

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – January 30, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, January 30, 2017, at 6:30 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

- Ellen Grieco, Chair
- 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 & Accountability
- Ben Keefe, Public Buildings Director
- Malcolm Astley, Domestic Violence Roundtable
- Sue Rushford, Domestic Violence Roundtable (Wayland, Sudbury, Wayland)

Chair Ellen Grieco convened the open session at 6:33 P.M.; the meeting is being recorded by WayCAM.

1. **Executive Session #1:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 6:33 p.m., to discuss strategy with respect to and in preparation for collective bargaining with the Wayland Teachers Association, Wayland Educational Secretarial Association, the Custodians Union and the Food Service Association, and the Town Unions Police, Fire, AFSCME 1, AFSCME 2, Library and Teamsters, as permitted by M.G.L. Chapter 30A, §21(a)(3), as such a discussion in open session 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. 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 will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent and Diane Marobella, recording secretary.

The School Committee will also be joined by Nan Balmer, Town Administrator and John Senchyshyn, Asst. Town Administrator and HR Director, Board of Selectmen members – Cherry Karlson, Louis Jurist, Mary Antes, Lea Anderson and Joe Nolan, and Deb Cohen of the Personnel Board.

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

The School Committee re-entered open session at 7:12 p.m.

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

Sheila Carel presented a petition of about 100 signatures asking the School Committee to remove the Middle School site as a consideration for school bus parking. Ms. Carel cited the health issues caused by the pollutants in diesel fuel, such as cancer, Parkinson's, and respiratory issues, that would affect children and the elderly who about the Middle School. Sheila referred to an old Weston & Sampson study when considering putting up a salt shed. She asked the School Committee to ask the Board of Selectmen to suggest another location, such as the old dump.

A resident agrees with the previous comments and added that the bus parking should not be near any school or neighborhoods because of the health risks.

Judy Currier, a member of the Dudley Pond Association since 1978, commented that a lot of money has been spent over the years to preserve and protect Dudley Pond and it would be counterproductive and a waste of tax dollars to park the buses in that location.

The President of the Dudley Pond Association agrees with all prior comments. He commented on the money spent to protect Dudley Pond and asked the School Committee to reconsider its options.

Ann Carr is a close abutter of the old DPW site on Main Street. She commented that there are risks to the environment and the ramifications of the decision to park the buses at the Middle School, or any school, would be contradictory to what the schools teach the children about Rachel Carson and Henry David Thoreau. Ms. Carr referred to the quote by Rachel Carson painted on the Middle School mural which she considers to be relevant to this situation.

A resident suggested that the school department enter into a contract with a bus company that runs its buses with natural gas, given the environmental risks from diesel fuel. He also commented that the old dump would be the best place for the buses.

Judy Ackerman commented on the traffic issues on Route 30, given the many businesses in that location. She added that any placement of buses would be unfair to abutters of those locations.

Steve Wynn, a trustee of Willow Brook Association, spoke on behalf of the Willow Brook residents. They have three primary concerns: 1) it is a high traffic area during commuter traffic; 2) there are safety risks and potential contamination and pollution issues due to the former Dow chemical site; 3) the possibility of the loss of recreation land. He commented on the current uses of the recreation land.

A resident commented that she appreciates all prior comments. The schools and Dudley Pond should not be sites for school bus parking.

Mark Hayes commented on what are, in his opinion, compliance issues with online applications in the schools. He referred to and passed out an email he sent to the Superintendent and the school Technology Director about this issue. He suggested that the School Committee establish a student privacy committee to address these issues. Mr. Hayes also commented on other concerns and distributed an email he sent to the town's IT Director.

Tom Sciacca referred to the Candidate Profile being used during the superintendent search. The ability to delegate is a significant issue and is a management function. This was omitted from the profile.

3. **Financial Matters (taken out of order):**

(a) Continued Discussion regarding School Bus Parking:

At the last School Committee meeting, Susan Bottan was asked to research questions posed by the Committee related to school bus parking.

Ellen left the meeting at 7:32 p.m.

Additional documents were provided to the Committee prior to this meeting, such as studies related to the Middle School property and a letter from Anette Lewis, a representative of the WRAP Committee, referring to matters relative to the old dump site. A letter was also received from Mike Lowery of the DPW that included additional studies of the Middle School site. Susan provided the answers to the Committee's questions related to a process timeline and the time remaining for due diligence, cost estimates for various categories, and the proximity of distance for abutters at each location being considered. A discussion ensued about looking into the number of

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abutters at each location.

Ellen returned to the meeting at 7:37 p.m.

Depending on the bus routes, the earliest two Boston buses begin at 5:40 a.m. followed by one more between 5:50 and 5:55 a.m. Wayland bus drivers arrive at the buses between 5:50 a.m. and 6:40 a.m. Susan reviewed the estimated costs associated with putting the buses at two different locations, including personnel and non-personnel costs. There is a one-time cost of \$10,000 and ongoing annual costs of \$88,200.

Continuing, Susan noted that Anette Lewis of the WRAP Committee worked with the Board of Health and Conservation regarding the entire closure of the old dump in 1980. There has been no further monitoring of this site since. Susan, along with the Planning Department, the Board of Health, and The Engineering Corporation, visited the old dump site to determine if the buses will fit on the site. It was determined that this site had the most potential of all the sites being considered. However, the Director of Public Works has indicated that this site is the department's first choice of three sites being considered for its own use. A letter of intent drafted by Susan and Kathie will be sent to the DPW informing it of the School Committee's interest in pursuing the possibility of parking the buses on this site

To lease or rent space for the buses could take up to 12 weeks. Susan will follow up with other communities in terms of how and where they park their buses. Based on 16 buses in the fleet, the cost of a Wayland rider is \$1,081 per year. A discussion ensued about the possibility of asking First Student to provide more efficient and less toxic running buses, and to focus on the sites that will not incur high costs.

Mike Lowry of the Board of Public Works commented that the Board is meeting Tuesday night to discuss the old dump and the DPW's needs. He noted that they are currently working to create a 0.62 acre lay down area although it is not sufficient for the needs of the DPW. Kathie will attend this meeting.

Kathie commented on the options available to park the buses. First Student can park the buses outside of Wayland for \$241,000 per year for 3 years. Thus, the School Committee is exploring other options and other sites which the School Committee has control over.

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to authorize Susan Bottan as the Business Administrator to engage The Engineering Corporation to prepare the conceptual drawings as listed in the memo in the event that after speaking to the Board of Public Works that there is a possibility that we could continue to consider the site at the old dump on Route 20 for bus parking.

4. Administrative/Procedural Matters (taken out of order):

(a) Update and Discussion regarding Student Data Privacy Issues:

Jeanne noted that the Student Data Privacy Committee started meeting last spring and several projects came from those meetings:

- Review student data security for applications used by all schools (approximately 130) that led to becoming a member of the Massachusetts Student Privacy Alliance. For every application, the schools had to do the following:
 - Sign a Data Privacy Agreement
 - Look at the data stored by the vendor
 - Look at the security of the application itself (test the security of the application)
 - Look at the application
- Send a letter to families regarding Student Data Privacy and where the schools are in the process, which was sent on Student Data Privacy Day on January 28th.
- Review Policy JRA (Student Records) and a draft communication regarding the student directory

Leisha added that 13 states have taken on this project, and Wayland is #2 in Massachusetts in terms of the number of apps posted. These agreements are commonplace in school districts. Leisha described the process that has been in place for the past two years and the new process moving forward with a 129 vendors. Seven have signed for core apps and 34 for educational apps have been signed, 34 are in process, 15 have declined, 28 in review, and 19 have not responded.

Leisha responded to questions from School Committee members regarding any feedback from parents and the

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difference in a potential threat in using data from school and home computers. A discussion ensued in this regard. Leisha also responded to an earlier public comment by Mark Hayes about his public records request and computer updates. Leisha is gathering this information for Mr. Hayes and commented on the computer update process. In addition, the town and schools are moving to a new system – Land Rif.

Leisha commented on the time spent by Ramah Hawley to sign on new vendors, including legal costs. Some of the applications will have a software service cost and an increase in licensing. There will be some continued costs in areas of support and legal.

5. Financial Matters (continued):

(a) Discussion regarding Weston & Sampson's Work related to the High School Campus Strategic Plan:

Ben Keefe updated the School Committee regarding the high school campus strategic plan. Information has been received from Recreation, including the condition of the fields and Zone 1 near the Happy Hollow wells. Weston & Sampson has suggested moving the main field, including the tennis courts to the front of the property. The plan includes new bleachers, an improved track, better pathways, and concession and restrooms. Phase 1 would cost about \$5M. Less improvements or the bare minimum could be made for about \$3M. However, for the entire project, the cost ranges from \$6.9M to \$9.7M. Barb listed those improvements.

Ben explained the status of the Order of Conditions and the required drawings and documents needed to move forward, including as-built drawings. The work contemplated in the high school campus strategic plan is projected to be done during the summer of 2019. A discussion ensued on the health and safety concerns and the impact to the wells regarding the turf fields, as well as next steps in the process.

6. Educational Matters:

(a) Hear Superintendent's Report, including Curriculum Spotlight:

DEC Days – Drop Everything and Create:

This program began five years ago by one of our teachers, Michael O'Connor, who led a staff book group centering on the book "Drive" by Daniel Pink. DEC Days was started as a result of the discussions in this group about how the ideas in this book could be relevant to education, particularly in the areas of motivation, such as basic survival, rewards and punishments, and the intrinsic drive to learn, create, and better the world. Paul elaborated on each of these areas. Further, autonomy is necessary when motivated to accomplish something. It is one's own free choice in terms of what he/she is doing as one decides what to do, when to do it, with whom, and how it will be done.

Paul continued to describe the creation of FedEx Days by an Australian software company and promoted by Daniel Pink. The goals of FedEx Days are to foster creativity during a 24-hour event, similar to over-night delivery, but very different from the employees' original work. This type of activity can be applied to the classroom whereby students can choose what they want to work on and present their project at the end of the day. This is a way to introduce a non-structure format in the classroom while encouraging autonomy and creativity. The guidelines set by the teachers were reviewed; however, there were some modifications put in place. Typically, these days are held twice a year.

7. Special Matter:

(a) Discussion of White Ribbon Campaign with the Domestic Roundtable:

Malcolm Astley and Sue Rushford came before the School Committee to introduce the White Ribbon Campaign and ask for the Committee's support in the Roundtable's efforts and events. Ms. Rushford provided some history of the Domestic Violence Roundtable as well as its mission. The Roundtable began 15 years ago and holds a series of programs and workshops to educate, inform, and immobilize relationship violence.

White Ribbon Day is this year's program taking place on March 14th in the Public Safety Building at 3:00 p.m. and preceded by a state-wide event on March 1st in Boston. Malcolm Astley named the initiatives of this program in terms of mutual goals and collaboration. A discussion ensued about the national effort and the possible connection to state-wide efforts and the obstacles, if any, in getting men to commit and pledge to this cause.

8. Financial Matters (continued):

(a) Receive and Discuss Response to Finance Committee's Request to Identify Alternative Funding other than Taxation for \$1.2M to \$1.5M in 2018:

As discussed at the School Committee's previous meeting, Barb updated the School Committee on the status of the

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Finance Committee's request. Paul and Susan are working with the Town Administrator and Finance Director to gather information in response to this request. Barb described the FinCom's overarching goal and methodology of this request as it relates to the school and town budgets and the potential increase in property taxes.

The School Committee reviewed all the annual revenue sources and annual expenditures that support the schools in an attempt to determine if changes and/or alternative funding could be found with little or no impact to the programs supported by the FY18 budget. One-time capital was separated and confirmed by Ben Keefe. Barb noted where changes were suggested or not, keeping in mind that no recommendations have been made thus far.

Barb named the proposed FY18 capital projects and what has been pushed out to FY19. The FY19 capital projects total \$390,000. Barb distributed a memo to the Board of Selectmen that outlines Nan Balmer's suggestions/changes in response to the FinCom's request totaling about \$809,000. In addition, a summary sheet was passed out showing the town's changes, the FY19 capital projects and fees leaving about \$240,723 left to reach the \$1.5M budget reductions. Barb explained the purpose and design of the summary sheet showing the potential gap items in the school budget and as suggested by Paul. The School Committee reviewed this summary.

The School Committee members expressed their views on this request by the Finance Committee. The consensus was that this was last minute and lacked a long-term plan on preparing the budgets each year, as well as the possibility of this matter reoccurring next year. This process only postpones those expenses and initiatives that must be addressed at some point in the future. The School Committee acknowledged and appreciates the time spent by the Superintendent and administrators in developing the budget before and after the FinCom's request. The School Committee agreed that it will share this information with the FinCom in terms of what the Committee will support and will not support. It does not support removing anything in the budget that impacts the schools programs, with the exception of closing out the two capital projects for the Middle School and Claypit Hill and increasing Chapter 70 estimates.

The School Committee will close out the Middle School window project and the Claypit Hill doors and windows project, with the exception of the funds for landscaping. A vote will be taken at the next meeting.

A meeting will be posted for the School Committee to attend the next Finance Committee meeting on February 2nd.

(b) Continued Review of the Budget Book, Budget Hearing Presentation, Frequently Asked Questions, and related Communications:

Ellen will distribute a revised draft of the budget book at the next meeting. The School Committee reviewed the budget hearing presentation, and Barb noted a few changes in the document. Barb commented that some information will be confirmed by Ben Keefe.

9. **Policy Subcommittee Update:**

(a) Review of the Following Policy:

- Policy ECAF – Security Cameras in Schools

The School Committee reviewed Policy ECAF. Jeanne noted that Paul and Brad revised the MASC policy to accommodate Wayland's needs, and Attorney Kevin Bresnahan reviewed the revised policy and suggested some edits. Edits were recommended by the School Committee as well.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to put Policy ECAF (Security Cameras in Schools) out for public comment as amended tonight.

10. **Administrative/Procedural Matters (continued):**

(a) Continued Discussion regarding Superintendent Search Process and Possible Vote to Approve and Appoint the Screening Committee Members and the Candidate Profile:

Jeanne noted that the Candidate Profile as updated by NESDEC, adding a suggestion from Tom Sciacca during public comment. Jeanne recommended that the School Committee vote to approve the Candidate Profile and to appoint the Screening Committee.

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to appoint the following people to the Superintendent Search Screening Committee: Nish Acharya, Malcolm Astley, Tricia Clifford, Maureen Devlin, Marlene Dodyk, Stephanie Galvani, Betsy Gavron, Michael Hoyle, Brian

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Jones, Cliff Lewis, Sarah Orlov, Kelly Parente, Mabel Reid-Wallace, Tom Sciacca, Monique Solman, and Eva Urban-Hughes.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the Successful Candidate Profile for the Superintendent Search as amended. In addition, the first Screening Committee meeting is February 9th.

(b) Update and Discussion regarding School Start Times:

Kim commented that the school start time survey is open and will close next week. The response has been great with 827 parents, 224 teachers/administrators/staff, and 425 students taking the survey. The students who took the survey were comprised of mostly high school students and about 100 middle school students.

(c) Update and Discussion regarding the Permanent Municipal Building Committee:

Jeanne reported that the Claypit Hill windows and door project is winding down. Ben Keefe will submit a complimentary letter regarding the working relationship with the architect and OPM for this project. The Loker windows and doors project is in the early stages. The PMBC will review the schematic design for the Loker project before it is submitted to the MSBA.

(d) Review of Goals and Elements regarding the Superintendent's Evaluation:

Paul made suggestions for which elements to use for his evaluation from the prepared list of elements. This topic will be put on the February 13th agenda.

11. **Matters not Reasonably Anticipated by the Chair:**

None.

12. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated January 30, 2017, in the amount of \$178,007.05
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated January 30, 2017, in the amount of \$11,913.73
- Wayland Public Schools Payroll Warrant, dated February 2, 2017, in the amount of \$1,348,300.50

(b) Approval of METCO Trip to Washington D.C. for Grades 11 and 12 Boston and Wayland Residents: (passed over)

(c) Approval of METCO Appeal Letter Donations

(d) Approval of Minutes:

- Regular Session of December 15, 2016
- Special Session of December 19, 2016
- Regular Session of January 3, 2017

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda items (a) and (d).

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to approve the Consent Agenda item (c). It was noted that Barb Fletcher recused herself from this vote.

13. **Executive Session #2:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 9:54 p.m., to discuss strategy with respect to and in preparation for collective bargaining with the Wayland Teachers Association, Wayland Educational Secretarial Association, the Custodians Union and the Food Service Association, as permitted by M.G.L. Chapter 30A, §21(a)(3), as such a discussion in open session 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 previous executive sessions, as permitted by M.G.L. c.30A, §22, for the following meetings: January 12, 2017 and January 17, 2017 – Sessions 1 and 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 for adjournment purposes only.

14. Adjournment:

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to adjourn at 10:15 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Ramah Hawley
Tom Sciacca, WVN, BUZZ
Mark Hayes, Wayland
Sheila Carel, Wayland
Judy Currier, Wayland
Ann Carr, Wayland
Judy Ackerman, Wayland
Steve Wynn, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. Signed Petition re: School Bus Parking
3. Statement from the President of Dudley Pond re: School Bus Parking
4. Order of Conditions for Main Street Property re: School Bus Parking
5. Dudley Pond Proposed Stormwater Locations re: School Bus Parking
6. Email from Mike Lowery of DPW re: 201 Main Street re: School Bus Parking
7. Email from Anette Lewis re: School Bus Parking at Old Dump on Rte. 20
8. Preliminary Geotechnical Evaluation and & Environmental Assessment of 195 Main Street by Weston & Sampson
9. Email from Mark Hayes re: FERPA Compliance
10. Letter from Mark Hayes re: Missing Major Security Patches
11. Successful Candidate Profile
12. Draft Budget Hearing Presentation
13. Statement from the Sudbury-Wayland-Lincoln Domestic Violence Roundtable
14. Policy ECAF – Security Cameras in Schools
15. Letter to Wayland Families from the Technology Director
16. Elements related to the Superintendent Evaluation
17. Superintendent's Goals for 2016-2017
18. METCO Appeal Donations
19. Regular Session Minutes of December 15, 2016
20. Special Session of December 19, 2016
21. Regular Session of January 3, 2017