

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – September 6, 2016

A Regular Meeting of the Wayland School Committee was held on Tuesday, September 6, 2016, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair (arrived at 7:06 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:

Leisha Simon

Director of Technology and Accountability

Vice Chair Barb Fletcher convened the regular session at 7:04 P.M. and noted that the meeting is being recorded by WayCAM.

### 1. **Comments & Written Statements from the Public:**

Tom Sciacca commented on students' overburdened schedules that include sports, music and other activities. He used his granddaughter as an example, as her volleyball coach told the students that they would have to make a choice between activities when committing to a sport. Tom passed onto his son the Northeastern Study done for Wayland athletics and he, in turn, gave it to Chelmsford High School. Tom believes that there are misplaced values in sports, as neurological research shows that physical activity is useful and good for the brain, but the enthusiasm level should be reasonable. He suggested that Wayland Public Schools could take leadership in this effort.

### 2. **Educational Matters:**

#### (a) Hear Superintendent's Report:

Paul commented that he met with Kim Reichelt regarding school start times. He explained the process of discussions with the community that will necessitate much work and much communication. Kim will discuss a presentation to the School Committee on September 19<sup>th</sup>.

Paul noted that Jake Montweiler, Middle School Curriculum Leader and Social Studies teacher, led discussions at the Administrative Retreat regarding citizenship, civility, civics and global citizenship, as part of the new district-wide goal and a work in progress.

The opening day of school was smooth, and there was good energy and purpose in each building. As the School Committee Claypit Hill School liaison, Jeanne Downs shared her experience at the school on the first day.

#### (b) Possible Vote to Approve the Superintendent's FY17 District-Wide Goals:

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Superintendent's FY17 District-wide Goals as presented.

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3. **Financial Matters:**

(a) Review Draft FY18 Capital Improvement Plans (CIP) for Wayland Schools, including Five-Year Capital Plan and Outstanding Capital Projects:

Barb reviewed the CIPs with the School Committee. These include the outstanding capital projects, such as the plans for remaining high school funds, the Happy Hollow nurse's room and art room/cafeteria space, Happy Hollow reseal vs. paving, and the Food Service equipment replacement at the Middle School. When these projects are completed, the accounts will be closed in a timely manner.

Susan noted that some accounts currently show a negative balance because revenue from the funding source has not yet been posted in MUNIS for those accounts. Once that is done, the accounts will be reconciled. A discussion ensued regarding account balances and Susan commented that timely and accurate data is difficult to access in MUNIS for different reasons and is being researched.

The School Committee reviewed the five-year capital plans for school facilities, and Barb pointed out the projects that have been moved forward in time. For example, the Loker roof replacement project has moved forward one year to FY18 and added as a placeholder with the possibility of combining it with the Loker window and door project, as the Massachusetts School Building Authority only allows one Accelerated Repair Project (ARP) per building every ten years in terms of funding. Among others, Barb also reviewed CIPs for the Food Service Equipment, the High School Athletic, Recreational and Open Spaces, the Claypit Hill phone system, Middle School Floor Tile and Furniture Replacement, and Custodial Equipment. Susan commented on the status of the Food Service capital requests and the impact to the Food Service budget.

Barb noted that the Finance Subcommittee will meet with Ben Keefe to ask for clarification on some of the CIPs prior to the School Committee's vote to approve the CIPs at its September 19<sup>th</sup> meeting.

Leisha Simon described the technology capital project process between the school department and the Town. She noted that the CIP for classroom AV equipment and hardware is a new addition to the capital plan, although it has been discussed in prior years. Jorge Pazos, IT Director for the Town, will be overseeing the upgrade of networking equipment for the High School and Middle School, and he is currently updating the cost for the upgrade. He will make a preliminary report to the Finance Committee at its next meeting. The upgrade is necessary, as the life expectancy of the network switches has reached their end. Leisha described the Middle School upgrade which includes updating the network switches that were installed in 2008 and rewiring the school for the purpose of having an access point in every classroom and a network and VOIP drop for telephones. Both projects will be done during the summer of 2018. New firewalls will be installed this fall. Leisha will provide the School Committee with a list of equipment, the ages of the equipment, and the cost of replacement. She explained how she developed this list.

(b) Review and Possible Vote to Approve Invoices from Pinck & Co., Inc., CGKV Architects, Inc., and Lockheed Window Corp. related to the Claypit Hill School Window Replacement/MSBA ARP Project:

Jeanne commented that the Permanent Municipal Building Committee has approved these current invoices and recommends payment. She noted that the project is almost finished.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve payment of the Pinck & Co., Inc., CGKV Architects, Inc., and Lockheed Window Corp. invoices related to the Claypit Hill School Window Replacement/MSBA ARP Project.

(c) Discussion of FY18 Budget Guideline Recommendation by Finance Committee:

Barb commented that more information regarding the 2.5% budget guideline will be available at the School Committee's meeting on September 19<sup>th</sup>. She noted that she, Paul and Susan will be meeting with Carol Martin and Nan Balmer to discuss the guideline and to obtain clarification in terms of the school budget. Susan commented that a narrative regarding the budget guidelines will be available shortly with the intent of clarifying the 2.5% guideline. There will be a joint meeting with the Board of Selectmen and Finance Committee on either September 19<sup>th</sup> or 26<sup>th</sup> regarding the budget and school negotiations.

Kathie noted her concerns about the budget, given that the School Committee held a community summit, as directed by the Finance Committee, to address a long-term plan going forward. Some action plans have been put in motion and worries that if the School Committee is given a concrete number, these plans could be impacted. She explained further and a discussion followed.

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Paul commented that he will most likely following the same process for the FY18 budget as he followed for the FY17 budget. He briefly explained his budget planning.

- (d) Update regarding a Shift in Staffing Due to Special Education Needs of Incoming and Outgoing Students:  
Marlene commented that each fall she looks at the student projection from the previous October and the number of students that were included in the FY17 budget for out-of-district placements and in-district needs. There have been changes since the budget was approved, such as more students have moved into Wayland, student needs have changed and not all out-of-district placements have been finalized. Thus, four teacher assistants are needed to accommodate the students' needs. Marlene plans to use monies from the 240 Grant to fund one TA and monies from the Circuit Breaker, if necessary, for the remaining positions. Marlene has also consulted with Susan regarding funding. Marlene may explore other models over the next two years.

Paul informed the School Committee that he would like to introduce the new administrators to the School Committee at a future meeting.

- (e) Update regarding Minuteman Regional High School Special Election:  
Jeanne informed the School Committee that there will be a special election on September 20<sup>th</sup> for member towns to vote on the funding/borrowing for the new Minuteman Regional High School. Even though several districts have opted out of Minuteman, it does not become effective until June 2017. The vote requires a simple majority of the population in all member communities. There will be no capital costs to Wayland, as it was negotiated as part of its agreement to leave Minuteman.

- (f) Continued Discussion of Revenue Fund Expenses and Cost Allocation Methodologies:  
Kathie noted the documents to which she is referring regarding the recommended budgets for the special revenue funds and the indirect cost allocations for Wayland School Community Programs (WSCP). Kathie's concerns center on the fringe benefits for the WSCP employees who work both for the schools and WSCP. Another concern is placing more burdens on families who pay many school fees. A discussion ensued in terms of whether the Town or the program should pay the fringe benefits for these employees.

Paul commented that if two part-time positions are to be filled, most always the positions would not be combined because it would create a benefits package.

The BASE program has 12 full-time employees who are benefits eligible and whose benefits are paid by the program. The program is assessed over \$120,000 for health insurance benefits.

Susan will review cost allocations for Full Day Kindergarten, especially because of the new hybrid model that was put in place this year. She will bring her recommendations to the Finance Subcommittee. Paul suggested identifying and understanding the potential problems, if any, before trying to solve them. Committee members conveyed their views of the programs and the fees at hand. The School Committee will continue its discussions only regarding the allocations of costs to the Full Day Kindergarten program.

- (g) Finance Subcommittee Update:  
There was no update at this time.

4. **Administrative/Procedural Matters:**

- (a) Discussion and Possible Vote to Approve and Enter into a Contract with either Murphy, Hesse, Toomey & Lehane, LLP or Stoneman, Chandler & Miller, LLP:  
The School Committee reviewed the draft Letter of Agreement, including the terms of the agreement. Susan Bottan explained how she drafted this letter and explained some of the language within the letter.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to select Murphy, Hesse, Toomey & Lehane (MHTL) as the law firm that provides the best service given the School Committee's RFP.

Paul asked for an explanation if it turns out that there is a big discrepancy in the rates of the law firms, given that the level of quality of service is more important than price point. It was noted that if the price exceeds what was budgeted, the other pricing proposal would be reviewed.

Susan reviewed the rates with the Committee, as well as the fees for photocopying, clerical, postage, etc.

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MHTL will provide ten hours of free service to assure a seamless transition. Barb suggested that the billing process be reviewed at this time. Susan will ask Kevin Bresnahan to clarify the staffing structure, as well as a copy of MHTL's Letter of Agreement.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to engage Murphy, Hesse, Toomey & Lehane as the School Department law firm and to review its Letter of Agreement.

- (b) Update regarding the Library Proposal and Potential Impact on the Middle School:  
There was no update at this time. There will be another meeting on September 19<sup>th</sup>.
- (c) Continued Discussion of Executive Session Minutes requested by George Harris in his Request of August 22, 2016, pursuant to M.G.L. c.30A, §22:  
Ellen and Barb confirmed that George Harris received the information pertaining to his public records request of August 22, 2016. Barb commented that the purpose of Mr. Harris's request was to confirm that the School Committee was following the process of reviewing executive session minutes in a timely manner.

Kathie commented that when a public records request is made, specifically with the level detail that was involved in Mr. Harris's request, a cost specific to the amount of time and resources used is determined.

- (d) Communications Update:
- *Discussion of Article regarding Support Organizations:*  
Kim will bring this article to the September 19<sup>th</sup> meeting for the Committee's review.
  - *Discussion of Community Engagement in Schools:*  
Kim recommended that communications include more non-school families and to invite them to provide input regarding school issues. A discussion ensued in terms of the policies related to posting pictures of students.

The Committee discussed ideas for future articles and each member will bring their suggestions to the September 19<sup>th</sup> meeting. Kathie suggested that going forward there is a more open and public acknowledgement of what school organizations have provided to the schools.

### 5. **Policy Subcommittee Update:**

- (a) Review and Possible Vote to Approve the Following Policies:  
The School Committee reviewed the following policies and Jeanne provided the status of each.
- *Policy GBEA – Staff Ethics*  
Passed over.
  - *Policy GCCD – Domestic Violence Leave*  
This is a new MASC policy and was edited slightly regarding clarification of use of vacation time. This policy will be put out for public comment, as amended.  
  
Upon a motion duly made by Jeanne Downs, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to put Policy GCCD – Domestic Violence Leave – out for public comment.
  - *Policy GCRD – Tutoring for Pay*  
This policy was put out for public comment and no comments were received. The School Committee will approve.  
  
Upon a motion duly made by Jeanne Downs, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to approve Policy GCRD – Tutoring for Pay – as amended.
  - *Policy FFA – Memorials*  
This is a new MASC policy and was amended by the Policy Subcommittee regarding the approval of memorials. A discussion ensued in terms of possible exceptions to the policy. It will be put out for public comment.

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Upon a motion duly made by Jeanne Downs, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to put Policy FFA – Memorials – out for public comment as amended.

- *Policy BEDH – Public Participation at School Committee Meetings*  
This policy was put out for public comment and no comments were received. A lengthy discussion ensued in terms of the process of the public comment session when questions are asked of the School Committee and whether the Committee should respond at that time or at the next meeting. Barb informed the School Committee of her discussions with two town board members regarding receiving and responding to public comment. This policy will be reviewed by the Policy Subcommittee again.
- *Policy DBJ – Budget Transfer Authority*  
This policy was put out for public comment and no comments were received.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve Policy DBJ – Budget Transfer Authority.

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

(a) Re-approval of Special Session Minutes of April 7, 2016:

Barb distributed the regular session minutes for another review of the times noted in the minutes of April 7, 2016, as the times were not in sync with the Finance Subcommittee meeting that same day. The times were changed appropriately.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted to amend the special meeting of April 7, 2016 – the continuation of session #1 minutes – as amended.

(b) Scheduling Matters:

The School Committee will interview the applicants for School Committee Liaison to the Audit Committee and Permanent Municipal Building Committee at its meeting of September 19<sup>th</sup>.

The Committee discussed the logistics of the September 19<sup>th</sup>, given that the School Committee will be meeting other town Boards in Executive Session at the beginning of the meeting.

### 7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Payroll Warrant, dated 8/31/2016, in the amount of \$1,391,513.71

(b) Approval of Minutes:

- Special Session of August 25, 2016

Jeanne asked a question related to recent salary payments by recreation to coaches. Susan will research and report back to the School Committee.

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 25, 2016 special session minutes as amended.

### 8. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 10:07 p.m. for the purposes of discussing and reviewing the minutes related to George Harris's public records request of April 22, 2016 as listed on the agenda for possible declassification, as permitted by M.G.L. c.30A, §22, approving minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meetings: July 20, 2016, August 29, 2016 - #1, and August 29, 2016 - #2. 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	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, and Diane Marobella, recording secretary.

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

9. **Regular Matters (continued):**

(a) Possible Vote to Declassify Executive Session Minutes related to George Harris’s Public Request of August 22, 2016 and as Listed on the Meeting Notice:

Upon a motion duly made by Barb Fletcher, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to declassify the minutes with redactions as discussed in Executive Session and as listed on the meeting notice.

10. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 10:32 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

**Observers:**

Tom Sciacca, WVN, BUZZ

**Corresponding Documentation:**

1. Agenda & Backup Information
2. Accounts Payables & Payroll Warrants
3. PowerPoint Presentation of School Start Times
4. Invoices for the Claypit Hill Windows & Doors/MSBA ARP
  - Pinck & Co.
  - Lockheed Window Corp.
  - CGKV Architects
5. Technology Capital 5-Year Plan
6. Schools’ 5-Year Capital Plan
7. Food Service Equipment Replacement Priorities
8. 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 Telephone Upgrade
  - Loker Roof and Rooftop Unit Replacement
  - Loker Floor Tile Replacement
  - Loker Parking Lot Repaving
  - Happy Hollow Floor Tile Replacement

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9. Draft Legal Letter of Agreement
10. Policy GBEA – Staff Ethics/Conflict of Interest
11. Policy GCCD – Domestic Violence Leave Policy
12. Policy GCRD – Tutoring for Pay
13. Policy FFA – Memorials
14. Policy BEDH – Public Participation at School Committee Meetings
15. Policy DBJ – Budget Transfer Authority
16. WSCP Cost Allocations for 2011-2012 Report prepared by Gail Zeman
17. WPS Special Revenue Funds FY17 Recommended Budgets
18. Special Session Minutes of August 25, 2016
19. Regular Session Minutes of April 7, 2016
20. Executive Session Minutes for Declassification

November 20, 2006

January 4, 2016

January 7, 2016

April 7, 2016 #1

April 15, 2016

April 21, 2016

May 2, 2016

July 20, 2016

July 25, 2016

August 3, 2016

August 29, 2016 #1

August 29, 2016 #2