

MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE

June 27, 2016

A meeting of the School Committee's Finance Subcommittee was called to order at 3:10 pm by Barb Fletcher who noted that the meeting was being recorded by Waycam.

Present were:
Barb Fletcher, chair
Jeanne Downs

Also Present:
Susan Bottan, business administrator
Stephen Cass
Brian Keveny, Wayland finance director
Annette Lewis

1. Public Comment

Stephen Cass commented on the 2015-16 Athletics budget. He questioned the equality of the athletic program for all teams, the need for new uniforms and the monies budgeted for teams that were not fielded.

2. Process and Timing for Developing Multi-Year Budgets

Brian Keveny discussed the town's budgeting model noting that the town is trying to stabilize the use of free cash and the tax rate. He noted that the Finance Committee would be reaching out to get a sense of where the School budget is headed over the next five years. Brian is hopeful the School Committee can get that information to the Finance Committee by the end of the summer.

Brian noted that the town budget guideline will be published by the end of August with a budget due date of mid-October for the town departments. The capital budget guideline will be published in the beginning of July with a capital budget due date of mid-September. A discussion ensued as to whether the School Committee could meet the capital budget deadline. Barb noted that it would be tight but will speak to Ben Keefe and Susan Bottan about the upcoming school projects and the five year capital plan.

Barb distributed a draft multi-year financial model. A discussion ensued about the use of the model. Barb will send the model to the subcommittee and Brian for review.

3. Fall Summit

A fall summit that includes the Board of Selectmen, the School Committee, the Finance Committee and the community was discussed. Possible topics include "Looking Back: FinCom Guidelines" and "Looking Forward: School Committee Goals and Beyond". This would include the results of the school's exploration committee. Barb will follow up with Nan Balmer and Paul Stein about holding a summit.

4. ClearGov Product

Barb reported on the ClearGov product which takes information from various sources (DESE, census, etc.) for towns and does benchmarking, etc. The product is being offered to communities

in the beta stage. Barb will put it on an upcoming School Committee agenda to see if the committee is interested in taking part.

5. Possible Warrant Articles for Fall Special Town Meeting

Susan spoke to Paul Stein, Brad Crozier and Ben Keefe about possible articles. To date, the only possible warrant article concerns a surplus vehicle. Barb will follow up with Ben.

6. FY18 Budget Schedule for School Operating, Capital and Special Revenue Budgets

Barb passed out last year's budget development calendar. Susan noted she has started the FY18 budget schedule and will bring it to the next Finance subcommittee meeting for review. Susan noted that the Special Revenue fund budgets and CIPs need to be in good shape by the end of August so that they can be reviewed at the 9/6/16 School Committee meeting and voted on at the 9/19/16 meeting. The Food Services CIPs for the next three years have been completed. Years four and five will be completed by the end of the summer. Susan is meeting with the building principals two weeks earlier than last year. Susan suggested adding a few more touch points regarding the budget in the end of October. A possible idea of combining the summit and public forum for October 5th was discussed.

7. FY17 Goals for Finance Subcommittee

Barb reported on her discussion with Susan about the goals. Possible goals for FY17 include:

1. Help support Susan with the data being collected emphasizing good and useful data.
2. Support the effort to make information available to a variety of stakeholders (including administration, staff, School Committee, and the community) with better reporting from MUNIS, the multi-year model and products such as ClearGov.
3. Help support School Committee in any analysis that needs to be done for negotiations.
4. Help support Susan with any outstanding projects (ie, indirect cost allocations, online payment system, etc.).

Barb will draft the goals and bring to School Committee.

8. Process and Timing for Peer Analysis

Barb passed out the metrics developed by Dave Watkins. The subcommittee will review the metrics and determine whether to use them, ClearGov or different metrics.

9. Status on Business Administrator's Outstanding Projects

Susan reported that the end of year wrap up is progressing. The online payment project with MCC is progressing as MCC and the schools work through the privacy issues. The Fund 25 project is finishing up.

10. Future Agenda Topics and Date of Next Meeting

The next meeting was set for July 14, 2016 at 9:00 am.

11. Consent Agenda

This agenda item was passed over.

12. Public Comment

Annette Lewis noted her hope that the WTA contract be negotiated for three years as required by law. She also asked that much thought be given before increasing the school budget as new initiatives cost money and residents need to be able to anticipate tax spikes. Administrative overhead should be reviewed as well.

13. Executive Session

Upon a motion made by Barb Fletcher, seconded by Jeanne Downs, the Finance subcommittee voted (2-0) to enter Executive Session at 4:40 pm for the purpose of approving minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A Section 22, for the following meeting: March 11, 2016. The Finance Subcommittee will be joined by Susan Bottan, Business Administrator. The Finance Subcommittee will reconvene in open session only for the purpose of adjournment.

A roll call vote was taken as follows:

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|-----------------------|------------|-----------|
| Barb Fletcher (chair) | X | |
| Jeanne Downs | X | |

13. Adjournment

Upon a motion made by Barb Fletcher, seconded by Jeanne Downs, the Finance subcommittee voted (2-0) to adjourn the meeting at 4:45 pm.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- Draft Multit-year Financial Model (WPS)
- FY17 Budget Development Calendar
- Peer Town Metrics