

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – October 2, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, October 2, 2017, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Jeanne Downs, Vice Chair
Nate Buffum
Kim Reichelt
Kathie Steinberg

Also:

Arthur Unobskey
Superintendent

Brad Crozier
Assistant Superintendent

Susan Bottan
School Business Administrator

Also:

Ben Keefe, Public Buildings Director
John Senchyshyn, Asst. Town Administrator & HR Director (via telephone)

The Chair convened the regular session at 7:01 p.m.; the meeting is being recorded by WayCAM.

1. Comments & Written Statements from the Public:

Tom Sciacca commented on the School Committee's process regarding the High School Athletic Master Plan, particularly the request by the Committee for data about what other towns have done about grass vs. turf fields. Tom referred back to the 70's, 80's and early 90's when Wayland was a leader in spearheading initiatives and wasn't concerned about other towns. Tom noted that Wayland was on top and led by example and hopes that the town of Wayland can do it again. He referred to the Northeastern Study as being a big accomplishment by the previous superintendent and trusts that the study's recommendations are being implemented.

2. Special Matters:

(a) Review and Discuss a Report from Weston & Sampson regarding School Bus Parking at the Old Landfill:

Susan reported that Weston & Sampson outlined three different options for the use of the old landfill for the DPW and the School Department.

- Renovate space for DPW lay down area
- Renovate space for DPW and stacked bus parking
- Stretch out the space to allow buses to pull in and pull out

Susan commented that option 3 would work the best for bus parking and that, as of now, there are no cost estimates associated with any one of the options. However, it is unclear which option DPW prefers; Susan will speak to the Director of the DPW Tom Holder. A discussion ensued in terms of the space available both for the DPW and bus parking.

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to accept the draft report from Weston & Sampson on the Wayland materials storage and handling area concepts.

(b) Discussion and Possible Vote to Receive TEC Bus Access Site Line Assessment for 526 Boston Post Road:

Susan informed the School Committee that Mass DOT and the property owners of the complex being considered for school bus parking will implement the recommendations made by TEC, and Tom Holder of the DPW will work with them. The School Committee discussed the potential number of years for the lease, given that the old landfill is a feasible site to park the buses permanently. Susan noted that HDR Holdings at 526 Boston Post Road is willing to work with the School Department for two or three years, whichever is necessary. The School Committee's recommendation to the Board of Selectmen will be contingent on the relocation of the signage as confirmed with the

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property owner.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to recommend to the Board of Selectmen to accept the proposed leasing contract at 526 Boston Post Road for school bus parking contingent that than an agreement is reached with the property owner regarding the placement of signage and site lines that are proposed by TEC.

(c) High School Master Athletic Plan Update - Status, Communication to Community and Other Town Boards and Committees, FAQ's, and Steps to Move Forward:

Jeanne updated the School Committee regarding the warrant article for the High School Master Athletic Plan. It is in the possession of the Finance Committee at this time and they have made some edits to the article. The Board of Selectmen will discuss the warrant article at its meeting this evening, but a decision by the BOS could be postponed due to the uncertain status of the library project and all money articles.

The Finance Subcommittee is working on FAQ's regarding the athletic plan and recommended that the School Committee make a decision to support either a grass field or a turf field well before spring town meeting. The School Committee reviewed and discussed a field usage report from the Recreation Commission, the source of funding if a field is damaged due to weather or other reasons, and the impact on sports due to field damage and/or limiting the stadium field's use.

Ben Keefe confirmed that grass stadium fields can be maintained with limited use, such as having two varsity games per week and no practices. This can be done if there are an adequate number of fields to accommodate this schedule and Wayland does not have enough fields. Ben explained further. The design firm would be chosen based on certain criteria, regardless of the specified field – grass or turf. Ben described the process for choosing the design firm.

A discussion ensued in terms of the timing of the School Committee's position and the potential motions on town meeting floor to alter any decision made by the School Committee regarding the type of field. Jeanne read the Finance Committee's comments within the warrant article regarding the design process and referred to the Weston & Sampson report regarding information about types of turf fields and different costs.

The School Committee will take a position on the type of field it would support at the October 30th meeting. Ellen informed the School Committee that Wayland BUZZ would like to interview Ellen and Jeanne on its program regarding the fields. The date proposed does not work for some members; thus, Ellen will ask the BUZZ for a different date.

Possible Vote to Approve Joint CPC/SC Article:

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to co-sponsor the article for Special Town Meeting for the CPC funding for Part 2 of the High School Master Athletic Plan.

3. Financial Matters:

(a) Discussion and Possible Vote to Approve METCO Bus Fees for 2017-2018:

As noted by Susan, the METCO after school transportation was not included in the list of fees that the School Committee approved last spring. The fee is scheduled for FY18 is \$180.00 and was first approved in 2012.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the METCO after school bus fee as presented by Susan Bottan.

(b) Review and Possible Vote of Wastewater Treatment Plant FY19 CIP Modification:

Ben Keefe informed the School Committee that he continues to work toward a resolution with the DEP. After further discussions, the DEP is also recommending that the ventilation issues in the wastewater treatment plant be addressed. Therefore, Ben has modified the CIP for the treatment plant in the amount of \$285,000 to make all the repairs recommended by the DEP.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the modified CIP for the wastewater treatment plant as presented by Ben Keefe.

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(c) Discussion of Budget Calendar, Budget Presentations and Potential Budget Guidance from the Finance Committee and Board of Selectmen:

Budget Presentations:

High School – January 5 (AM)
Middle School – January 9 (AM)
Elementary – TBD
Council on Aging – TBD

The School Committee reviewed and discussed the Finance Committee's Budget Guidelines that includes a goal of a budget increase of less than 3.5%. Also, 2.5% for the school budget includes a \$1,000,033 increase to cover personnel costs, new staffing, benefits, and school bus parking; however, this does not coincide with the schools' multi-year projections. Not included are non-personnel contractual obligations, utilities, Special Education tuition, and bus transportation. Susan explained further that there is \$600,000 designated for new initiatives, but it is unclear if these initiatives are for both the town and schools or just the town. Susan will consult with Brian Keveny regarding clarification of the new initiatives. Susan described the change in allocation of expenses.

The Committee discussed having a future meeting with the Finance Committee. Ellen will consult with the Chair of the FinCom and suggest a meeting in October and in December following the Superintendent's budget presentation.

(d) Discussion and Possible Vote to Approve 2017-2018 Student Activity Accounts:

Ellen stepped out of the meeting at 8:16 p.m.

Susan informed the School Committee that all FY18 student activity accounts have been in process and approved by the School Committee with the exception of the WHS "The Connect Program." This program is part of the new inter-disciplinary program in which the students will conduct fundraising and become involved in charity efforts. Susan referred to the student activity guidelines in this regard.

As asked by Kathie, Susan noted that the high school student activity accounts can collect approximately \$100,000 per year, with the middle school and elementary schools collecting less, and all account balances staying within the appropriate thresholds. Kathie referred to the additional fees that parents are paying throughout the school year.

Ellen returned to the meeting at 8:19 p.m.

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve adding The Connect student activity account to the list of student activity accounts.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the entire list of student activity accounts for this year.

(e) Report regarding Ongoing Work from Finance Subcommittee:

In addition to those items mentioned earlier in this meeting, the Finance Subcommittee recently discussed FTE's and understanding them. Kathie noted that one of the goals of the Finance Committee in the FY19 budget is to minimize FTE increases which may be in direct conflict with some of the School Committee's cost containment efforts.

Jeanne left the meeting at 8:25 p.m. to attend the BOS meeting.

5. **Educational Matters:**

(a) Hear Superintendent's Report regarding Special Events and Ongoing Initiatives:

Arthur reported that he continues to work on school bus parking, school start times, and the budget. In addition, he is meeting with the school principals/assistant principals and the DPW to discuss each school's maintenance plans. Arthur met with WHS social studies teacher Kevin Delaney and his students in the semester long Attic Archaeology class. The students explore local resources, such as graveyards, public buildings, ruins, etc. for the purpose of revealing unknown stories from the past.

Arthur also attended the first of three 4th grade data meetings regarding reading comprehension and fluency and explained what the data reveals about students reading capabilities.

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(b) Update regarding School Start Times:

Arthur reported that the task force will finalize its report on October 23rd and present a recommendation to the School Committee at its November 20th meeting.

(c) Continued Discussion of Policy JJIF – Head Injury and Concussions in Extracurricular Activities, including Review of Topics for Further Discussion:

The School Committee discussed its intent to identify specific topics related to concussions, such as the Boston University Study and other related studies. It was suggested to expand the concussion conversation to include how and why concussions occur during other activities other than sports, as well as other health and wellness issues.

Arthur recommended the formation of a study group made up of experts, Wayland staff professionals, and community members that would collaboratively work with other school districts, possibly The Education Cooperative districts. He explained the types of issues and data this group would explore and monitor. Arthur will present a design plan in terms of the study group at the October 16th meeting.

6. **Administrative/Procedural Matters:**

(a) Update regarding Rollout of New Student Information System:

Arthur updated the School Committee about eSchool, the new student information system. He noted that this system was chosen because it has a strong framework to protect students' rights and is user friendly for teachers, students, and parents. The new system has had some issues; thus, Arthur described the issues that can be encountered when transferring from one system to another. Depending on the grade level, there is limited access by students and parents. The ability to report to the state has taken priority; however, there is a prioritized list that the technology team is working through. One priority is the ability to make available high school transcripts to those colleges to which seniors are applying.

(b) Discussion of Open Meeting Law Complaints Filed by George Harris on August 22, 2017, August 31, 2017 and June 7, 2017 (Alleging Insufficient Detail of Executive Session Minutes), July 18, 2017 (Alleging Failure to Timely Produce Minutes), and September 19, 2017 (Alleging Insufficient Detail in Agenda), and Letter to AGO Seeking to Add Claim of Intentional Violation to Earlier Complaint:

Ellen asked the Committee if it wished to discuss the response to the June 7, 2017 and July 18, 2017 OML complaints that was drafted by town counsel in open or executive session, given that the response is considered to be under the umbrella of "attorney client privilege." Kathie suggested that town counsel also responds to the OML complaint of September 18, 2017, since many boards and committees have received an OML complaint of the same nature claiming that the agenda does not contain sufficient language for the public to understand the topics of discussion.

In addition, an OML complaint was submitted on September 28, 2017 for failure to produce the September 5, 2017 regular session minutes in a timely manner. Jeanne has sent George Harris these minutes asking him to copy her on all correspondence sent by him. Ellen will write the response that is due October 18. Kathie will consult with Barb Fletcher and update the Open Meeting Law chart.

A discussion ensued regarding a process moving forward. The School Committee will continue its discussion in Executive Session.

(c) Review of Outstanding Document Requests and Response:

This agenda item will be discussed when Jeanne Downs returns to the meeting.

(d) Review of Training Commitments for Committee Members:

School Committee members confirmed that they completed the online ethics training.

(e) Review of Public Communications from the School Committee, including Article on *Starting the New Year*:

The School Committee reviewed the article drafted by Jeanne – *Starting the New Year*. After some minor edits, Jeanne will publish the article with different media sources.

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

None.

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8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated October 2, 2017, in the amount of \$388,018.14
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated October 2, 2017, in the amount of \$8,323.86
- Wayland Public Schools Payroll Warrant, dated September 27, 2017, in the amount of \$1,503,170.08

(b) Approval of WHS Student Musicians to Attend the 2017 NAFME All Nationals Music Festival in Orlando, Florida:

(c) Approval of Minutes:

- Regular Session of September 5, 2017

Kathie Steinberg congratulated the two students who have been invited to attend the 2017 NAFME All Nationals Music Festival.

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

Jeanne returned to the meeting at 9:02 p.m.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to enter Executive Session at 9:02 p.m. to discuss strategy with respect to collective bargaining with Custodians, WTA (including review of final contract), WESA and Food Service workers, and discuss strategy with respect to negotiations with non-union personnel as listed on the meeting notice, all permitted by M.G.L. c.30A, §21(a)(2) and (3), including potential request for funding at Fall Town Meeting, 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; discuss Open Meeting Law Complaints filed by George Harris on July 7, 2017 alleging insufficient detail in Executive Session minutes, July 18, 2017 alleging failure to produce minutes, both in violation of M.G.L. c.30A, §22, and September 19, 2017 alleging insufficient detail in agenda in violation of M.G.L., c.30A, §20; and approval of the following Executive Session minutes, as permitted by M.G.L. c.30A, §22: September 18, 2017. A roll call vote was taken as follows:

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

The School Committee will be joined by Arthur Unobskey, Superintendent of Schools, Brad Crozier, Assistant Superintendent of Schools, John Senchyshyn, Asst. Town Manager and Human Resources Director (by remote), and Diane Marobella, recording secretary.

The School Committee will reconvene in open session for a possible vote to ratify the WESA Memorandum of Agreement, possibly vote to approve the warrant article to request funding at fall town meeting for negotiated wage settlements, and possibly vote to send a response to the Attorney General's office regarding the Open Meeting Law Complaint of September 19, 2017 as referenced on the agenda, and a possible vote to approve the final contract with the WTA.

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

(a) Possible Vote to Ratify the WESA Memorandum of Agreement:

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to ratify the WESA Memorandum of Agreement as discussed in Executive Session. 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 | |
| Jeanne Downs, Vice Chair | X | |
| Nate Buffum | X | |
| Kim Reichelt | X | |
| Kathie Steinberg | X | |
| John Senchyshyn | X | |

(b) Possible Vote to Approve the Warrant Article to Request Funding at Fall Town Meeting for Negotiated Wage Settlements:

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the warrant article to request funding at Fall Town Meeting for negotiated wage settlements, including the change discussed in Executive Session.

John Senchyshyn left the meeting by remote at 9:28 p.m.

(c) Possible Vote to Send Response to AGO on Open Meeting Law Complaint Referenced Above:

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to send the Open Meeting Law response as discussed in Executive Session to the Attorney General with the changes noted.

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

(a) Review of Outstanding Document Requests and Responses:

Jeanne confirmed that there were no pending document requests and responses.

12. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to adjourn at 9:32 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN, BUZZ
Carol Kaplan, 24 Joyce Road
Linda Grubstein, 19 Joyce Road
Barrett Brontas, 27 Bow Road

Corresponding Documentation:

1. Agenda & Backup Information
2. Weston & Sampson Report regarding the Old Landfill Site
3. TEC Site Line Assessment for 526 Boston Post Road, Wayland
4. Presentation at the Public Information Meeting regarding Turf vs. Grass Fields
5. Article for STM regarding Appropriation of Funds for Part 2 of the WHS Athletic Master Plan
6. Article for STM regarding Design Fees for WHS Stadium Complex
7. Wayland Field Usage Chart
8. FY2018 Fees and Tuitions
9. Five-Year Capital Improvement Plan FY19 to FY23
10. WPS Student Activity Accounts Guidelines & Procedures
11. List of Student Activity Accounts Approved by School Committee
12. Request for New Student Activity Account – The Connect Program
13. Memo from Finance Committee Chair regarding FY19 Budget Guidelines
14. Draft Article – Starting the New Year
15. Draft Response regarding OML Complaints of June 7, 2017 and July 18, 2017

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16. Trip Proposal for Two WHS Music Students to Attend the NAFME Music Festival
17. Regular Session Minutes of September 5, 2017
18. Executive Session Motion