

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – September 5, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, September 5, 2017, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair (arrived at 7:27 p.m.)
Jeanne Downs, Vice Chair (arrived at 7:44 p.m.)
Nate Buffum
Kim Reichelt
Kathie Steinberg

Also:

Arthur Unobskey
Superintendent

Brad Crozier
Assistant Superintendent (arrived at 7:42 p.m.)

Susan Bottan
School Business Administrator

Also:

Ben Keefe, Public Buildings Director

Because Ellen Grieco and Jeanne Downs were attending a Board of Selectmen meeting, School Committee member Kathie Steinberg convened the regular session at 7:07 p.m.; the meeting is possibly being recorded by WayCAM.

1. Comments & Written Statements from the Public:

There were no public comments or written statements.

2. Educational Matters (taken out of order):

Upon a motion duly made by Kim Reichelt, seconded by Nate Buffum, the School Committee voted unanimously (3-0) to begin the meeting with agenda item 4(a).

(a) Hear Superintendent's Report:

Arthur reported on the first day of school and the time he spent at the schools. Arthur informed the School Committee about upcoming back-to-school and curriculum nights.

Upon a motion duly made by Kim Reichelt, seconded by Kathie Steinberg, the School Committee voted unanimously (3-0) to discuss agenda item 4(b).

(b) Update regarding School Start Times:

Regarding school start times, Arthur has consulted with Dual County superintendents. He has recruited Boston parents to be a part of the task force that will meet again on September 11th. The hope is to have a decision by early November at which time he will present it to the School Committee for a possible vote by early January.

3. Financial Matters (taken out of order):

Upon a motion duly made by Kim Reichelt, seconded by Kathie Steinberg, the School Committee voted unanimously (3-0) to hear agenda item 3(a).

(a) Review and Possible Vote to Approve Payment of a Prior Year Invoice from David C. Nickerson for the Rental Equipment for the WHS 2017 Graduation:

Susan informed the School Committee that the invoice from David C. Nickerson is a prior year invoice for the rental of equipment for the 2017 graduation ceremonies in the amount of \$1,089.25. The money was not encumbered due to miscommunication; therefore, the money will be requested at Fall Town Meeting.

Upon a motion duly made by Kim Reichelt, seconded by Nate Buffum, the School Committee voted unanimously (3-0) to approve the payment of the prior year invoice from David Nickerson in the amount of \$1,089.25.

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4. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated September 5, 2017, in the amount of \$215,565.82
- Wayland Public Schools Payroll Warrant, dated August 30, 2017, in the amount of \$1,426,320.27

(b) Approval of Minutes:

- Special Session of April 2, 2017 (re-vote)
- Regular Session of August 7, 2017

Upon a motion duly made by Kim Reichelt, seconded by Nate Buffum, the School Committee voted unanimously (3-0) to approve the Consent Agenda, except for the April 2, 2017 special session minutes.

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

(a) Review Draft FY19 Capital Improvement Plans (CIP) for Wayland Schools, including Five-Year Capital Plan and Outstanding Capital Projects:

Susan provided the funding status of the FY19 CIPs based on FY18 information. She distributed a chart of the funding status of the CIPs for which she explained the format in more detail. Although it appears to be a negative balance for the Loker kitchen project, Susan noted that this will be looked at more closely by the Finance Department. However, the true balance is \$208,000 in the town's account. Susan explained in more detail and will consult with Brian Keveny in this regard. Ben Keefe reported that he is in negotiations with the architect regarding the Loker kitchen project.

Susan distributed and the School Committee reviewed a summary of all the CIPs reviewed by the School Committee to date. Susan noted the shifting and changing of prioritizing the CIPs, all of which are noted on the draft list for FY19. Principals may submit additional projects that they would like to be considered going forward and will be added to the list. Susan explained the reasons why some capital projects might be shifted in terms of prioritization, such as the need to repair or replace something immediately.

Ellen arrived at 7:27 p.m.

Some projects might be deferred and/or postponed for more than one year. A discussion ensued in terms of the large amount of capital funds that will be requested for other town building projects and how it might affect school capital projects going forward. Ben Keefe commented that the list is not a complete list and doesn't include some of the smaller capital projects; therefore, prioritization and careful planning is extremely important, as some projects may not be funded. The middle school fields were discussed and Ben added that Phase 3 of the high school master athletic plan should be added to the list of capital projects. The FY19 capital projects will be approved by the School Committee on September 18th and submitted to the Finance Committee by September 28th.

Ben noted that some issues were found by the DEP at the wastewater treatment plant and will need to be addressed in the near future. There is \$59,000 left from the high school construction of which \$50,000 can be used toward these repairs, leaving \$9,000 for landscaping at the high school. Although it is not confirmed, the wastewater treatment plant repairs could cost about \$125,000. Ben also mentioned two sets of Order of Conditions for the high school parking lot and the Loker Conservation site.

(b) Report from Finance Subcommittee:

Kathie reported that the Finance Subcommittee has been working on the high school master athletic plan and will work on the CIPs at its Thursday meeting. The subcommittee will also meet with the Conservation Commission Thursday evening regarding the placement of a field at Loker Conservation relative to the wetlands area.

Brad arrived at 7:42 p.m.

Jeanne arrived at 7:44 p.m.

The subcommittee will also review the budget calendar once the FinCom's budget guidelines are known. Klaus Shigley is the FinCom liaison to the School Committee.

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6. **Special Matters:**

(a) Review and Possible Vote to Receive the Weston & Sampson Master Plan Summary Report:

Ellen updated the School Committee about a Conservation Preservation Commission meeting that she and Kathie attended. Ellen noted that comments were made by the Conservation Commission regarding the School Committee's non-commitment to the High School Athletic Master Athletic Plan that was developed ten years ago. Ellen suggested that the School Committee address the Conservation Commission's concerns as they move forward with the current master plan. Jeanne updated the Committee regarding the incomplete Order of Conditions and the process to close it by Weston and Sampson in order to move forward with the current project. A discussion followed in this regard.

Jeanne reported on the warrant workshop she attended earlier in the evening for the purpose of reviewing all potential articles for Fall Town Meeting. At the workshop, Jeanne was asked about the guarantee that the designs for the master athletic plan will be finished in time to request the construction funds at Annual Town Meeting and how the turf vs. grass fields issue will be addressed by the School Committee.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to receive the Weston & Sampson Wayland High School Master Plan Summary Report.

A School Committee meeting will be posted for September 12th in case a quorum is present at the Recreation Commission meeting.

(b) Discussion and 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 discussion and vote was postponed until the meeting of September 18th and after the Recreation Commission's public forum on September 12th.

7. **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:

The School Committee discussed the OML complaints filed by George Harris of August 22, 2017 and August 31, 2017, both of which are similar in nature and content stating that the minutes he requested had insufficient detail. The Committee's response is due on Friday, September 8th and the members reviewed their options. The Committee discussed the amount of detail in the minutes in question and what is required in terms of summarizing a discussion. Kathie will consult with the Town Administrator to possibly invite Town Counsel to the September 18th meeting, and Ellen will request an extension to respond to the OML complaints from the Attorney General's office.

(b) Discussion of School Committee Protocols and Goals for FY18:

The School Committee will draft its goals for FY18 after the district goals are established by the Superintendent. By the end of October, Arthur will have his school-based goals in place and his personal goals will be done by mid-November.

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

Jeanne distributed the draft annual town report to the School Committee and noted the areas in which she had some concerns. She asked the School Committee to review the draft report in order to provide feedback at the September 18th meeting.

(d) Discussion of the Role of Subcommittees on the School Committee:

The School Committee discussed the roles of the Finance Subcommittee and Policy Subcommittee in terms of discussions, fact finding and research, and decision making. The Policy Subcommittee will research an existing policy or the possibility of drafting a policy in this regard.

(e) Discussion of School Committee Meetings, Topics and Communications with the Public for Fall 2017:

The School Committee reviewed topics to write about and share with the public, such as the arrival of the Chinese Exchange Program students and the High School Master Plan. Jeanne will draft a master list and schedule for the Committee's September 18th meeting.

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(f) Discussion of Prospective School Committee Schedule for FY18

The School Committee reviewed its FY18 meeting schedule. The Budget Hearing will take place on January 22, 2018 at which the Committee will vote on the recommended FY19 school budget. It was noted that Annual Town Meeting begins on April 2, 2018.

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

None.

9. **Executive Session:**

Agenda item 8(a) was not discussed due to a posting error.

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to enter Executive Session at 8:49 p.m. to review the following Executive Session Minutes for possible declassification, as permitted by M.G.L. c.30A, §22 and as noted on the meeting agenda: March 24, 2017, April 12, 2017, June 12, 2017; and approval of the following Executive Session minutes, as permitted by M.G.L. c.30A, §22: August 21, 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, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session for a possible vote to approve the declassification and release of the following minutes as noted on the meeting agenda: March 24, 2017, April 12, 2017, and June 12, 2017.

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

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

This agenda topic was passed over.

(b) Possible Vote to Declassify Executive Session Minutes as Listed on the Meeting Agenda:

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to declassify the March 24, 2017, April 12, 2017, and June 12, 2017 Executive Session minutes as amended and redacted as discussed in Executive Session.

11. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to adjourn at 9:10 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Corresponding Documentation:

1. Agenda & Backup Information
2. Weston & Sampson Master Plan Summary Report
3. Article for STM re: Loker Conservation Turf Field
4. FY17 Invoice from David Nickerson
5. OML Complaints of August 22, 2017 and August 31, 2017
6. Five-Year Capital Plan & Projected Capital Requests
7. School Committee Annual Report
8. School Committee Protocols
9. 2017-2018 Meeting Schedule
10. Regular Session Minutes of August 7, 2017

11. Executive Session Motion