

# MINUTES – WAYLAND SCHOOL COMMITTEE

## Regular Session – November 4, 2013

A Regular Session of the Wayland School Committee was held on Monday, November 4, 2013, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Barb Fletcher, Chair  
Beth Butler, Vice Chair  
Ellen Grieco  
Donna Bouchard (arrived at 7:25 p.m.)

Absent:

Malcolm Astley

Also:

Paul Stein  
Superintendent of Schools

Brad Crozier  
Assistant Superintendent

Marlene Dodyk  
Director of Student Services

Geoffrey MacDonald  
Business Administrator

Also:

John Moynihan, Public Buildings Director  
Ellen Tohn, Energy Initiatives Committee  
Anne Harris, Energy Initiatives Committee  
Tom Sciacca, Energy Initiatives Committee

Chair Barb Fletcher convened the Regular Session at 7:03 P.M., and announced that WayCAM is taping the meeting.

### 1. **Special Matter**

- (a) Discussion with Energy Initiatives Committee re: Potential Energy Services Company (ESCO) Building Projects: Barb prefaced the discussion by noting that the middle school solar project is part of the FY15 capital request. In response to a concern regarding the MSBA's approval of this project, the Energy Initiatives Committee can now move ahead with the Letter of Intent (LOI) with Broadway Electrical, as John Moynihan confirmed the MSBA's approval. If the solar project reaches the construction phase, town counsel will review the contract language to protect the interest of the MSBA and the Town in terms of the new roof.

Ellen Tohn reviewed the presentation and potential contract with Ameresco, a subsidiary of ESCO under M.G.L. Chapter 25A, which enables municipalities to use existing operating and energy budgets to help pay for capital and capital improvements from energy savings. The proposed package has 49 different energy measures for the entire town, including the elementary and Middle School. The company does the installation and conducts the oversight. They also guarantee an energy savings, which is required by state law and actual obligations. If more energy savings are realized, the company will issue a check to the town.

She also noted that Beacon's owner's agent is working with many other communities, e.g. Sudbury, Framingham, Belmont, Newton, just to name a few. Ellen reviewed the recommended optimized program for Wayland outlining the costs to the town, which would include borrowing \$2.8 million to undertake measures that would eventually have to be completed. Of that amount, all but \$500,000 would be paid for by the savings generated from the project. It is anticipated that there will be 20% energy savings at the Middle School and Happy Hollow School, and about 15% in energy savings at the other two schools. Over a 20 year period, about \$40 million is expected in savings. On a separate issue, Tom Sciacca commented that they are working with NStar for street lights and will be applying additional money from the State for green projects; however, it is not guaranteed.

## MINUTES – WAYLAND SCHOOL COMMITTEE

### Regular Session – November 4, 2013

Also reviewed were the Energy Conservation Measures by building. They were categorized by types of improvements for each building and John Moynihan further clarified the improvements. The most important improvements were the boiler replacements at Claypit Hill and Happy Hollow Schools. Loker's boiler improvement was described as somewhat different.

Finally, the economics by building and the savings analysis were reviewed; numbers will be more definitive by spring Town Meeting. If approved, some of the construction would begin during the summer of 2014. Ellen pointed out that there is a smaller budget neutral package available as well in which some of the energy conservation measures for the schools would be lost. John clarified the issue of monies borrowed and invested for both packages. In terms of the CIP's, they were submitted as one, but included the schools' requests, meaning that the School Department is a co-sponsor.

*Donna Bouchard arrived at 7:25 p.m.*

Paul Stein also supported the program. Geoff MacDonald commented on reasons why Hopkinton years ago declined this type of program while he was employed there. However, he acknowledged the benefits of such a program in Wayland.

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted (3-0-1) (Donna abstained) to support the recommended optimized program as described in the deck that was provided tonight by the Energy Initiatives Committee to the Finance Committee for consideration for spring Town Meeting.

Donna explained why she abstained, and a discussion followed regarding the budget timeline for the capital budget and what the support of the School Committee would mean for the Energy Initiatives Advisory Committee to move forward with this program.

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

Tom Sciacca referred to an article that appeared in the Boston Globe and on Boston.com regarding the issue of overcrowding and redistricting of the elementary schools in Wellesley. He commented that this issue has been evident in Wayland for many years and will become increasingly so as seniors leave and young families move into Wayland. He noted the Elementary Building Use Task Force recommendations and asked that this decision become a high priority.

#### 3. **Educational Matters**

##### (a) Discussion re: Revised Elementary School Progress Reports:

Brad reviewed the process that began in the spring of 2012 by which these progress reports were developed. During the summer of 2012, at least one teacher per grade level researched about fifteen Massachusetts towns in terms of their report cards and standards that Wayland might use to inform parents of how their children are progressing. In the spring of 2013, drafts were given to grade level teachers and they did word-smithing, as they thought about their assessment needs for the classroom. This past fall, final versions were distributed to teachers. The teachers have tentatively scheduled several informational sessions with parents at Happy Hollow and Claypit Hill. Brad noted that the major difference is that the teachers are using the standards adopted by the State, and have changed the descriptors on the report card. This document represents where students need to be by the end of the year.

Brad answered questions from the School Committee regarding the structure of the report card, the standards, and the descriptors related to the specialist subjects. He commented that the focus was on math and ELA, but postponed looking at science and social studies, as the state will be adopting new science standards. Also discussed was the timeline in order to submit the progress reports to parents by January 19.

Upon a motion duly made by Donna Bouchard, seconded by Beth Butler, the School Committee voted unanimously (4-0) to support the revised elementary school progress report as described and presented tonight.

Paul referred to the first page and the paragraph on Special Education. This will be omitted from the revised report card, as it created more confusion than clarity.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 4, 2013

(b) Update on High School Principal Search:

Paul described the process that he is following to conduct a high school principal search. He sent out a message to the high school and middle school communities, describing the process and timeline. Forums/focus groups for parents, students, and teachers will be held. WHSPO will choose the parent reps, the students will choose the student reps, and the staff will choose the staff reps. An Advisory Committee will receive the resumes and recommend approximately 10-12 candidates to be interviewed. From these candidates, three finalists will be chosen for another round of interviews with each group. Paul commented that it is important that the community feel empowered by this process.

Paul and Brad answered questions from the School Committee regarding the forums, the search process, and how the constituency groups will choose those to serve on the Advisory Committee. Brad commented that they hope to have the process completed and a candidate chosen by February break.

(c) Hear Superintendent's Report:

Paul referred to a public comment from a previous meeting regarding "in the presence of" a controlled substance rule. Paul reviewed the student handbook with the high school administrators, and High School Principal John Ritchie will bring this issue to the next School Council meeting. Paul read the schools' rule/policy, which he noted is very different from other towns. He also commented that there are inconsistencies, and they will continue to look into this matter.

4. **Financial Matters**

(a) Continued Discussion & Vote of FY15 Capital Budget Requests:

Barb noted that she made changes to the CIP's based on information gathered from a Q & A document (she forwarded to the Committee) that she worked on with John Moynihan. The School Committee reviewed all FY15 capital budget requests with John Moynihan in terms of what projects would be done, if approved at Town Meeting, and when and if they are eligible for MSBA funding. Also, planning will take place during the summer of 2014 in preparation for the work being done the following summer.

In response to questions regarding MSBA funding, John described the Statement of Interest (SOI) process, as it is very schedule specific. The MSBA is also project specific in terms of their accelerated repair program. He has not filed an SOI for any project listed, but could apply for all of them and allow them to deny any or all projects.

The Claypit Hill PA system does not work going out to the individual classrooms, thus, Barb will ask the FinCom regarding the options for funding.

Assuming that the elementary reconfiguration takes place, the Happy Hollow renovations to the art room, cafeteria, and adjoining spaces will be reconstructed the summer of 2015, with the planning scheduled during the summer of 2014. A discussion followed regarding the costs. Also, the Loker kitchen area would be expanded, depending on the elementary reconfiguration.

Regarding the Loker playground equipment, John recommended a snow fence be installed around it, as well as a warning sign that it is unsafe to use.

In terms of the Middle School windows, they were not part of the roof project, but last summer's flooding issues were a result of the faulty windows. Therefore, the roofer caulked the sills to temporarily alleviate the problems. A possibility exists to use funds left over from the roofing project to replace the windows. It would not be eligible for MSBA funding, unless a new Statement of Interest was submitted. In John's opinion, the amount of time his staff would expend to seek MSBA funds for this project is not worth the return. If funding was pursued, the process could delay the project for a year.

A discussion followed regarding the financing of the large capital projects in terms of borrowing vs. using cash capital and how to make recommendations to the Finance Committee.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to approve Claypit Hill Door and Window Replacement, contingent upon MSBA funding, Claypit Hill Furniture Replacement, Claypit Hill PA Intercom, unless there's funding that comes forward for this

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 4, 2013

current fiscal year, Claypit Hill Floor Tile Replacement, Happy Hollow Furniture Replacement, Happy Hollow Renovations for the Art Room, Cafeteria, and Adjoining Spaces, Loker Door and Window Replacement, contingent upon MSBA funding, Loker Floor and Tile Replacement, Loker Kitchen Cafeteria Renovation, subject to the elementary school reconfiguration, Loker Playground Replacement, Middle School Air Conditioning Improvement, Middle School Furniture Replacement, Middle School Window Replacement, either contingent upon MSBA funding or funding through the remaining middle school roof appropriations to submit to the Finance Committee for consideration for Spring Town Meeting.

The Committee again discussed the funding for the middle school window replacement. Once Mark Lanza's opinion is received, the middle school roof surplus funds could be used or a separate Statement of Interest could be submitted for MSBA funding.

Barb will present the Capital requests to the Finance Committee and ask for their recommendation in terms of financing.

(b) Discussion re: Powers Report Update and Next Steps:

At Barb's request, Jim Powers wrote a letter describing the differences in the METCO account and the other school accounts. Barb noted that one of the following two decisions could be pursued by the School Committee: 1) ask for any missing bank statements for Loker and Claypit Hill, which Jim Powers is not recommending; or 2) continue to wait for the credit card statements or ask for the other information, so Jim Powers can proceed with his addendum report.

The School Committee discussed the matter and decided not to ask for additional bank statements from Loker and Claypit Hill. After discussing options in asking for credit card statements from Mabel, Paul noted that after several discussions with Mabel regarding her efforts, and since it has been months and the credit card companies' offices are not local, the records may not be forthcoming. Several suggestions were discussed in terms of how to move forward in this process for the purpose of reaching closure.

Paul will ask Mabel to provide additional information to Jim Powers. He will also ask her if she would like to extend her efforts to obtain credit card statements to December 2, as that is when Jim Powers will present his addendum.

(c) Discussion of FY15 Budget Principles:

The School Committee discussed the budget principles that were used in the past, including Paul's similar principles from last year. The School Committee's goal is to provide guidance or input to the administrators as they work through the FY15 budget. Some changes were made in the language content.

(d) Discussion re: Cost Savings/Efficiency Suggestions:

The School Committee discussed ways in which to save money and provide efficiencies in an effort to assist the administrators as they work through the budget process.

Barb suggested that funds be budgeted for a part-time grant writer, as revenue could far exceed the cost of the position. It was noted that a grant writer could also work on a commission basis. Paul commented that based on socio-economics in Wayland, it might not be as easy to obtain grants in comparison to other districts. A concern is that grants run out, and it becomes difficult to move forward with the purpose for which the grant was received. Options were discussed regarding the grant writing process.

In response to an email Donna sent to the community, she read cost savings suggestions from emails that she received. The suggestions included how to raise more revenue, specifically in the area of raising fees. A discussion followed and Paul asked for clarity as he prepares the budget. Other suggestions included asking vendors for discounts, pursuing three bids for those projects that must go through the bid process, considering regionalization for some services, pursuing additional money through grants, delay the 1:1 laptop initiative at the middle school, etc. Donna will send copies to the Committee and Paul.

Paul will present his recommended budget to the School Committee on December 16.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 4, 2013

In response to a question from Donna regarding the timing of the redistricting, Paul hopes to have maps of other districting plans to share with Task Force. Following a discussion with the Task Force of these plans, Paul will put a proposal together within the next few weeks and either present it with the budget recommendations or present it as a separate item.

(e) Review of Student Parking Fees and Cost Allocation Proposal:

In response to a question raised in terms of FY14 expenses related to the parking fee, Paul reviewed his memo regarding allocation of expenses after a thorough analysis was done. The School Committee discussed the snow removal charges, the maintenance of the parking lot and the current salary for the parking lot supervisor. The remainder of charges for snow removal would have to be charged by the Town. Paul noted that any monies left in the account should be applied toward snow removal.

The two choices the Committee faces are 1) to lower the fee to \$150, if not paying for snow removal, or 2) allocate some of the snow removal charges from the town budget against the parking fee.

Paul and Geoff answered Donna's questions regarding the snow removal expenses at the high school. The Committee discussed looking back at FY13 parking fees. The current fee is projected to cover only 50% of the snow removal.

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted (3-1) (Donna opposed) to keep the parking fee at \$220 for the space and to allocate a portion of the snow removal to the parking lot fee and to use the fees to cover the remaining estimates provided for the parking lot supervisor, custodian and the maintenance of the landscaped areas.

5. **Procedural/Administrative Matters**

(a) Review of Potential Follow-up Items:

Barb asked Ellen to send to her Ellen's list of priorities related to the follow-up items. Donna asked that OPEB be addressed at a future meeting.

6. **Consent Agenda**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Payroll warrant, dated 10/31/2013, in the amount of \$1,190,831.40
- Wayland Public Schools Accounts Payables warrant, dated 11/4/2013, in the amount of \$472,673.42

(b) Approval of Minutes:

- Regular Session of October 7, 2013

(c) Approval of Invoices re: High School Building Project:

Invoices from KVA, HMFH, Barbizon Lighting and Shawmut for post-audit work related to the high school building project in the total amount of \$321,389.53.

(d) Approval of Declassification of Executive Session Minutes:

- January 5, 2009 - #1
- January 5, 2009 - #2
- January 8, 2009
- January 20, 2009 - #1
- January 20, 2009 - #2
- January 29, 2009
- March 2, 2009
- March 12, 2009
- March 23, 2009
- April 6, 2009
- April 27, 2009
- May 18, 2009
- June 1, 2009 - #1

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 4, 2013

- June 1, 2009 - #2
- June 8, 2009 - #1
- June 8, 2009 - #2
- June 15, 2009
- June 22, 2009
- July 27, 2009
- August 31, 2009
- September 21, 2009
- September 29, 2009
- October 13, 2009
- November 9, 2009
- November 18, 2009
- November 30, 2009
- December 7, 2009
- December 21, 2009
- December 21, 2009 – amended

(e) Approval of Amended Executive Session Minutes:

- June 8, 2009 – amended
- June 15, 2009 – amended
- June 22, 2009 – amended
- July 27, 2009 – amended
- August 31, 2009 – amended
- September 21, 2009 – amended
- September 29, 2009 – amended
- October 13, 2009 – amended
- November 9, 2009 – amended
- November 18, 2009 – amended

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the Consent Agenda as written.

7. **Comments from the Public:**

Tom Greenaway of FinCom noted that he heard from the Chair of OPEB at their meeting tonight. The FinCom has asked the Finance Director to approach the Assistant Town Administrator and ask him what the prorated allocations will be both on the town and school side, and ask him to review the years 2008-2012, which will provide a sense of where revolving funds are. The FinCom will share the information with the School Committee. Tom also commented that January is when OPEB will make their recommendation regarding the OPEB appropriation.

Tom also urged the School Committee to focus on their mission and make a good solid budget recommendation that will benefit the education of the students. He also reminded the Committee that Town Meeting is early in the year and the final meeting between the School Committee and Finance Committee is January 21, 2014.

Tom Sciacca noted his frustration with discussions that relate to charges on the town vs. the schools. He commented that he pays one tax bill and when a service is performed, the full amount should be charged rather than breaking it down. Tom also commented that, in his opinion, parking is not an educational function to be part of the budget.

8. **Executive Session:**

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the Committee voted unanimously (4-0) to enter Executive Session at 10:15 p.m., as permitted under M.G.L. Chapter 30A, Section 21(a)(1) to discuss an Open Meeting Law Complaint filed by George Harris on October 29, 2013 regarding Executive Session Minutes of five separate meetings, under Section 21(a)(3) to discuss strategy with respect to Collective Bargaining for school unions (WTA, WESA, Custodial and Food Service) and to reconvene in Regular Session for adjournment purposes only, as such a discussion in open meeting may have a detrimental effect on the bargaining position of the School Committee and Executive Session is necessary to protect the bargaining position of the School Committee and to review and

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 4, 2013

approve Executive Session minutes of October 7, 2013 and to discuss declassification of Executive Session minutes listed on the agenda pursuant to M.G.L. Chapter 30(a) Section 22. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley (absent)		
Ellen Grieco	X	
Donna Bouchard	X	

9. **Adjournment:**

Upon a motion duly made by Beth Butler, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 10:49 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Amy Simmons, Wayland  
Tom Sciacca, WVN, Energy Initiatives Advisory Committee  
Mary Ann Borkowski, Wayland  
Heather Pineault, Wayland  
Tom Greenaway, Finance Committee  
Cherry Karlson, Finance Committee

Corresponding Documentation:

1. Energy Initiatives Advisory Committee Presentation
2. Five Elementary Report Cards
3. School Capital Improvement Plans
4. Letter from Jim Powers of Powers & Sullivan
5. Budget Principles
6. Memo re: Parking Fees
7. Accounts Payables & Payroll Warrants
8. Regular Minutes of October 7, 2013
9. Invoices re: High School Building Project
10. Executive Session Minutes for Declassification Approval as Listed on Agenda
11. OML Complaint by George Harris dated October 29, 2013
12. Executive Session Minutes Related to OML Complaint dated October 29, 2013
13. Executive Session Minutes #1 and #2 of October 7, 2013
14. Executive Session Minutes for Declassification Discussion as Listed on Agenda