

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 5, 2018

A Regular Meeting of the Wayland School Committee was held on Monday, February 5, 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

*Absent:*

Kathie Steinberg

*Also:*

Arthur Unobskey  
Superintendent

Brad Crozier,  
Assistant Superintendent

Marlene Dodyk  
Director of Student Services

Susan Bottan  
School Business Administrator

Chair Ellen Grieco convened the regular session at 7:00 p.m.; the meeting is being recorded by WayCAM. Before public comment, Ellen announced that the School Committee meeting will be paused at 7:45 p.m. so the School Committee can attend the Finance Committee meeting. Jeanne will attend the Board of Selectmen meeting at 7:10 p.m.

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

Some residents thanked the School Committee for all they have done, for voting not to park the buses at 195 Main Street, and for considering the health and wellbeing of the citizens and children. One resident added that the public has restored its faith in the School Committee.

The School Committee will confirm the date and vote taken by the School Committee last fall not to park buses on school property.

*Jeanne left meeting to attend the BOS meeting at 7:06 p.m.*

Tom Sciacca's comments focused on football and the fields. He cited usage statistics from a copy of last year's field reservations, as he is not in favor of a synthetic turf field at the high school. In Tom's opinion, the long-term prognosis for football is very poor given the health risks, including concussions, and is not the best financial decision for the Town of Wayland.

Given the recent decision by the High School principal to cancel the showing of the movie "Cool Runnings" during Winter Week and a report he heard on WAAF radio, resident Edwin Miller asked if movies were being shown, and possibly resulting in less work being done by students.

**2. Financial Matters:**

(a) Review and Finalization of Budget Presentation for Finance Committee, the February 13<sup>th</sup> Budget Hearing and Budget Book:

Ellen informed the School Committee that based on the School Committee's proposed budget reductions in the amount of \$41,000, the School Committee did not take a formal vote on those reductions. However, the School Committee did vote on a memo/correspondence that included those reductions to send to the Finance Committee. The FinCom has asked for additional \$230,000 in capital project reductions for the Middle School phones and three other miscellaneous tile projects. Susan added that she was informed that the three smaller tile projects did not qualify as capital projects, even though they were part of a larger capital project. It is unclear in terms of what are capital improvement items and what qualifies it.

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 5, 2018

Given the uncertainty of the status of the budget and the School Committee recommendations regarding the budget gap of \$300,000, the School Committee will postpone its vote after it meets with the Finance Committee this evening.

The Committee discussed the content for the Budget Hearing Presentation, and possibly including information regarding enrolled staff children, given the questions from the FinCom chair in this regard.

Upon a motion duly made by Kim Reichelt, seconded by Ellen Grieco, the School Committee voted unanimously (3-0) to take the agenda out of order.

(b) Review, Discussion, and Possible Vote to Support and/or Co-sponsor Articles for Annual Town Meeting, including the OPEB and IT Network Articles (taken out of order):

Leisha addressed the IT network articles and expressed her support to conduct a complete upgrade for all school and town buildings to replace aged equipment all at one time with funding available through a five-year lease plan in the amount of \$242,000 per year. Leisha commented on the savings to the town when replacing all equipment at one time and stressed the importance and need for the Internet and phone systems.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (3-0) to support Article S - Authority to Enter into Contract for Information Technology Network.

(c) Review and Finalization of Budget Presentation for Finance Committee, the February 13<sup>th</sup> Budget Hearing and Budget Book (continued):

The School Committee resumed its budget discussion. The recommended FY19 budget is just below the 3.5% appropriation, and if unclassified is included, it's at 3.18%. Susan noted that, according to the Finance Committee, if a capital item costs more than \$25,000 and has a life span of more than 5 years, it qualifies to be placed in the capital budget. Susan elaborated on her discussions with FinCom.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (3-0) to suspend its discussion about the budget until the Committee talks to the Finance Committee and to move on to Item #3 – Educational Matters.

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

(a) Hear Superintendent's Report:

- School Visits
- Presentation of Part A of Entry Plan

*Discussion of Happy Hollow Makeup Days:*

As a result of two days in October whereby Happy Hollow was closed due to loss of power, Arthur asked the DESE for a waiver to make up the days, but it was denied in writing by the State. Arthur, Brad, and Principal Lee met with the Happy Hollow staff about the State's requirement and several options were put forward to make up the time, including extending the school year by two days. Parents will be notified of the final decision before February break. A discussion followed Arthur's report and he answered questions from the School Committee regarding the cost to keep school open, does attendance qualify a makeup day, and the possibility of creating highly engaging activities.

*Concussion Working Group Summary:*

This working group, made up of superintendents, athletic directors and nurses, met on January 30<sup>th</sup> to discuss best practices and safety relative to concussions. Other Wayland staff, including the town's health nurse, attended the meeting with Arthur as well. A panel of experts who run concussion safety programs in some districts presented to the group. Topics discussed were how and when athletes return to play after recovering from a concussion and the challenge of a recovering athlete to work on his/her studies online. This group will meet twice a year at which time Arthur will report its work to the School Committee. Arthur noted that he has also joined the Concussion Learning Collaborative made up of ten superintendents who will work with the Department of Health to ensure that all the research available is integrated with state policies.

*School Start Time:*

Arthur reported on his approach to some of the challenges facing the district if school start times are changed, such as schedules for the after school sports programs, possible rescheduling of professional development, and working

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 5, 2018

with a company, yet to be determined, to look into changing the bus routes. A study group will be formed to look at the information gathered regarding these challenges, and Arthur will update the School Committee in early May compliant with the School Committee's expectations surrounding school start times.

### *Entry Plan:*

In an effort to improve in some areas of the school district, Arthur produced a summary of his learning process and what he has put forth to identify these potential improvements. He has met with parents, teachers, students, administrators and other town department, including conducting and interpreting surveys, classroom observations, and document research. Arthur noted some of the positive results he gleaned from the surveys and the need for continued district growth under the strong base of the UNITED goals in the following areas: the study of world languages, civic engagement, writing, student transitions between school levels, the study of social studies and history, social and emotional health, the full support of the academic achievement of the METCO students, personalized learning, the use of data to track student progress, and the improvement of the functionality and the cleanliness of the school facilities (in no particular order). Arthur commented that he will work with the community from this point in time to June to measure these findings in an effort to move toward fulfilling two or three district goals by 2021.

Ellen encouraged the staff to read Arthur's report online.

The regular session was paused at 7:48 p.m., and the School Committee left to join the Finance Committee in the Senior Center regarding the budget.

*Jeanne returned to the meeting at 7:52 p.m.*

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

This agenda item was passed over.

#### 4. **School Committee Meeting with the Finance Committee regarding the FY2019 Recommended Budget:**

The Finance Committee asked the School Committee questions related to the FY2019 budget. The topics covered included the following:

- The anticipated maintenance projects at The Children's Way
- The addition of 1.9 FTEs for school nurses as required and driven by IEP's and services
- The recommendation to hire a summer clerk for the schools to assist with textbooks and supplies
- The WTA agreement with certified staff and administrators that allows their children to attend the Wayland Public Schools; additional costs, if any
- The process of determining class size and the potential of additional staff, given the enrollment of staff children and the children of residents
- The reasons for non-participation in School Choice
- The Minuteman High School agreement, given Wayland is no longer a member of the network
- The capital projects, such as HVAC systems, HH floor tile, MS furniture, MS phone upgrade, wastewater plant, including the cycle of past capital projects

Discussions ensued on many of these topics, including the Finance Committee's recent request to reduce the FY2019 recommended budget. Susan asked the Finance Committee for more clarity in terms of the capital budget vs. the operating budget related to project funding and expenses. Ellen asked the Finance Committee for clarity regarding the FinCom's most recent request to reduce the budget that included \$230,000 of capital, \$41,000 (staff based and supplies), and the remaining \$300,000 gap in the budget. She noted the work that the School Committee has done thus far. A discussion followed regarding revenue vs. deductions. However, given the Finance Committee's ongoing discussions, clarity was not apparent at this point.

*The School Committee left the Finance Committee meeting at 8:43 and resumed its meeting in the School Committee Room.*

Relative to Arthur's Entry Plan, he asked the School Committee to read the report in preparation for a discussion at the February 26<sup>th</sup> meeting.

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 5, 2018

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

- (a) Review and Finalization of Budget Presentation for Finance Committee, the February 13<sup>th</sup> Budget Hearing and Budget Book (continued):

The School Committee resumed its budget discussion.

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to reduce the previous voted budget by \$41,275 and that we approve a budget in the amount of \$40,524,035 which would be a 3.49% increase over the appropriation for FY18.

Ellen noted that the 3.49% increase does not include unclassified expenses. If included, the increase over last year's budget, the percent increase would be 3.19%.

The School Committee reviewed the budget slide presentation for content, including the budget process, personnel, non-personnel, enrollment, expenditures, demographic profile, capital requests, additional changes, revenue and expenditures, and the format and order of information. Subject to the capital requests, Arthur emphasized the importance of purchasing the appropriate custodial equipment to successfully maintain new tiled floors in the schools. Jeanne recommended including sustainable savings information, including solar savings.

*Budget Booklet:* Last year's Student artwork will be replaced with new artwork, and a few changes were made to the format of the booklet. The School Committee discussed the content to include a summary of the budget process, budget drivers, efficiencies, the capital budget, and some information include in the slide presentation. The budget booklet will be provided to the public on February 8<sup>th</sup>. Ellen will invite the Finance Committee to the School Committee's FY2019 slide budget presentation on February 13<sup>th</sup>.

- (b) Discussion of Finance Committee's Request to Reduce Budget, including Pending School Bus Parking:

This topic was discussed during the budget discussions.

- (c) Continued Review and Discussion of School Budgets, Articles for Town Meeting, Debt Exclusion and Funding Sources, Requests for Information:

Jeanne described her meeting with the Board of Selectmen regarding debt exclusion and the warrant articles for Town Meeting.

- (d) 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 there will be a public meeting on February 12<sup>th</sup> regarding grass vs. turf fields. The Recreation Commission and Weston and Sampson will be in attendance. Weston and Sampson will also present to the PMBC on February 13<sup>th</sup>. Jeanne recommended that the School Committee take its vote on February 13<sup>th</sup> on which type of field to support. Jeanne added that the PMBC will be overseeing this project. Finally, the Recreation Commission asks the School Committee to consider a vote of support for the Loker field article at a future meeting.

- (e) Discussion of Budget Calendar, Calendar for Town Meeting Articles:

This agenda item was passed over.

## 6. **Administrative/Procedural Matters:**

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

Jeanne sent the January 22, 2018 minutes to George Harris.

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 5, 2018

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

This agenda item was passed over.

- (c) 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):

Kim reported on her research about whether notes can be considered a draft of minutes. She was not very successful in this endeavor based on the information available online. A discussion ensued regarding the original OML complaint and the follow-up complaint in terms of a response.

Upon a motion duly made by Ellen Grieco, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to delegate Ellen and Kim to make a decision of the appropriateness of sending a letter to the Attorney General and, if they decide to do so, they will write the letter and send it.

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

Ellen will bring her article regarding elementary social and emotional learning to the February 26<sup>th</sup> meeting. Nate will write an article possibly on the use of facilities after hours.

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

None.

8. **Consent Agenda:**

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

- Wayland School Department Accounts Payables Warrant, dated February 5, 2018, in the amount of \$305,692.86
- Wayland School Department Accounts Payables Student Activities Warrant, dated February 5, 2018, in the amount of \$46,119.51
- Wayland School Department Accounts Payables Journal Entry for Legal Services, dated February 1, 2018, in the amount of \$1,813.00
- Wayland School Department Payroll Warrant, dated February 1, 2018, in the amount of \$1,420,969.56
- Wayland School Department Payroll Warrant, dated December 20, 2017, in the amount of \$1,423,028.54

- (b) Approval of Minutes:

- Regular Session of January 16, 2018
- Regular Session of January 22, 2018

Upon a motion duly made by Ellen Grieco, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to approve the consent agenda.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to enter Executive Session at 9:40 p.m. for the purposes of reviewing the following executive session minutes for possible declassification, as permitted by M.G.L. c.30A, §22: August 29, 2017, September 5, 2017, October 2, 2017, October 16, 2017, October 30, 2017, November 14, 2017, November 20, 2017, December 4, 2017, and December 18, 2017 (Sessions 1 and 2); and approving the following executive session minutes, as permitted by M.G.L. c.30A, §22: January 10, 2018 and January 22, 2018. 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	absent	

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 5, 2018

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 potential vote to declassify the executive session minutes as listed on the meeting agenda.

**10. Possible Vote to Declassify Executive Session Minutes as Listed on the Meeting Agenda:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to declassify the executive session minutes listed on the meeting notice as redacted in Executive Session.

**11. Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to adjourn at 8:52 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

**Observers:**

Kori Rogers, WTA  
Gretchen Dresens, 155 Main Street  
Alisa Fruitman, 14 Keith Road  
Linda & Bernie Grubstein, 19 Joyce Road  
Tom Sciacca, WVN  
Mena Levit, 10 Keith Road  
Inna Lisak, 11 Joyce Road  
Sheila Carel, Wayland

**Corresponding Documentation:**

1. Agenda and Backup Information
2. Superintendent's Entry Report
3. Budget Hearing Presentation
4. Budget Booklet
5. Five-Year Capital Improvement Plan FY19 to FY23
6. Article S: Authority to Enter into Contract for Information Technology Network
7. Journal Entry for Transfer of Funds for School Committee Legal Services
8. Regular Session Minutes of January 16, 2018
9. Regular Session Minutes of January 22, 2018
10. Executive Session Minutes for Declassification
  - August 29, 2017
  - September 5, 2017
  - October 2, 2017
  - October 16, 2017
  - October 30, 2017
  - November 14, 2017
  - November 20, 2017
  - December 4, 2017
  - December 18, 2017 (1 & 2)
11. Executive Session Motion