

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – September 18, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, September 18, 2017, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair (arrived at 7:21 p.m.)
Jeanne Downs, Vice Chair
Nate Buffum
Kim Reichelt
Kathie Steinberg

Also:

Arthur Unobskey
Superintendent

Marlene Dodyk
Director of Student Services

Susan Bottan
School Business Administrator

Also:

Ben Keefe, Public Buildings Director
Scott Parseghian, Wellness Director/Teacher/Coach

The Vice Chair convened the regular session at 7:03 p.m.; the meeting is being recorded by WayCAM.

1. Comments & Written Statements from the Public:

Tom Sciacca attended the Recreation Commission's meeting regarding town fields and commented on the information provided at the meeting in terms of the three major options for building a field, usage on grass fields vs. turf fields, the cost of an engineered/turf field, and health and environmental issues on turf fields.

Upon a motion duly made by Kim Reichelt, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to take agenda items out of order as such so the School Committee can get through as much as it can.

2. Policy Matters:

(a) Review of Policy JJIF – Head Injury and Concussions in Extracurricular Athletic Activities and Update of Procedures:

Jeanne noted that Policy JJIF was first put out for public comment in December 2015. At that time questions arose about the policy and school counsel was consulted. Jeanne detailed the concerns about the policy. Attorney Gini Tate made some recommendations in terms of the policy, such as adding a footnote regarding Section 504 of the Rehabilitation Act of 1973. Marlene Dodyk added that the DESE must be notified by September 30, 2017 that the school district has reviewed its policies for approval regarding head injuries and concussions in extracurricular athletic activities and must do so every two years. It is not required to approve procedures/protocols.

The School Committee reviewed Policy JJIF, the accompanying protocols to be sure that they are in line with the policy and the state guidelines, and compiled concussion data for several sports. Although there are no changes in state guidelines, Marlene explained minor changes in the protocols relative to a student suffering a concussion at the end of the school year and intends to play a summer sport. In addition, the return to play form can be signed by a physician's assistant when assisted by a licensed physician. Marlene also referred to the sports injury form.

Marlene referred to and described a color coded chart created by Wayland staff that is used to guide all school families about expectations when the student is ready to return to his/her academic and sports schedule. Concussion training is mandated for teachers and coaches, and it is recommended that parents take the training as well when their children participate in school athletics. The Committee reviewed the data that was compiled by Amy Parker over the past five years in terms of when concussions occur and where they occur, as well as during school and outside of school.

Ellen arrived at 7:21 p.m.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – September 18, 2017

Scott Parseghian commented that football programs have made some changes to address concussions, such as the Reebok Checklight System and the online Hawk tackling certification. Recently, the Wayland football program received a donation of an MVP tackling dummy for practices. Impact testing is done in 9th and 11th grades and was introduced in 7th grade last year.

(b) Possible Vote to Approve Policy JJIF:

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve Policy JJIF – Head Injury and Concussions in Extracurricular Athletic Activities and the update to the protocols.

The School Committee discussed concussion research and if it wanted to continue to receive further research from the school physician and Ruth Mori of the Health Department. The Committee will bring specific topics related to wellness to the next meeting that it would like to follow going forward. Arthur made suggestions to move forward in terms of developing a mechanism to monitor data, update research, and keeping informed about the protocols being taken to avoid injuries to Wayland athletes.

3. **Special Matters:**

(a) Update and Discussion regarding the High School Master Athletic Plan, Communication with Other Town Boards and Committees, Status of Warrant Article, Recreation Department's Forum on Synthetic Turf Fields and League of Women's Voters Invitation:

Jeanne updated the School Committee on the status of the draft warrant that was submitted for fall town meeting. The status of all money articles submitted will be known in about two weeks. Weston and Sampson has received the purchase order to close the Order of Conditions for the existing turf field and it will take about a month to close before moving forward with the new project. At the public information forum regarding turf fields, mixed comments were received on both sides of the issue.

The School Committee discussed working collaboratively with the school PTO's to get this information out to the public regarding the High School Master Athletic Plan before November 14th.

Jeanne announced that the League of Women Voters will hold a warrant article session during the first week of November.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the changes to the proposed warrant article made by town counsel and submitted to Board of Selectmen.

(b) Possible Vote to Support Recreation Commission's Warrant Article regarding the Design Fees for the Development of a Synthetic Turf Field at the Loker Conservation and Recreation Area for Fall Town Meeting:

This item was passed over.

4. **Financial Matters:**

(a) Discussion and Possible Vote to Receive TEC Bus Access Site Line Assessment for 526 Boston Post Road, including a Communication to the Public:

Susan updated the School Committee regarding TEC's site line assessment and safety study related to school bus access of the proposed leased site at 526 Boston Post Road. TEC compared the current parking area to the proposed site. Susan described the process TEC underwent in determining the feasibility of this site that included speed and site distance measurements and the area's crash history. TEC recommended some changes in modifying sight lines at the end of the driveway to help meet two different minimum measurements relative to safety – SSD (stopping sight distance) and ISD (intersection sight distance). Susan defined these terms for clarification. The recommendations include removing brush and trees and relocating a large directory sign to the complex, both on Route 20. Susan will consult with HDR Holdings regarding these recommendations and the DPW in terms of possibly obtaining its help in this regard.

Jeanne distributed a draft communication for the School Committee's review regarding the status of school bus parking. Changes were made to the language in terms of parking in residential vs. non-residential areas.

(b) Review and Discussion of the Five-Year Capital Improvement Plans FY2019 to FY2023:

Susan reviewed with the School Committee the five-year CIP summary in terms of status and prioritization of the

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – September 18, 2017

projects, including prior year funding. Susan noted that Wayland School Community Programs (WSCP) is working with Ben Keefe regarding modular office space at Claypit Hill School and funded by WSCP. Susan asked the School Committee to submit its comments, recommendations, and feedback before September 29th.

Susan explained the existing funds for the Loker kitchen and the request for additional funds, adding that the project will cost more than previously planned partially due to increased enrollment. A discussion ensued in terms of deferred capital projects, including the length of the deferment of the Loker kitchen. The CIP for the High School Master Athletic Plan was reviewed in terms of the request for design fees and submitting it as a separate CIP. Thus, there will be two additional CIPs.

(c) Discussion and Possible Vote to Approve FY2019 Capital Improvement Plans:

This agenda item was postponed until Ben Keefe returns to the meeting.

(d) Review of Documents to Close Out the Claypit Hill Window Repair Project and Possible Vote to Authorize the Chair and Superintendent to Sign the Final Request and Certificate for Reimbursement and the Commissioning Certificate of Completion:

Jeanne commented that these documents were reviewed by the PMBC and the Claypit Hill Window Repair Project will be closed once the final request and certificate for reimbursement by the MSBA are signed by Ellen.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to authorize Ellen to sign the final request and certificate for reimbursement and commissioning certificate of completion for the Claypit Hill Windows Repair Project.

(e) Update regarding the Loker Windows and Doors Project:

Jeanne informed the School Committee that the architects and project manager attended the recent Permanent Municipal Building Committee meeting. Bids are expected to be received by November with a target to begin the work in June 2018.

(f) Discussion of Budget Calendar and Budget Presentation:

The School Committee discussed the upcoming PTO presentations regarding the budget during the first and second weeks of January. Kathie added that she will present at the High School PIE meeting on January 5, 2018.

Ellen commented that the Finance Committee's framework for budget guidelines will be forthcoming in the very near future. This discussion will be added to the October 2nd agenda.

(g) Report from Finance Subcommittee:

Jeanne reported that the Finance Subcommittee, at its last meeting, discussed bus parking, the High School Master Athletic Plan, the budget calendar, special revenue funds and a timeline for Susan's presentation in this regard, document management, and end-of-year reporting to DESE.

5. **Educational Matters:**

(a) Hear Superintendent's Report:

Arthur reported that he working with the school principals regarding goal setting and will be finalized within the next month. He attended the 6th grade orientation at the writing center and an elementary Open Circle. The Chinese students have arrived and they will be officially welcomed to Wayland next week. Arthur announced some upcoming school events, such as the high school senior parents' night and back-to-school night, Boston Parents Council cookout, and an elementary concert.

(b) Update regarding School Start Times:

Arthur commented that the next task force meeting is September 25th and will make a presentation/recommendation to the School Committee at November 20th meeting. A discussion ensued regarding emails sent out to the public by a task force member encouraging parents to have their voices heard. In an effort to make an informed decision, the School Committee would like to receive information about how surrounding and peer towns are moving forward with this initiative.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – September 18, 2017

6. **Administrative/Procedural Matters:**

- (a) Discussion of Open Meeting Law Complaints Filed by George Harris on August 22, 2017 and August 31, 2017 both regarding the Insufficient Detail of Executive Session Minutes, as well as Letter to AGO Seeking to Add Claim of Intentional Violation to Earlier Complaint:

There are four pending Open Meeting Law complaints, two of which Ellen discussed with town counsel – August 22, 2017 and August 31, 2017. Town Counsel made some recommendations and, in her opinion, the requested minutes are within the guidelines and are appropriate under the law. However, additional information could be added to satisfy the complainant's statement and in the spirit of compromise and transparency.

The Committee members expressed their views regarding amending the minutes vs. preparing a statement; a discussion followed.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted (4-1) (Kathie opposed) to authorize Ellen to respond to George Harris's regarding Open Meeting Law Complaints of August 22, 2017 and August 31, 2017 as discussed.

Town Counsel will seek an extension of time for the other two OML complaints – June 7, 2017 and July 18, 2017.

- (b) Review and Assign Topics for FY18 School Committee Communications:

The School Committee discussed a variety of topics and a timetable to write about and communicate to the public, such as, but not limited to, the High School Master Athletic Plan, the Loker Conservation Field Proposal, evaluating school start times, school bus parking, and community use of school buildings after hours. Each member was assigned 2-3 topics.

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

- (a) Discussion and Possible Vote to Approve FY2019 Capital Improvement Plans:

Ben Keefe returned to the meeting to address the School Committee's concern about the wastewater plant before voting on the FY2019 CIP's.

Despite the past certification of the wastewater plant, the DEP recently inspected the plant and advised that two issues should be corrected – storing the chemicals and putting the chemicals used for injection into the system, and the sampling of the final discharge. Ben estimates that the design and construction to correct these issues is about \$125,000. Ben described the sampling process as it is being done and will provide the data to the DEP by the end of October 2017 and by next September would have the storage/usage of the chemicals resolved. A discussion ensued in this regard.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the CIPs as presented tonight and including an two additional CIPs to include two new design fees for the High School Master Athletic Plan as subject to, as Jeanne said, non-substantive style changes.

- (c) Discussion and Review of Draft of Annual Town Report:

The School Committee reviewed the draft Annual Town Report for content. Many topics were added, including initiatives from FY2017, such as, but not limited to, redefined buffer zones and school bus parking.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to delegate Jeanne Downs to make the edits as discussed tonight and for Ellen to proof for submission.

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

None.

8. **Consent Agenda:**

- (a) Approval of Accounts Payables & Payroll Warrants, including Invoices from CBI Consulting and Strategic Building Solutions for the Loker School/MSBA Accelerated Repair Program and Pinck & Co. for the Claypit Hill School/MSBA Accelerated Repair Program:

- Wayland Public Schools Accounts Payables Warrant, dated September 18, 2017, in the amount of \$173,309.07

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – September 18, 2017

- Wayland Public Schools Accounts Payables Student Activities Warrant, dated September 18, 2017, in the amount of \$2,456.76
- Wayland Public Schools Payroll Warrant, dated September 13, 2017, in the amount of \$1,475,215.05
 - Pinck & Co. Invoice for Claypit Hill - \$500.54
 - CBI Consulting Invoice for Loker - \$22,500.00
 - CBI Consulting Invoice for Loker - \$1,640.00
 - Strategic Building Solutions for Loker - \$6,603.00
 - Strategic Building Solutions for Loker - \$4,939.00

(b) Approval of Minutes:

- Special Session of April 2, 2017 (re-vote)
- Regular Session of August 21, 2017

The School Committee reviewed the April 2, 2017 minutes, including the attendance that evening, the location, and the call to order and adjournment times.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the revisions to the April 2nd meeting as discussed.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to enter Executive Session at 9:22 p.m. to discuss strategy with respect to collective bargaining with WESA, 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 Open Meeting Law Complaints filed by George Harris on August 22, 2017 and August 31, 2017 both alleging insufficient detail of Executive Session minutes in violation of M.G.L. c.30A, §22(a); review and possible vote to re-release the Executive Session minutes of April 12, 2017, as permitted by M.G.L. c.30A, §22; and approval of the following Executive Session minutes, as permitted by M.G.L. c.30A, §22: September 5, 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, 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 and possibly vote to send a response to the Attorney General's office regarding the Open Meeting Law Complaints as referenced on the agenda.

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

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

This agenda topic was passed over.

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

This agenda topic was passed over.

11. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 9:57 p.m.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – September 18, 2017

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN, BUZZ
Kori Rogers, WTA
Jackie Moquin, Teacher
Scott Parseghian, Teacher
Carole Plumb, Bald Rock Road

Corresponding Documentation:

1. Agenda & Backup Information
2. TEC Site Line Assessment for 526 Boston Post Road, Wayland
3. Five-Year Capital Improvement Plan – FY2019 to FY2023
4. Topics for Public Communications FY18
5. Policy JJIF – Head Injury and Concussions in Extracurricular Athletic Activities & Protocols
6. Chart regarding Post Concussion Gradual Return to Academic & Physical Activity
7. DESE Post Sports-Related Head Injury Medical Clearance and Authorization Form
8. Concussion Statistics for High School Athletes
9. Memo regarding the Close-out of the Claypit Hill Windows Repair Project
10. Invoices from CBI Consulting, Strategic Building Solutions & Pinck & Company
11. Trip Proposal for 8th Grade New York Geology Extended Day Trip
12. Regular Session Minutes of August 21, 2017
13. Executive Session Motion