

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 27, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, February 27, 2017, at 7:00 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

Absent:

Kathie Steinberg

Also:

Paul Stein
Superintendent

Brad Crozier

Assistant Superintendent

Susan Bottan

Business Administrator

Chair Ellen Grieco convened the regular session at 7:00 p.m.; the meeting is being recorded by WayCAM.

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

Amy Michaels read a statement regarding the potential school bus parking at the Middle School. As a resident for over 30 years, she appreciates the woods and grounds located on that property. She referred to Massachusetts state laws that limits the time for idling of buses, as well as DEP and DESE regulations. Ms. Michaels believes that no matter where the buses are parked, this will cause harm to the residents of Wayland and will affect property values. Her concerns are health hazards, the removal of the trees in the wooded area by the Middle School, and the safety issues due to the narrow passage of that area. Ms. Michaels asked the School Committee to park the buses outside of Wayland if the old dump is not a viable option.

Sheila Carel commented on the sequence of the bus parking discussions and the reports done in terms of identifying the Middle School as a possible site for school bus parking, adding that meeting minutes were not available to confirm these discussions surrounding criteria for sites identified by the School Committee. Ms. Carel noted one important criterion in identifying sites – eliminate neighborhoods and school yards. She continued to say that, according to EPA, many diseases are caused from bus emissions and toxins. Ms. Carel urged the School Committee to find another alternative.

Marilyn Simone commented on Joyce Road as being a curvy steep street with ledge, which she believes is unsafe for bus travel.

Edward Miller asked the School Committee to do a traffic study on and off Route 27 near School Street and commented on the safety issues from Joyce Road to Keith Road. He also referred to the water shed and the issues surrounding that area.

2. **Special Matters:**

(a) Receive, Discuss and Potentially Vote to Approve Eagle Scout Projects regarding Field Signage at Claypit Hill School and Wayland High School:

Sam Cahaly, a freshman at Wayland High School and Boy Scout in Cochituate Troop 1, came before the School Committee regarding his Eagle Scout Project. He will place field signage identifying the location of the soccer fields on a kiosk on a hill next to the main parking lot of Claypit Hill School. Sam provided diagrams for the Committee and described his project. Dr. Stein and Dr. Harvey support this project.

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to approve Sam Cahaly's project for the kiosk and the signs at Claypit Hill School.

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Will Obar, an 8th grader and Boy Scout in Cochituate Troop 1, also came before the School Committee regarding his Eagle Scout Project. He, too, provided diagrams and an explanation of his project which is to provide field signage for the fields placed on a kiosk at Wayland High School. Will described his fundraising efforts of collecting cans and bottles making his project possible with the possibility of additional funding from Boosters. Will met with DPW regarding his project and noted that there will be no maintenance for about 40 years. Dr. Stein also supports this project.

Upon a motion duly made by Barb Fletcher, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to approve Will Obar's Eagle Scout project at Wayland High School.

3. Financial Matters:

- (a) Discussion of the School Bus Parking Site Evaluation Recommendations Submitted by TEC (The Engineering Corp., Inc.) dated February 16, 2017 and Possible Vote on Next Steps related to Claypit Hill and Wayland Middle School Campus Sites, as well as 357 Commonwealth Ave., 415 Commonwealth Ave., and the Old Landfill on Rte. 20:

Susan reported that The Engineering Corporation (TEC) has prepared a third report, also dated February 16, 2017 that outlines the anticipated next steps to move this project forward. The report documents the work done at the old landfill on Route 20.

Susan met with the DPW and TEC to review the issues of concern at the old landfill, such as permitting, logistical and boundary issues. The space available for the buses appears to be too small and would not fit 21 buses, the trailer, and personal vehicles. This area of 17 acres is mostly wetlands and use is limited. The Committee discussed the possibility splitting up the buses. However, it was recommended that the DEP and a hazardous environmental firm be consulted before making the decision to split up the buses. Susan commented on the preliminary costs, noting that this could be a huge undertaking financially, especially if the buses are parked in two different areas. There could also be annual financial costs depending on the School Committee's decision. A discussion followed.

It was agreed by the Committee that Susan will pursue other locations to lease outside of Wayland for which an RFP will be required.

A member of the audience suggested looking into using the parking lot behind the Town Building.

4. Special Matters (continued):

- (a) Continued Discussion of the FY18 School Operating and Capital Budgets and Possible Vote to Approve the FY18 School Operating Budget and Possible Vote to Approve any Changes to Fees for FY18:

The School Committee discussed drafting an addendum to the Budget Book for the purpose of clarifying the Committee's budget process. Barb will work on the budget hearing presentation for March 6th. A discussion followed in terms of accounting for the \$20,000 delta resulting from the Committee's decision to reduce the budget by \$137,000 and the Finance Committee recommending a compromise of \$157,000. Barb reviewed the items taken out of the budget, as well as those items retained in the budget for the purpose of eliminating those things that amount to \$20,000. Raising fees is another option, including possible savings in the superintendent's salary.

- (b) Discuss Response to Finance Committee's Request to Identify Alternative Funding other than Taxation for \$1.2M to \$1.5M in 2018 and Proposed Cut to School Department Budget, including Preparation for Joint Meeting with Finance Committee on February 21, 2017:

This agenda topic was passed over.

5. Educational Matters:

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

Paul commented that the Chinese New Year celebration was an extraordinary event at which students participated as MC's, some students sang A Cappella in Mandarin, and Brad made a presentation on the impact of the exchange program for both Chinese and Wayland students.

Paul reported that Ben Keefe continues to work with those who are looking at the sports complex at the high school, including the long-range plan. Paul noted there will be a meeting about this issue on February 28th.

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Curriculum Spotlight

Egg Drop Design Process Lab:

The students are tasked with building/designing a “landing craft” vehicle that is a vessel for an uncooked egg which, when dropped from a second floor stairwell, will be unharmed upon landing.

The goals of the class are to expand upon students’ understanding of impulse and momentum and to give them an opportunity to participate in a hands-on design process.

Paul described some of the problems this class experienced as a result of its implementation. It was concluded by Ken Rideout, a Wayland teacher, that this project is significant in that the design process has a clear connection with the STEM process. The lesson takes place in the class only and students work in pairs. Paul elaborated on the assigned lesson from start to finish.

6. **Financial Matters (continued):**

(a) Discussion and Possible Vote to Approve Revolving Accounts Governed by M.G.L. c.44, §53E½ Professional Development and Curriculum:

Susan informed the School Committee that it must vote annually before Town Meeting to approve the Professional Development and Curriculum revolving accounts and noted that the description has been slightly modified. The funding thresholds of \$50,000 for Professional Development and \$25,000 for Curriculum are the same as last year.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the amounts for Professional Development and Curriculum revolving accounts as presented tonight.

(b) Discussion and Possible Vote to Approve FY2016 Late Invoice from Amego, Inc. totaling \$2,705 for ABA Services:

Susan explained the nature of this late FY2016 invoice from Amego, Inc. in the amount of \$2,705. As is done annually, this bill will be presented at Town Meeting for approval, even though the services were performed in the prior fiscal year and there were no encumbrances for these services, although delivery of services was confirmed.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the FY2016 late invoice from Amego totaling \$2,705 for ABA services to be put forth for Town Meeting approval.

(c) Discussion and Possible Vote to Close Capital Projects and Approve Final Payments for the Claypit Hill Windows and Doors Project and the Middle School Windows Project:

The School Committee reviewed the status of capital funds as of February 27, 2016. Susan noted that there is \$34,526 from the Claypit Hill Windows and Doors Project that has been identified as surplus funds; however, additional MSBA funding is expected. Susan, along with Ben Keefe, recommended the potential vote by the School Committee in terms of the surplus funds. Money has been set aside for landscaping at Claypit Hill. There is a surplus of \$24,415 from the Middle School Windows Project.

Upon a motion duly made by Barb Fletcher, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to turn back \$34,526 from the Claypit Hill Windows and Doors Project and to also turn back \$25,415 from the Middle School Windows Project and to close the Middle School Windows Project.

(d) Discussion and Possible Vote to Approve FY2018 Fringe Benefits and OPEB Expenses for School Department’s Special Revenue Funds: BASE, Pegasus, The Children’s Way, Enrichment, Full Day Kindergarten, Food Service and Building Use:

The School Committee reviewed an updated summary of fringe benefits and OPEB expenses for the following special revenue funds: BASE, Pegasus, The Children’s Way, Enrichment, Full Day Kindergarten, Food Service and Building Use. Between the total fringe benefits and OPEB, there was an increase for BASE in the amount of \$1,000. However, all other accounts decreased in fringe benefits and OPEB expenses of which Susan explained. A discussion ensued in this regard. Susan noted that food service FTE’s decreased resulting in the OPEB expenses decreasing. Susan recommended that a special revenue budget book be created. OPEB costs have been prepared to include in the town warrant.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the FY2018 fringe benefits and OPEB expenses for the School Department’s revenue funds that

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includes BASE, Pegasus, The Children’s Way, Enrichment, Full Day Kindergarten, Food Service and Building Use as presented tonight.

7. **Administrative/Procedural Matters:**

(a) Continued Discussion regarding Superintendent Search Process:

Jeanne reported that the Screening Committee is meeting this evening and will select the candidates that it will interview by March 6th. The chair of the Screening Committee will present the finalists to the School Committee on March 9th at which time the School Committee will finalize its interview questions. The interview questions and topics were reviewed in preparation for the March 9th meeting.

(b) Update and Discussion regarding School Start Times:

Kim distributed to the School Committee for its review the data related to the surveys. The Committee discussed its next steps and the challenges ahead. Some of the challenges were identified as sport schedules, child care, and transportation. Paul commented that other district superintendents are still exploring school start times, adding that most feel that high school students must end their day by 3:00 due to the complex athletic programs and schedules.

Kim noted that there wasn’t a lot of METCO data due to a low response rate, thus, it wasn’t included in the survey results. This topic will be discussed on March 13th.

(c) Review of Goals and Elements regarding the Superintendent’s Evaluation:

This agenda topic was passed over, as the elements and goals were approved at the last meeting.

8. **Policy Subcommittee Update:**

(a) Review of Policy JRA (Student Records):

Jeanne updated the School Committee regarding Policy JRA. The Committee reviewed Policy JRA, and Jeanne noted that the MASC version of the policy is currently in place in Wayland. The edit made in the policy was taken from the Cambridge Public Schools’ policy. MASC recommends that Policy JRA remain as is without the edit. Detailed student information could be included in the Student Handbooks. Jeanne explained the opt-out process related to the student directory and FERPA, if parents choose to do so for the next year. There will be an opt-in process for the electronic version of the FY19 student directory. Paul suggested sending a letter to parents this year informing them of this issue of opting out, but then include the letter each year going forward in the handbooks.

The School Committee agreed to keep Policy JRA as is, update the student handbook, and send the letter out to parents. A discussion ensued about the letter; changes were made.

(b) Review and Possible Approval of the Following Policies:

- IJND (Access to Digital Resources)
- IJNDB (Empowered Digital Use)

Both Policies IJND and IJNDB were put out for public comment a few weeks ago. The School Committee reviewed the policies, but will revisit this topic on March 13th, as some points in the policies need clarification.

(c) Discussion of Student Directory Information and FERPA:

This agenda topic was discussed earlier in the meeting.

9. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants

- Wayland Public Schools Accounts Payables Student Activities Warrant, dated February 27, 2017, in the amount of \$7,413.14

(b) Approval of WHS Journalism Class Trip to New York

(c) Approval of METCO Appeal Letter Donations

(d) Approval of Minutes

- Special Session of December 19, 2016 (re-vote)
- Regular Session of January 9, 2017
- Special Session of January 11, 2017

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- Regular Session of January 12, 2017
- Special Session of February 6, 2017

Barb informed the School Committee that although the December 19, 2016 minutes were approved, some questions remained in certain areas. A discussion ensued in this regard.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to approve the Consent Agenda with the December 19, 2016 minutes as amended and discussed.

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

None.

11. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to enter Executive Session at 9:02 p.m. for the purposes of discussing strategy with respect to and in preparation for collective bargaining with the Wayland Teachers Association, Wayland Educational Secretarial Association, Custodians Union and 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 meetings: December 19, 2016, January 30, 2017 - #1 and #2, and February 16, 2017. 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	absent	

12. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn at 9:26 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Nate Buffum, Wayland
Carol Plumb, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. Public Statement by Amy Michaels
3. Eagle Scout Project by Will Obar
4. Eagle Scout Project by Sam Cahaly
5. NESDEC's Recommended Interview Techniques
6. List of Revolving Funds for WSCP Programs, Food Service, and Building Use
7. Capital Funds Status as of 2/17
8. Invoice from Amego, Inc. for FY16
9. The Engineering Corporation Site Evaluation Summary
10. Superintendent Search Update
11. Results Summary of School Start Time Survey
12. Policy JRA (Student Records)
13. Policy IJND (Access to Digital Resources)

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14. Policy IJNDB (Empowered Digital Use Policy)
15. Directory Information Notice re: FERPA
16. WHS Field Trip Request (Journalism Class)
17. METCO Program Appeal Donations
18. Special Minutes of December 19, 2016
19. Regular Minutes of January 9, 2017
20. Special Minutes of January 11, 2017
21. Regular Minutes of January 12, 2017
22. Special Minutes of February 6, 2017
23. Executive Session Motion