Recreation Director and Brud Wright, a member of the Recreation Commission. Ben recommended using Weston & Sampson to conduct a facilities strategic master plan of the high school athletic, recreational and open spaces. To use Gale Associates would require a full Request for Proposal process. He believes this is a necessary study to conduct and could be completed this fall. Brud expressed his opinion that this study should be a shared cost between the Recreation and School Departments. The Subcommittee will bring this topic to the School Committee at its next meeting, scheduled for July 20<sup>th</sup>, for its consideration.

Ben asked that an update on the Happy Hollow and Loker capital projects also be reviewed with the School Committee at its next meeting, scheduled for July 20<sup>th</sup>.

### 3. **Administrative Matters:**

(a) *Receive Updated Status on Various Outstanding Projects by the Business Administrator*

Susan reviewed the budget timetable for FY18 with the Subcommittee.

### 4. **Future Agenda Topics and Date of Next Meeting:**

The Subcommittee agreed to discuss the following topics at its next meeting – recap of FY16 financial results, draft of special revenue fund budgets, peer analysis, multi-year financial model and the Fall Summit. The Subcommittee agreed to meet August 4<sup>th</sup> and 25<sup>th</sup>, both at 1PM.

### 5. **Comment from the Public:**

Taken out of order, there were no public comments.

### 6. **Consent Agenda:**

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the Finance Subcommittee voted unanimously (2-0) to approve the June 9, 2016, June 27, 2016 regular session and June 27, 2016 executive session minutes for the Finance Subcommittee, all as amended.

### 7. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the Finance Subcommittee voted unanimously (2-0) to adjourn the Regular Session at 12:45 p.m.

Respectfully submitted,

Barb Fletcher  
Wayland School Committee

### Corresponding Documentation:

1. Agenda
2. Draft Multi-Year Financial Model
3. Criteria for Peer Analysis
4. Edwin Analytics Information
5. Scope of Work for High School Athletic, Recreational and Open Space Facility Strategic Master Plan
6. Draft FY18 Budget Timetable
7. June 9, 2016 Finance Subcommittee Minutes
8. June 27, 2016 Finance Subcommittee Minutes
9. June 27, 2016 Finance Subcommittee Executive Session Minutes