

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – July 24, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, July 24, 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 (arrived at 7:02 p.m.)
Kathie Steinberg

Also:

Arthur Unobskey
Superintendent

Brad Crozier
Assistant Superintendent

Susan Bottan
School Business Administrator

Also:

Ben Keefe, Public Buildings Director
Heath Rollins, Athletic Director
Asa Foster, Recreation Commission
Heidi Seaborg, Recreation Commission

Chair Ellen Grieco convened the regular session at 7:00 p.m.; the meeting is being recorded by WayCAM. Ellen introduced Arthur Unobskey as the new Superintendent and welcomed him to Wayland.

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

Harvey Michaels commented that his career was in the environmental field and he is on the Climate and Energy Committees. Before the School Committee votes on the bus parking issue, he reminded them about the petition that was submitted to take the Middle School and High School off the list of potential parking sites, as these sites present many environmental risks to the public.

Sheila Carel referred to comments made by a School Committee member at a meeting regarding the proposed sports fields as they should be safe and risk free for the children. She commented about the environmental risks and the toxins that would affect the children at the school sites. Sheila referred to an air quality study done a few years ago at the Middle School because staff was becoming ill from the environment. She asked the School Committee to consider this issue as a moral responsibility and not a financial one.

On behalf of the Dudley Pond Association, Judy Currier strongly recommended that the School Committee accept the RFP submitted for bus parking, as the cost to park in another location is minimal compared to the proposed athletic fields project.

A resident commented on the costs associated to prepare a site chosen to be able to park the buses, staff cars, and the work trailer.

A resident commented that he moved to Wayland from Boston because his child has cancer and believes it was caused by the planes flying over his home on a regular basis. He chose Wayland because of the risk free environment.

A resident read some medical information that pertained to carbon monoxide poisoning to children.

Kathy Coll agreed with the comments made about toxic poisoning from the buses that would affect the elderly and children. She has a degree in toxicology.

Mike Miller commented on the time when the DPW occupied the space near the Middle School, noting that there wasn't any pollution danger to Dudley Pond. In his opinion, using the land at the Middle School is cost effective.

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – July 24, 2017

Tom Sciacca rebutted that pollution from the DPW vehicles did affect Dudley Pond and parking the buses on the Middle School land presents a potential issue because when the buses were parked at the High School diesel fuel spewed into the Happy Hollow wells. Tom stated that health issues as well as thermal and mechanical injuries also apply to artificial turf fields. He recommended that the Committee look up related information online.

A resident commented that Wayland spends so much money on education, but if the buses are parked at a school the air will be polluted and affect the children.

Ellen read a public comment she received by Donna Bouchard via email regarding the RFP received for school bus parking. The commenter suggested that a survey be administered about the money that could be spent (over \$500,000) to park the buses on land other than school-owned land. Donna feels that the money should be put in the classrooms and not spent to park the buses.

2. Financial Matters:

(a) Review Status of School Bus Parking, including Responses to Request for Proposal to Lease Land and Discussion of Possible Next Steps, including Vote to Lease Land and Discussion of Possible Next Steps, including Vote to Make a Recommendation to the Board of Selectmen:

Susan informed the School Committee that one proposal was submitted and opened on July 11th, and reviewed by the Evaluation Committee (Susan, Kathie Steinberg, Beth Doucette) on July 13th. The proposal met all minimum bid and property requirements. This would be subject to a feasibility review that includes an onsite visit. A three-year lease would cost \$190,000, \$195,700, and \$201,571 respectively for a total of \$587,271. If the School Committee chose to enter into a four or five year lease, the cost for the fourth year would be \$213,846 and the fifth year \$213,846. First Student quoted a price to park the buses outside of Wayland at \$241,180 per year.

Funds, in the amount of \$241,000, have been set aside by the Town of Wayland in the FY19 unclassified services account if it is deemed that this lease will move forward.

Susan shared the options available to the School Committee:

- Leasing
 - ~ First Student
 - ~ HDR Holdings
 - ~ Reject proposal and open up the bidding process again

A discussion ensued regarding the different leasing terms that could be possible with HDR Holdings. If the lease is put out to bid again, it would take about four weeks, but there is a risk in terms of losing HDR Holdings' offer.

- Finding space in a non-neighborhood setting
 - ~ the old landfill
- Space in a neighborhood setting
 - ~ Claypit Hill
 - ~ Middle School
 - ~ Loker Recreation Area

Susan distributed a list of five potential short/term and long/term options, all of which she explained in detail. A discussion followed regarding the RFP and the process moving forward, including a vote at April Town Meeting for the appropriation of funds. Susan suggested that she have further discussions with HDR Holdings in terms of the scope of the agreement that they submitted. She noted that based on the criteria listed in the RFP, the response from HDR Holdings was highly advantageous. Kathie named the list of criteria.

Ellen moved that the School Committee approve the bid that was submitted in response to the RFP conditioned on a successful conclusion of the feasibility and due diligence. Kathie Steinberg seconded the motion, but no vote was taken. A discussion followed regarding the language of the vote.

Ellen moved that the School Committee vote to recommend to the Board of Selectmen that they accept the bid that was submitted in response to the RFP conditioned upon a successful conclusion of the feasibility and due diligence and successful negotiation of an option to end the lease agreement early if a permanent arrangement is made to park the buses. Another discussion followed regarding the terms of a possible lease and the recommendation to

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – July 24, 2017

the Board of Selectmen. There was no second. The motion was pulled back.

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 that they accept the bid that was submitted in response to the RFP by HDR Holdings and conditioned on the successful conclusion of the feasibility and due diligence and that we recommend to them that they consider negotiating an early termination clause in the event that a permanent solution for bus parking is reached.

(b) Review and Discuss FY19 Capital Projects, including the High School Master Athletic Plan Project and the Loker School Kitchen Project and Discussion of Possible Next Steps, including Vote to Resolve or Fund the Projects and Vote to Draft Related Article(s) for Special Fall Town Meeting:

High School Master Plan:

Jeanne reviewed the status of the next steps in the process for the High School Master Athletic Plan. Jeanne noted that this project is moving ahead because the athletic facilities, particularly the track, tennis courts, and turf field are nearing the end of their usage and the existing facilities are too close to the Happy Hollow wells. She described that the project would be done in two parts, giving a more detailed plan, including the possibility of a joint article with the Recreation Commission for fall Town Meeting to fund the design fee for the stadium (Part 1) in the amount of \$202,000, for swapping the locations of the softball field and tennis courts (Part 2) in the amount of \$126,000 and for a turf field at the Loker Conservation and Recreation site (Part 3) in the amount of \$154,000, for a total of \$482,000. Jeanne noted that the Recreation Commission has designated \$200,000 of its money to help fund the design project if the School Committee commits to a joint article with the Commission. Construction funds would be requested at the spring Town Meeting.

Athletic Director Heath Rollins addressed the challenges moving forward and some of the benefits of adding a turf field at the Loker conservation area. He also addressed the turf field in terms of the materials that would be used, adding that there will be informational meetings about turf fields in the fall.

Jeanne reviewed the timeline to submit articles in order to coincide with the School Committee's August meeting schedule. Ben Keefe commented on the economical and practical reasons to join efforts with the Recreation Commission. Ben addressed the process moving forward if the money is appropriated at the November Town Meeting, adding that the design procurement process, set up by the state, is similar to an RFQ process without the involvement of money. Ben also addressed the increase in the cost of project since 2010. He described the current challenges of the project, such as moving some of the facilities out of Zone 1.

Asa Foster responded to Ellen's question in terms of why the Loker Conservation land was chosen over other potential sites for fields. Also questioned and discussed were any limitations to CPC funding as a result of CPC policy.

A discussion ensued regarding the playing fields in terms of safety, cost, usage and other possible design options.

Jeanne moved that the School Committee co-sponsor an article for Fall Town Meeting with the Recreation Commission for design fee money for \$482,000 for Parts 1 and 2 for the High School Master Plan and the Loker recreation field. Kathie seconded the motion. No vote was taken.

Kim raised the lack of discussion and information regarding turf fields vs. the grass fields. Asa Foster reminded the Committee that this project will benefit the town as a whole. Jeanne noted that there is a tentative joint meeting with other boards in town on August 9th. It will be posted as a School Committee.

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to draft a possible article for fall Town Meeting in conjunction with the Recreation Commission for Fall Town Meeting for \$482,000 design fee for the three parts of the project that were discussed to be considered at the August 7th meeting.

Loker Kitchen Project:

Ben Keefe noted that this project was approved at the 2014 Annual Town Meeting. He commented that the elimination of the kitchen was planned and carried through when Loker became a Kindergarten school, but due to the recent increase in K-5 enrollment, he believes that the original design should be redone and described the reconfiguration, a full kitchen, he proposes. Although there is \$191,000 left in the allocation for the kitchen, it is

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – July 24, 2017

estimated that it will cost \$450,000 to \$500,000 to rebuild the kitchen similar to the Claypit Hill School kitchen. Ben will ask for the additional monies needed at spring town meeting. Ben plans to build the kitchen in conjunction with the windows and doors project during the summer of 2018.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to authorize Ben to use the remaining \$191,000 to engage in a design for a new kitchen at Loker on the condition that it is determined that the money can be used to design a kitchen.

Ben will update the School Committee on the design costs.

(c) Update regarding the Loker School Windows and Doors Project:

Ben Keefe updated the Committee on the status of the Loker School exterior windows and doors project, adding that \$1.9M was appropriated for the project at 2015 Town Meeting. He is preparing to receive bids for work to be done during the summer of 2018. This is a PMBC project and it will make a recommendation as to whether or not to replace the six to eight “newer” windows not currently included in the project on the condition that the project is within budget. Ben noted that the MSBA will not participate in funding the newer windows at Loker.

(d) Discussion and Possible Vote to Ask Board of Selectmen for Permanent Municipal Building Committee Involvement in High School Master Athletic Plan Project:

Jeanne distributed a draft memo addressed to the Board of Selectmen asking to assign the High School Master Athletic Plan Project to the Permanent Municipal Building Committee, although it does not fall within its charter.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to authorize Jeanne to add a date and remove the word DRAFT in the memo and sent it to the Board of Selectmen.

(e) Review, Discuss and Possible Vote to Renew Contract with Van Pool for FY2018 to FY2020 for Special Education Transportation:

Susan presented this contract to the Finance Subcommittee and noted that the price has remained stable since 2014, with the exception of the town’s recommendation to increase the liability coverage. Even with the increase in liability coverage, the contract stays well within the budget. Susan recommended that the School Committee approve this contract, as they continue to provide safe and reliable service.

Kathie referred to an investigative report on hiring out-of-state bus drivers and the situations that could arise. Brad commented on the CORI and fingerprinting process for new hires.

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to renew the contract with Van Pool for FY2018 to 2020 for Special Education transportation as presented and authorize Ellen Grieco as chair to sign the contract.

(f) Report from Finance Subcommittee:

Jeanne updated the School Committee on the Finance Subcommittee’s work recently, such as reviewing the year end fiscal year closing, the budget calendar, and Minuteman transportation. Seventy-one thousand dollars was turned back to the town and FY2018 is on budget but tight. Jeanne recommended that the School Committee add a meeting during the week of January 15th given that the budget is due to the Finance Committee by January 19th. Lastly, 10 Wayland resident students will attend Minuteman and Susan arranged joint transportation with Weston.

3. **Educational Matters:**

(a) Hear Superintendent’s Report:

Arthur updated the School Committee on the meetings he has had thus far with central office and building administrators and a few teachers. He informed the School Committee on the issues discussed at the superintendents’ conference he recently attended, the Administrative Council retreat and they work they will pursue, as well as his long-term plan. Arthur will report monthly to the School Committee on the progress he has made in several areas as related to the core values of the district.

4. **Administrative/Procedural Matters:**

(a) Review, Discuss and Possible Vote to Declare Technology Equipment as Surplus for Recycling:

The School Committee reviewed the list of technology equipment to be deemed as surplus for recycling as

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – July 24, 2017

submitted by Leisha Simon. Brad commented on this process.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted (5-0) to declare as surplus the technology equipment that is listed on the memo dated July 25th.

Kim noted that she was in agreement with Leisha that this equipment is junk.

(b) Discussion of and Possible Vote to Appoint a Member to Draft School Committee Annual Report:
Jeanne volunteered to draft the Annual Report.

(c) Discussion of and Possible Vote to Re-Appoint Malcolm Astley and Corrie Dretler to Represent the School Committee on the Youth Advisory Committee from July 1, 2017 to June 30, 2019:

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to re-appoint Malcolm Astley and Corrie Dretler to represent the School Committee on the Youth Advisory Committee from July 1, 2017 to June 30, 2019.

(d) Discussion of Open Meeting Law Complaints Filed by George Harris on June 7, 2017 regarding the May 8, 2017 Agenda (Item #10c) and on July 18, 2017 Alleging Failure to Respond to June 7, 2017 Complaint and on July 18, 2017 regarding Production of Executive Session Minutes:

Ellen updated the School Committee on the two Open Meeting Law complaints filed by George Harris on June 7, 2017 and July 18, 2017, including her responses to George Harris and her outreach to the Attorney General's office for the first OML complaint. Ellen distributed her response to Mr. Harris regarding the July 18th complaint acknowledging the delay in producing the executive session minutes he requested. The Committee discussed the process moving forward, including the quarterly review and release of executive session minutes.

The School Committee reviewed the response to be sent on July 24th.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to authorize Ellen to send the response to the Open Meeting Law complaint as discussed.

(e) Discussion of Ongoing and Future School Committee Communications with the Public:
This agenda topic was passed over.

5. **Policy Subcommittee Update:**

(a) Review and Possible Vote to Approve the Following Policies:

- IJND – Access to Digital Resources
- IJNDB – Empowered Digital Use

Public comments were not received for Policies IJND and IJNDB.

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve Policy IJND (Access to Digital Resources) and Policy IJNDB (Empowered Digital Use) as presented.

Policy JLCA will be discussed at the next meeting.

(b) Review of the Following Policy and Possible Vote to Post for Public Comment:

- EFDA – Charge and Collection of Payment for School Meals

Kim noted that Policy EFDA must be in place by the start of the school year, as drafted by Susan Bottan. Kim distributed a spreadsheet containing other towns that have a similar policy putting a process in place when a student does not pay for his/her meals. Kim described what other towns are doing in this regard. Susan commented that Policy EFDA has been in operation for the past three years in Wayland. She explained on the options available to students.

The School Committee reviewed the policy to include certain language, procedures, and consequences. A revised policy will be reviewed at the August 7th meeting.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – July 24, 2017

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

None.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated July 24, 2017, in the amount of \$936,193.35
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated July 24, 2017, in the amount of \$7,234.61
- Wayland Public Schools Payroll Warrant, dated July 20, 2017, in the amount of \$304,955.82

(b) Approval of Minutes:

- Regular Session of May 22, 2017
- Regular Session of June 5, 2017
- Special Session of June 12, 2017
- Special Session of June 23, 2017

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0-1) (Jeanne abstained) to approve the Accounts Payables and Payroll warrants.

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve the regular session minutes of May 22, 2017 and June 5, 2017, and the special session minutes of June 12, 2017 and June 23, 2017.

8. **Executive Session:**

Upon a motion made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to enter Executive Session at 9:45 p.m., to discuss strategy with respect to and in preparation for collective bargaining with Custodians, WESA, and Food Service workers, 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; discuss strategy with respect to and in preparation for negotiations with non-union personnel as listed on the meeting notice, as permitted by M.G.L. c.30A, §21(a)(2), 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; update and discuss a residency matter, as permitted by M.G.L. c.30A, §21(a)(7), in order to comply with the Massachusetts Student Records Regulations, 603 CMR 23:00; the Family Educational Rights and Privacy Act, 20 U.S.C., §1232g; and the Massachusetts Right to Privacy Law, M.G.L. c.214, §1B; review for declassification of Executive Session minutes, as permitted by M.G.L. c.30A, §22: March 31, 2017 (#1 and #2), April 12, 2017, April 24, 2017 (#1 and #2), May 8, 2017 (#1 and #2), May 22, 2017, June 5, 2017, June 12, 2017, and June 19, 2017; and approval of the following Executive Session minutes, as permitted by M.G.L. c.30A, §22: May 22, 2017, June 12, 2017, and June 19, 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 (by remote), Human Resources Director and Asst. Town Administrator, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session for a possible vote to declassify amended Executive Session minutes as listed on the meeting notice.

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – July 24, 2017

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

(a) Possible Vote to Declassify Executive Session Minutes:

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to declassify the following Executive Session Minutes as redacted:

- March 31, 2017 - #1 and #2
- April 24, 2017 - #1 and #2
- May 8, 2017 - #1 and #2
- May 22, 2017
- June 5, 2017
- June 12, 2017
- June 19, 2017

10. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 10:26 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Mary Ann Borkowski, Wayland
Tom Sciacca, WVN, Wayland BUZZ
Sheila Carel, Joyce Road
Alexia Obar, Wayland
Judy Currier, Dudley Pond Association

Corresponding Documentation:

1. Agenda & Backup Information
2. Draft Memo to BOS re: WHS Master Athletic Plan
3. Capital Projects & 5 Year Capital Plan
4. Van Pool Transportation Contract
5. Technology Surplus Equipment List
6. Policy EFDA & List of Towns with Similar Policies
7. Annual Town Report Information
8. OML Complaints of June 7, 2017 & July 18, 2017
9. Draft Response to OML Complaints
10. Executive Session Motion