

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – September 19, 2016

A Regular Meeting of the Wayland School Committee was held on Monday, September 19, 2016, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair (arrived at 7:07 p.m.)

Barb Fletcher, Vice Chair

Jeanne Downs

Kim Reichelt

Kathie Steinberg

Also:

Paul Stein

Superintendent

Brad Crozier

Assistant Superintendent

Marlene Dodyk

Director of Student Services

Susan Bottan

Business Administrator

Also:

Ben Keefe, Town Buildings Director

Aida Gennis, Library Trustees

Vice Chair Barb Fletcher convened the regular session at 7:02 P.M. and noted that the meeting is being recorded by WayCAM.

1. **Executive Session:**

Subsequent to a roll call vote in Regular Session on a motion made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to enter Executive Session at 7:02 p.m. for the purposes of discussing strategy for upcoming collective bargaining negotiations with the AFSCME Clerical Union, the AFSCME Professional Union, the Teamsters, the Library Association, the Police Union, the Fire Union, the Wayland Teachers Association, Wayland Educational Secretarial Association, the School Custodians Union and the Food Service Association as permitted by M.G.L. c.30A, §21(a)(3), as such discussion in open meeting may have a detrimental effect on the bargaining position of the School Committee and an Executive Session is necessary to protect the bargaining position of the School Committee and approving minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meeting: September 6, 2016. A roll call vote was taken as follows:

| <b><u>Roll Call</u></b>   | <b><u>Yes</u></b> | <b><u>No</u></b> |
|---------------------------|-------------------|------------------|
| Ellen Grieco, Chair       | absent            |                  |
| Barb Fletcher, Vice Chair | X                 |                  |
| Jeanne Downs              | X                 |                  |
| Kim Reichelt              | X                 |                  |
| Kathie Steinberg          | X                 |                  |

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, Susan Bottan, School Business Administrator, and Diane Marobella, recording secretary, as well as the members of the Finance Committee, the Personnel Board, and the Board of Selectmen and John Senchyshyn, Asst. Town Administrator, Brian Keveny, Town Finance Director, and Nan Balmer, Town Administrator.

The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to exit Executive Session at 8:06 p.m. A roll call vote was taken as follows:

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| <u>Roll Call</u>          | <u>Yes</u> | <u>No</u> |
|---------------------------|------------|-----------|
| Ellen Grieco, Chair       | X          |           |
| Barb Fletcher, Vice Chair | X          |           |
| Jeanne Downs              | X          |           |
| Kim Reichelt              | X          |           |
| Kathie Steinberg          | X          |           |

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to amend the motion and move to include and invite Katelyn O'Brien to the Executive Session as read before. A roll call vote was taken as follows:

| <u>Roll Call</u>          | <u>Yes</u> | <u>No</u> |
|---------------------------|------------|-----------|
| Ellen Grieco, Chair       | X          |           |
| Barb Fletcher, Vice Chair | X          |           |
| Jeanne Downs              | X          |           |
| Kim Reichelt              | X          |           |
| Kathie Steinberg          | X          |           |

The School Committee reconvened in open session at 7:55 p.m.

2. **Comments & Written Statements from the Public:**

Many Loker parents, as listed in these minutes, attended this meeting regarding the 4<sup>th</sup> grade class size at Loker School, as the classes have exceeded the class size limits as noted in School Committee Policy IIB (Class Size). Parents are concerned with the classrooms being too crowded, safety issues in the classrooms, the difficulty for students to concentrate, and the difficulty for teachers to connect to the students and be effective in the classroom. Parents are also concerned about the students who fall in the middle academically and who are not getting as much attention from the teacher as the other students. Finally, a new apartment complex on Commonwealth Road will most likely generate more students who will attend Loker School.

Meeting protocol was reviewed by Ellen. Barb noted that the class size guidelines were put in place about 15 years ago. Paul assured the parents that he and Brian Jones are committed to finding a solution for this year and next year within the next week or so. Paul noted that this issue will become a part of the FY18 budget process.

Tom Sciacca asked the School Committee to reconsider the elimination of the second public comment session at the end of its meeting. Tom asked the School Committee to become involved in the discussions regarding the proposed library site at 195/207 Main Street, as many issues have come up that may require the Committee's input. Tom suggested that a community center next to the library would be very beneficial, especially to the middle school students.

3. **Educational Matters:**

(a) Hear Superintendent's Report:

Paul commended and thanked Food Service Director Cheryl Judd for applying for and receiving a grant from the New England Dairy Council in the amount of \$14,000 to purchase new kitchen equipment.

Paul attended the Happy Hollow playground ribbon cutting ceremony and opening, which was a joyous event for the staff and students.

Paul commented that the Wayland Public Schools received gifts from the representatives of the Beijing Jingshan School Yuanyang Branch. The gifts are scrolls that will be displayed.

Paul noted that DESE is developing MCAS 2.0, which will include PARCC questions. School districts were asked to choose to continue with computer-based testing or revert back to paper-based testing. Wayland has chosen to continue with computer-based testing.

Paul reiterated that he will continue to work on solutions for Loker enrollment and across the district, especially from 3<sup>rd</sup> grade on.

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(b) Presentation and Discussion regarding School Start Times:

As the School Committee's communication liaison, Kim suggested ways in which to engage and inform the community to begin the process regarding school start times. A discussion ensued and other suggestions included the use of surveys, publishing articles in the newspaper, utilizing Wayland BUZZ, and parent forums. Kim will inform parents of both sides of the proposal that include positive and challenging aspects. A presentation will be made at the Boston Parent meeting on November 7<sup>th</sup>. The School Committee supported moving forward to the next step in the process which is to receive more research, especially for the elementary grades. The Committee discussed the possibility of forming a task force and what its charge would be.

Paul commented that he will be meeting with other district superintendents regarding this issue.

4. **Special Matters:**

(a) Conduct Interviews and Vote to Appoint the School Committee Representative to the Audit Committee:

The School Committee interviewed the following applicants to replace Paul Brennan as the School Committee representative to the Audit Committee.

- Joseph Kunnel
- Chris Ryan

They were asked why they want to serve in this capacity and what expertise and qualifications they would bring to the position. Both commented that they are prepared to meet the time commitment necessary and provided information about their direct work experience and interest in the position.

Michael Hoyle was scheduled to be interviewed, but could not attend. He will be interviewed at the October 5<sup>th</sup> meeting.

(b) Conduct Interviews and Vote to Appoint the School Committee Representative to the Permanent Municipal Building Committee:

The School Committee interviewed the following applicant to represent the School Committee on the Permanent Municipal Building Committee.

- Seema Mysore

She was asked why she would like to serve in this capacity and what expertise and qualifications she would bring to the position. She provided information about her direct work and volunteer experience and interest in the position.

Michael Hoyle also applied for this position but, as noted, he could not attend. He will be interviewed at the October 5<sup>th</sup> meeting.

(c) Update regarding the Library Proposal and Potential Impact on the Middle School and Property Located at 195/207 Main Street:

Aida Gennis updated the School Committee on the status of the library proposal for 195/207 Main Street. Aida reviewed the process beginning in early August to the present. In order to begin the building grant process, the architect has begun to assess/study the exact location of the building, including parking requirements and avoiding the perimeter of the burn dump. The architect determined that the library could be built on the 195 Main Street parcel with parking behind the building. Aida added that this land is in an aquifer protection area.

Meetings have been held to discuss uses for the open spaces behind and next to the new library, as school bus parking and new fields are being considered. The configuration of the driveway and access to the Middle School is also being discussed, as well as the installation of a traffic light.

Warner Larsen Landscape Architects will work with the Conservation Commission regarding the school bus parking and student drop offs and pickups because there are drainage issues and an underground water main. Referring to a map of the Main Street parcel of land, Ellen and Aida described the concerns that were discussed in an earlier meeting that day regarding this matter, including the size of a new recreational field. The size of the field now being considered is one that is 260 ft. x 185 ft. (9B9 field) to the right of the driveway on the 207 land parcel, as the 195 land parcel behind the proposed building is 5 feet short. The Recreation Commission will have its own study done by Werner & Sampson.

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The application must be filed by January 2017 to request a land transfer. The land transfer request may include three board meetings to deliberate and consider this transfer by the Board of Public Works and Board of Selectmen, and the minutes must be approved for the subsequent meetings. The minutes must be certified, specifically noting the transfer votes, as a requirement for a state application. Aida elaborated on the timetable and process for the land transfer. The Boards will work together to be sure that all needs are met, as the school bus parking is an important need for the schools. Paul stressed that if the school buses were to be parked outside of Wayland, the cost has been estimated to exceed \$300,000. A discussion followed regarding possible other locations at 195/207 Main Street for bus parking, given the other proposed uses for playing fields and the library.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to engage Warner Larsen, landscape architects, to conduct a test fit plan as provided in the proposal as well as answering the question whether the buses can be parked there under any of the relevant legal provisions for a proposed fee not to exceed \$3,000 for the 2 parcels as identified on the map – 195 and 205 Main Street.

The School Committee will invite the Recreation Commission to its October 5<sup>th</sup> meeting.

5. **Financial Matters:**

(a) Continued Review and Possible Vote to Approve the FY18 Capital Improvement Plans (CIPs) for Facilities and Technology:

The School Committee reviewed the FY18 Capital Improvement Plans. Barb and Ben Keefe noted the changes and status of the following CIPs.

- Happy Hollow Floor Tile Replacement
- Claypit Hill Phone Upgrade
- Loker Roof and Rooftop Unit
- Loker Floor Tile Replacement
- Kitchen Equipment
- Middle School Furniture Replacement
- Middle School Floor Tile Replacement
- Custodial Equipment
- High School Tennis Courts
- High School Stadium

The Committee reviewed the Technology CIPs. Barb explained that the network switch upgrades and the Middle School VOIP telephone system will be sponsored by the Town IT Department. The School Department is sponsoring the CIP for AV equipment once a replacement cycle is developed for AV equipment and it is determined which type of AV equipment is appropriate for the 196 classrooms district wide.

The five-year capital plan requests total \$3,120,000.

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve and recommend to the Finance Committee the FY18 capital requests as provided in the five-year capital plan request submitted tonight for facilities for \$3,120,000 and for AV equipment for \$120,000.

(b) Continued Discussion of FY18 Budget Guideline Recommendation by Finance Committee and Budget Process:

The School Committee discussed the FY18 Budget Guideline for a better understanding and clarification in terms of the Committee's FY18 budget process. Barb confirmed that the School Committee and Paul will follow last year's process, using a level service budget as a starting point. Barb noted that the Finance Subcommittee discussed ways in which to engage and involve the community during the budget process. One idea is to invite three community members who represent different views/voices on the budget to participate in the Finance Subcommittee budget discussions. Barb elaborated on this proposed process. A discussion ensued in terms of how the community members would be selected fairly. Other ways to engage the community were suggested, such as each School Committee member visits her liaison school during a principal's coffee to highlight school-related budget items in Paul's presentation.

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- (c) Review and Discussion of 2016-2017 Wayland Youth Basketball Gym Use Agreement and Potential Vote to Authorize the Chair to Sign the Agreement:  
The School Committee reviewed the 2016-2017 Wayland Youth Basketball Gym Use Agreement. One change was made.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the 2016-2017 Wayland Youth Basketball Use Agreement and to authorize the Chair to sign the agreement as amended.

- (d) Finance Subcommittee Update:  
Barb updated the School Committee on the work of the Finance Subcommittee. The subcommittee continues to look at the multi-year budget with a focus on enrollment and how it will impact staffing and cost allocations. Barb noted that the high school METCO coordinator's salary is being recalibrated to meet the salary of the other two coordinators, and DESE will perform a review of the Wayland Public Schools fiscal procedures at the end of this calendar year.

### 6. **Administrative/Procedural Matters:**

- (a) Review Letter of Agreement regarding the Engagement of Murphy, Hesse, Toomey & Lehane, LLP as the Law Firm Chosen by the School Committee to Represent the Wayland Public Schools and Possible Vote to Approve the Letter of Agreement and Authorize the Chair to Sign Such Letter of Agreement:

The School Committee reviewed the Letter of Agreement provided by Murphy, Hesse, Toomey & Lehane. One concern expressed was legal coverage when the lead attorney was not available. Ellen noted that she spoke to Kevin Bresnahan regarding this concern, and he confirmed that there would be a backup attorney available. The current billing structure was discussed, and Susan confirmed that the billing structure is acceptable to her and other staff.

Finally, the School Committee agreed that a signature line for the Chair's signature should be added to the Letter of Agreement acknowledging that the School Committee accepts and agrees with the terms of the agreement.

The Committee will discuss again at its October 5<sup>th</sup> meeting.

- (b) Review and Possible Vote to Approve and Submit the 2016 Annual Town Report:  
The School Committee reviewed the 2016 Annual Town Report drafted by Jeanne Downs. Suggestions were made to add content to the report. Jeanne will make those additions.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted to approve the 2016 Annual Town Report and submit it as amended.

- (c) Review the Wayland School Committee 2016-2017 Meeting Schedule:  
The School Committee reviewed its 2016-2017 meeting schedule and the format of the Fall Forum on October 5<sup>th</sup>. It was confirmed that Special Town Meeting is November 15 and possibly November 16.

- (d) Communications Update and Discussion regarding Future Articles:
- *Discussion of Article regarding Support Organizations:* Kim distributed a draft article regarding support organizations; the Committee reviewed. The School Committee will bring their comments to the October 5<sup>th</sup> meeting.
  - *Brainstorm Ideas for Other Articles/Communications:* This discussion will be postponed until October 5<sup>th</sup>.

### 7. **Policy Subcommittee Update:**

- (a) Possible Approval of the Following Policies:  
The School Committee reviewed the following policies and Jeanne provided the status of each.

- *Policy JFABA – Non-resident Students*  
This policy was put out for public comment; will be approved tonight.

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- *Policy KCD – Public Gifts to the Schools*

This policy was previously approved; however, a minor change was made. It will be approved again.

Kim asked a question pertaining to Policy JFABA and whether a student can finish his/her senior year if the family moves out of Wayland. Paul responded. The Committee reviewed the policy for clarity. The Policy Subcommittee will take Kim's comment under consideration.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve Policy JFABA, Non-resident Students, and Policy KCD, Public Gifts to the Schools, both as amended.

### 6. **Matters not Reasonably Anticipated by the Chair:**

None.

### 8. **Consent Agenda:**

#### (a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Payroll Warrant, dated 9/14/2016, in the amount of \$1,347,087.78
- Wayland Public Schools Accounts Payables Warrant, dated 9/19/2016, in the amount of \$488,978.94
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated 9/19/2016, in the amount of \$4,715.65

#### (b) Approval of Minutes:

- Regular Session of August 29, 2016

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the August 29, 2016 regular session minutes as amended.

### 9. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to adjourn at 11:02 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

### **Observers:**

Tom Sciacca, WVN, BUZZ  
Keri Keenan, Wayland  
Laura Martins, Wayland  
Melinda Keegan, Wayland  
Pam Cerne, Wayland  
Margo Grossman, Wayland  
Chris Barris, Wayland  
Ms. Heller, Wayland

### **Corresponding Documentation:**

1. Agenda & Backup Information
2. Executive Session Motion
3. PowerPoint Presentation of School Start Times
4. Technology Capital 5-Year Plan
5. Schools' 5-Year Capital Plan
6. Food Service Equipment Replacement Priorities

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7. Capital Improvement Plans
  - Food Service Kitchen Equipment
  - HS Stadium Rehabilitation
  - HS Tennis Court Rehabilitation
  - Custodial Equipment
  - MS Floor Tile Replacement
  - MS Furniture Replacement
  - MS Telephone Upgrade
  - Claypit Hill Telephone Upgrade
  - Loker Roof and Rooftop Unit Replacement
  - Loker Floor Tile Replacement
  - Loker Parking Lot Repaving
  - Happy Hollow Floor Tile Replacement
8. Wayland Youth Basketball Gym Use Agreement
9. Draft FY16 Annual Town Report
10. Letter of Agreement from Murphy, Hesse, Toomey & Lehane, LLP
11. Policy JFABA – Non-resident Students
12. Policy KCD – Public Gifts to the Schools
13. Regular Session Minutes of August 29, 2016
14. Accounts Payables & Payroll Warrants
15. 2016-2017 School Committee Meeting Schedule
16. Draft Article regarding Support Organizations