

Finance Subcommittee (of the School Committee)

9/13/23  
Minutes

Jeanne Downs, chair  
Erin Mueller  
David Fleishman, Acting Superintendent  
Susan Bottan, Director of Finance and Operations

Jeanne called the meeting to order at 11:04 am and noted it was being recorded by Waycam. The following items were discussed:

Public Comment  
There was none.

The meeting began with the discussion of the Budget Calendar. Susan asked the SC to review the general guidelines and update the statement posted in our folder. The town manager will be looking for the capital budget by the end of October. SC should place this on the agenda for review in mid-October.

Budget Guideline and Calendar.

The timeline is in accordance with the town by-laws. SC will add budget calendar review to SC meeting in mid-October with draft budget guideline. David shared that the budget submission to the town is 4 months earlier than in most districts, stating that the process will be quick given budget priorities. He will work with the administration to provide the SC with the Superintendent's recommended budget by December 15th.

Jeanne suggested a placeholder for January 24th for the School Committee meeting to vote on the budget. David offered the suggestion to create a recording to share with the community regarding the recommended budget for those unable to attend community meetings in person. The Budget Hearing is expected to be in February or March.

Discussion of Long-Term School Building Plan.

The Statement of Interest (SOI) to the MSBA was submitted both in 2022 and 2023. Susan confirmed that we have funds allocated for a feasibility study. She is going to review where and how the funds can be used. David suggested a needs assessment followed by a feasibility study to evaluate priorities, swing space and a long-term facilities plan. Long range facilities plan is a 2023-2024 district goal.

David and Susan left the room at 11:43 am to attend to an urgent matter.

Review and Approval of August 2, 2023 Minutes

Upon a motion duly made by Jeanne Downs, seconded by Erin Mueller, the subcommittee voted unanimously (2-0) to approve the August 2, 2023 minutes.

David and Susan returned at 11:52 am

Discussion of a long-term school building plan continued with next steps including reviewing the relevant warrant language, looking at the contract with the town's on-call architect, determining the scope of the work, and developing the long range facilities plan.

David left the meeting at 11:59 am

#### FY23 End of Year Report Discussion.

The town will close its FY23 books at the end of September. The FY24 budget is very tight. SC will review and approve the FY23 End of Year Report in October and send to the Finance Committee. A discussion ensued about presenting SpEd expense detail to the SC at an upcoming meeting.

#### FY24 Quarterly Reporting

The subcommittee reviewed the FY24 quarterly reporting dates Susan proposed and discussed sending the reports to the Finance Committee once presented to the School Committee.

#### 5 Year Capital Plan and FY24 Capital Requests.

Budget guidelines will come from the Town Manager, FinCom will have their own budget guideline. The capital budgeting process takes place in the fall with the School Committee voting on a capital budget submission in the late fall. The draft should be to SC by October. Susan identified approximately 17 capital projects that can be closed, funds returned to the town and reallocated based on funding source. Susan is meeting with building principals to determine their capital wish list including paint, rugs, secondary school gym floors, HH boiler.

Support Organizations FY23 Reports and FY24 Budgets were briefly discussed including past reports.

#### Review of Updated Financial Assistance Guidelines and Application

Discussion ensued regarding tiered financial support available to Wayland students and the best approach to the application process. Susan is currently updating the form and is going to evaluate other district approaches.

#### Agenda topics for next meeting:

Subcommittee to present the 2023/2024 district priorities

#### Matters Not Anticipated

None.

#### Future Finance Subcommittee Meetings

The subcommittee determined the cadence of meetings and established bi-weekly Wednesday meetings at 9:00am.

Upon a motion made by Jeanne Downs and seconded by Erin Mueller, the subcommittee voted all in favor to adjourn at 12:54pm.

Respectfully Submitted,

Erin Mueller

#### Corresponding Documents

- School Committee Budget Development Guidance Statement
- August 2, 2023 Draft Minutes