

**Wayland School Committee  
Finance Subcommittee  
11/8/23  
Minutes**

**Attendees:**

Jeanne Downs, Chair  
Erin Mueller

**Also Attending:**

Susan Bottan, Director of Finance and Administration

**Call to Order**

Jeanne called the meeting to order at 8:33 am.

**Public Comment**

There was no public comment.

**Review items for Nov 15th SC Meeting**

Susan reviewed the items that will be presented to the SC on Nov. 15<sup>th</sup> including the DESE report summary, the FY23 End of Year report, the FY24 Q1 report, and the support organization report. Susan noted that the FY24 Q1 report will show a break even balance as the budget is very tight this year. She anticipates needing to access the funds in the SpEd Reserve fund this year as SpEd transportation costs are forecasted to be double the budgeted amount.

**FY25 Budget**

Susan noted that the town guideline for FY25 is a level service budget. Additionally, Full Day Kindergarten (FDK), funds for the SpEd reserve fund, and two FTEs are included in the budget guideline. A discussion ensued about FDK and possible Chapter 70 funds available.

The budget book was discussed. Susan and David Fleishman will present the budget to the Town Manager and Director of Finance on Dec. 1 and to the School Committee on Dec. 13. A final budget number will go to the town on Dec. 15. The detailed budget book will be given to the School Committee on Jan. 3. The Dec. 13 PowerPoint budget presentation will be shared with the town's Finance Committee. A discussion ensued about how the Spanish Immersion program will be presented in the budget book.

**FY25 Capital Budget Update**

Susan noted that the Director of Facilities is confident that the money appropriated for the fire safety elements in the elementary schools and most of the middle school should cover the cost based on a recent quote received. Any shortfall can be requested in next year's budget as the work will go into next year.

A discussion ensued about the switch at the middle school and whether that should be a capital item on the town's budget instead of the school budget because the middle school is the town's emergency shelter. The \$42K cost is not great enough to have that conversation as the middle school does use the generator when the power goes out.

#### **Continued Discussion of Long-Term School Building Plan**

Susan noted that she and David Fleishman met with the Town Manager and the town's Director of Finance earlier in the month to discuss the facilities study. Susan will schedule another meeting to keep things moving forward.

Susan also noted that the BASE employee who has been helping with School Dude is adding five hours per week to go to schools and check in with the custodians regarding facilities projects.

#### **Matters Not Reasonably Anticipated by the Chair**

There were none.

#### **Next Meeting**

The Building Use Guidelines will be added to the next meeting. Meeting date is to be determined.

*Susan left the meeting at 9:50 am.*

#### **Approval of Minutes**

Upon a motion made by Jeanne Downs, seconded by Erin Mueller, the subcommittee voted unanimously (2-0) to approve the October 6, 2023 minutes with the revision discussed. The October 23, 2023 minutes were passed over.

#### **Adjournment**

Upon a motion made by Jeanne, seconded by Erin, the subcommittee voted unanimously (2-0) to adjourn at 9:52 am.

Respectfully submitted,

Jeanne Downs

Corresponding Documents

--October 6, 2023 draft minutes