

MINUTES – WAYLAND SCHOOL COMMITTEE  
Budget Work Session/Regular Meeting – January 16, 2018

A Budget Work Session/Regular Meeting of the Wayland School Committee was held on Tuesday, January 16, 2018, 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

Marlene Dodyk  
Director of Student Services

*Also:*

Ben Keefe, Public Buildings Director

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

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

There were no public comments or written statements.

**2. Financial Matters:**

(a) Continued Review and Discussion of All School Budgets, Budget Drivers, Assumptions, Fees and Funding Sources, and Requests for Information, including Potential Vote to Set Fees for FY2019:

After meeting with all school principals and several school departments, the School Committee embarked upon its budget discussions for the FY2019 operating budget.

Ellen informed the School Committee that the Budget Hearing will be postponed, as the Committee was given an extension in terms of its vote to approve the FY19 budget and present it to the Finance Committee. Ellen updated the School Committee on the meeting she and Jeanne had with some members of the Finance Committee regarding its request to reduce the recommended FY19 budget, including the expectations and the process going forward.

In lieu of Ben Keefe's attendance, the budget discussion was paused and the School Committee moved into the High School Master Athletic Plan Update:

(b) High School Master Athletic Plan Update:

- Communication with other Town Boards and Committees
- Resolution of Outstanding Order of Conditions
- Update on Owner's Project Manager and Architect Selection Process
- Conservation Commission's Permit Requirements
- Draft Warrants for Annual Town Meeting
- Review of Project Timeline
- Next Steps

Ben Keefe informed the School Committee that Leftfield was selected as the owner's project manager for this project. Two applications were received by design firms and, as authorized by the Town Manager, Ben will be

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negotiating a contract with the town's first choice. As recommended by the PMBC, Ben will keep 10% of the money appropriated at Town Meeting in reserve for unanticipated issues during the design process. Ben also commented that the timeline to get the final bid documents by Town Meeting is not possible; however, there will be a very close estimate. Ben reviewed the timeline for receiving documents and noted that the delay will not affect construction, which could start on July 1, 2018, if approved at Town Meeting. Ben expects that the newly hired OPM and architect will attend the January 30<sup>th</sup> PMBC meeting.

Jeanne noted that the warrant articles and revised debt inclusion memo have been submitted.

(c) Continued Review and Discussion of All School Budgets, Budget Drivers, Assumptions, Fees and Funding Sources, and Requests for Information, including Potential Vote to Set Fees for FY2019:

This discussion was resumed by the School Committee. Brad updated the School Committee about the Foreign Language Immersion Program. Two consultants will be hired for a half year – one will concentrate on the curriculum writing and the other will focus on community building and the presentation regarding the execution of the program in the fall of 2018. However, the location is yet to be determined. Brad hopes to have those positions filled within the next week. There should be no additional costs to the FY2019 operating budget; Brad explained. The goal is have this program in place before the Kindergarten packets are sent out in March. There will be little or no impact to staff, however, attrition is being discussed in terms of funding now and in the future. Other school districts have been consulted in this regard.

Kathie expressed her concern that additional funding to increase the elementary assistant principal's position to a 1.0 FTE will not move forward again this year, as well as the ongoing delay for some maintenance projects which usually results in higher expenses in the future.

The School Committee reviewed and discussed the January 11<sup>th</sup> memo from the Finance Committee regarding the intent of the message/request by the FinCom for the town and schools to reduce the FY19 recommended budget by \$901,329, including the recent meeting at which Jeanne and Ellen attended with some of the FinCom members to reach an understanding of the request. As noted by Ellen, the biggest change is the request to identify unclassified expenses, such as benefits, and include those for five new FTE's in the school budget. Another meeting is scheduled Tuesday morning with Jeanne, Ellen, Arthur, Nan Balmer, Cherry Karlson, and Lea Anderson at which there will be a collaborative effort to reach a budget solution.

The Committee reviewed with Susan the Finance Committee's spreadsheet containing three schedules that breaks down the unclassified FY18 and FY19 budgets by town and school, including a budget adjustment table with actual projections prepared by Susan with information provided by the treasurer. The actual FY19 projection compared to FY18 is a 3.28% increase, which is less than the FinCom's guideline of 3.5%. A discussion ensued in this regard, including the untimely and sudden change in the budget format. The School Committee agreed to vote on the FY19 Superintendent's Recommended Budget this evening with the anticipation that it may change based on the FinCom's request.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the FY19 Superintendent's Recommended Budget as presented by the administration.

The discussion continued in terms of the pending bus parking expense of \$190,000 and the concern of class sizes going forward.

(d) Review of the Presentation for the January 22<sup>nd</sup> Budget Hearing, including Development of Budget Book:

The School Committee discussed its presentation at the budget hearing to include current budget issues and concerns, including a review of the existing elementary classroom model. Given the current budget timeline, the Finance Committee's budget hearing on February 5<sup>th</sup>, and the pending request to reduce the school budget, the School Committee discussed alternate dates to have its Budget Hearing.

(e) Discussion of Budget Calendar, Budget Presentations, Finance Committee Guideline, Communication with Finance Committee:

This agenda item was discussed earlier in the meeting.

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- (f) Review and Possible Approval of Invoices from CBI Consulting and Colliers International regarding the Loker School MSBA Accelerated Repair Program:

Jeanne noted that the invoices were approved for payment by the Permanent Municipal Building Committee.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the invoices from CBI Consulting and Colliers International for the Loker School MSBA accelerated repair program as presented.

### 3. Educational Matters:

- (a) Hear Superintendent's Report:

- School Visits

Arthur recently observed Middle School PE classes and a sixth grade health class and had a discussion with the health teachers regarding the curriculum.

Arthur noted that the MLK dinner is Friday evening.

### 4. Administrative/Procedural Matters:

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

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to declare surplus of the list provided from the Technology Department.

- (b) Review and Discussion of any Outstanding Document and/or Minute Requests:

This agenda item was passed over.

- (c) Discussion regarding School Committee Schedule, including Presentation on New Programs Funded in FY18 Budget:

This agenda item was passed over.

- (d) Review of Public Communications from the School Committee:

This agenda item was passed over.

### 5. Matters not Reasonably Anticipated by the Chair:

Given the recent passing of two active and admired Wayland residents, the School Committee will honor them by publishing a tribute.

Kim referred to the September 28, 2017 Open Meeting Law complaint filed by George Harris in terms of the intent of the School Committee to respond by acknowledging its mistake in open session. However, the mistake was acknowledged in a letter to the Attorney General's office, but not in open session of a School Committee meeting. Thus, Mr. Harris filed a follow-up complaint. A discussion ensued in this regard and Ellen read the complaint to the Committee.

*Ellen stated that the School Committee hereby acknowledges in open session that at its meeting of January 16, 2018 that the School Committee did not provide a copy of the September 28, 2017 complaint to the Attorney General's office.* Ellen retracted her statement for further discussion. The School Committee will make this acknowledgement at its January 22<sup>nd</sup> meeting.

### 6. Consent Agenda:

- (a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Payroll Warrant, dated January 17, 2018, in the amount of \$1423,028.54

- (b) Approval of a Gift to Wayland High School – Replacement of a Wrestling Mat:

- (c) Approval of Minutes:

- Regular Session of January 2, 2018

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted (5-0) unanimously to approve the consent agenda.

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7. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 8:55 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

**Observers:**

Rebecca Lloyd, 15 Morse Road, Wayland

**Corresponding Documentation:**

1. Agenda
2. Spreadsheet from Finance Committee re: Breakdown of Unclassified FY18 and FY19 Budgets
3. Memo from Finance Committee re: Budget Guideline Adjustments
4. Memo from Town Administrator to Board of Selectmen
5. Draft of a Written Tribute Honoring Two Residents
6. Payroll Warrant
7. Regular Session Minutes of January 2, 2018