

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – January 22, 2018

A Regular Meeting of the Wayland School Committee was held on Monday, January 22, 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
Kathie Steinberg

Absent:

Kim Reichelt

Also:

Arthur Unobskey
Superintendent

Brad Crozier
Assistant Superintendent

Susan Bottan
School Business Administrator

Marlene Dodyk
Director of Student Services

Chair Ellen Grieco convened the regular session at 7:00 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, Requests for Information, and Discussion of Finance Committee's Request to Reduce Budget:

The School Committee discussed the recent meeting that Ellen, Jeanne, Susan and Arthur attended along with Nan Balmer, Cherry Karlson, and Lea Anderson. The purpose of the meeting was to discuss the recent request by the Finance Committee to reduce the town and school budgets by \$901,320. Nan Balmer conveyed her ideas to reduce the budget.

Susan explained that school bus parking could help close the budget gap. She went on to explain that the current parking situation could be extended for another six months. The current plan to move the buses to property owned by HDR Holdings may need to be reassessed due to the FinCom's request. The School Committee discussed its parking options going forward, including property located at the old DPW site near the Middle School, the old landfill located on Boston Post Road, First Student's potential no cost solution to park the buses outside of Wayland, and the possibility of a shortened agreement with HDR Holdings. Susan will reach out to HDR Holdings in lieu of the recent budget development.

Jeanne left the meeting at 7:24 p.m. to attend the BOS meeting. The budget discussion was paused.

3. **Educational Matters (taken out of order):**

(a) Hear Superintendent's Report:

- School Visits
- Update on Entry Plan

Arthur visited Loker School and talked with second grade students about their written pieces about snow days and the decision process that the Superintendent follows in calling (or not) a snow day. Arthur also had an opportunity to observe the science curriculum, as well as the mindfulness activities in which the Kindergartners and first grade students participated.

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Arthur will present Part A of his Entry Plan to the School Committee on February 5th.

Finally, Arthur described the RADAR meeting, as well as the purpose of RADAR, that he and other central office administrators recently attended.

4. **Administrative/Procedural Matters (taken out of order):**

(a) Report on Hiring of Replacement for Director of Student Services:

Brad reported that ads have been placed and resumes are being received. The Search Advisory Committee will be comprised of teachers, parents, and administrators, all of whom will review the resumes. Brad will have a more detailed report on February 5th.

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

There are no outstanding document and/or minutes requests.

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

There was no discussion.

(d) Discussion of Open Meeting Law Response Process, including Possible Review of Spreadsheet and Discussion of Open Meeting Law Complaints Filed by George Harris on November 3, 2017 (Alleging that Proper Procedure was not Followed in Responding to a Previous OML Complaint.) and September 28, 2017 (Alleging Failure to Produce Minutes in a Timely Manner):

It was noted that there are no approaching deadlines regarding Open Meeting Law complaints. This agenda item will be added to the January 29th agenda.

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

None.

6. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated January 22, 2018, in the amount of \$663,261.88

(b) Approval of Trips:

- METCO Trip to Washington, D.C.
- WHS Trip to Madrid, Spain
- WHS WSPN Club Trip to National High School Journalism Convention in San Francisco, California

(c) Approval of Minutes:

- January 8, 2018
- January 10, 2018

Kathie asked about the METCO revolving account and those expenses paid from that account. Susan noted that in terms of the Washington, D.C. trip, parents pay a fee and the balance is paid out of the METCO revolving account with monies generated from the annual appeal letter. Currently, the METCO revolving account also pays for late buses, supplies, materials and snacks for the after school program. Going forward, the Boston Parents Council will raise funds for the revolving account, similar to that of the school PTO's.

Kathie Steinberg motioned to approve the consent agenda and Ellen Grieco seconded the motion, but this motion was withdrawn so the School Committee could review the January 10, 2018 minutes.

The School Committee reviewed the January 10, 2018 regular session minutes.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (3-0) to approve the consent agenda, including the minutes of January 8, 2018 and January 10, 2018.

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7. **Executive Session (taken out of order):**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (3-0) to enter Executive Session at 7:39 p.m. for the purposes of reviewing, amending and approving the Executive Session minutes of March 27, 2017, as permitted by M.G.L. c.30A, §22. 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	absent	
Nate Buffum	X	
Kim Reichelt	absent	
Kathie Steinberg	X	

Jeanne returned to the meeting at 7:51 p.m. and the budget discussion resumed.

8. **Financial Matters (resumed):**

(a) Continued Review and Discussion of All School Budgets, Budget Drivers, Assumptions, Fees and Funding Sources, and Requests for Information, and Discussion of Finance Committee’s Request to Reduce Budget:

The School Committee continued its discussion regarding the FinCom’s request to reduce the budget. Given the timing of this request, it was suggested that, at a future meeting, the School Committee review the budget process for next year.

Jeanne and Arthur will coordinate a date to make a budget presentation for the Council on Aging.

(b) Review of the Presentation for the Upcoming Budget Hearing, including the Development of the Budget Book:

The School Committee agreed to hold a Budget Hearing on Tuesday, February 13, 2018, including having the budget booklet complete and posted online by February 7th. Ellen will review the slides for the budget presentation and Jeanne will work on the budget booklet.

(c) 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

Jeanne informed the School Committee that she and Ellen are meeting with the Board of Public Works tomorrow (Tuesday) regarding the High School Master Athletic Plan and school bus parking. In addition, a budget has been negotiated for the architect and a signed agreement is imminent. Kathie and Ellen will be meeting with Linda Hansen from Conservation about the project.

9. **Administrative/Procedural Matters (resumed):**

(a) Review of Public Communications from the School Committee:

Ellen informed the School Committee that she is in the process of writing her article. The School Committee reviewed an article drafted by Jeanne that honors two residents who recently passed away. The tribute will be sent out to residents.

10. **Adjournment:**

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn at 8:12 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

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Corresponding Documentation:

1. Agenda
2. Accounts Payables & Payroll Warrants
3. Responses to Questions re: the FY19 Supts.' Recommended Budget
4. Trip Request for METCO Trip to Washington D.C.
5. Trip Request for WHS Trip to Madrid, Spain
6. Trip Request for WHS WSPN Club Trip to San Francisco, CA
7. Regular Session Minutes of January 8, 2018
8. Regular Session Minutes of January 10, 2018
9. Tribute Honoring Two Wayland Residents