

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – October 17, 2016

A Regular Meeting of the Wayland School Committee was held on Monday, October 17, 2016, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair  
Barb Fletcher, Vice Chair  
Jeanne Downs  
Kim Reichelt  
Kathie Steinberg

Also:

Paul Stein  
Superintendent

Brad Crozier  
Assistant Superintendent

Marlene Dodyk  
Director of Student Services

Susan Bottan  
Business Administrator

Also:

Aida Gennis, Chair of the Library Board of Trustees  
Ann Knight, Library Director  
Jessica Brodie, Recreation Director

*Recreation Commission:*

Brud Wright  
Frank Krasin  
Anna Meliones  
Asa Foster

Chair Ellen Grieco convened the regular session at 7:02 P.M. and noted that the meeting is being recorded by WayCAM.

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

A resident thanked Dr. Stein for everything he has done for the Wayland Public Schools. She also noted that she is a strong advocate for later school start times.

Tom Sciacca sent a written comment to the Chair, which she read and put into public record. Tom commented on the problems that exist on artificial turf fields, particularly the rise of the temperature on this type of field which causes heat-related illnesses and burns to the body. He cited the reasons for this and noted how and when he documented the temperature of the fields.

## 2. **Special Matters:**

### (a) Discussion of and Possible Vote to Approve Division of Parcel at 195 Main Street (taken out of order):

The School Committee reviewed plans showing the existing conditions, dimensions and boundaries of parcels at 195/207 Main Street as provided by Aida Gennis and Ann Knight. The 195 parcel is the southern parcel that includes the driveway and is also divided into two pieces. Aida explained what the Board of Library Trustees hope to develop for use on this parcel for the purpose of submitting a grant application, as well as pointing out the possible land use for recreation. Ninety-five parking spaces have been included within the design, and, due to input from the State, the library building could be larger than originally anticipated. Aida noted that these plans are for internal office use only; she explained.

The responsibility of who will maintain the school parcel was raised. The Memorandum of Understanding between the School Department, Recreation Department and Department of Public Works does address this issue. Ellen explained the difference between a Zone 1 and Zone 2 parcel related to the space for parking the

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – October 17, 2016

school buses and as it relates to the water runoff and conservation concerns. Ellen will invite the Water Department to the next meeting to answer any questions regarding zoning. Landscape architect David Warner will also be invited.

It was confirmed that the School Committee, as well as the Board of Public Works and the Recreation Commission, are being asked to support the jurisdictional boundaries at 195/207 Main Street as noted on the plans provided. The transfer of land was reviewed, which is necessary as part of the grant application process.

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to endorse its written consent on a plan entitled, "Plan of Land in Wayland, Massachusetts," showing jurisdictional boundaries of the highway garage, both dated October 12, 2016, prepared by the Town of Wayland Town surveyor's office, agreeing to the jurisdictional boundaries of the areas of land for the respective town boards as shown on said plan.

As the Chair and Vice-Chair of the School Committee, Ellen and Barb signed the plans.

(b) Meet with the Recreation Director and Recreation Commission to Discuss and Possible Vote to Support Fall Town Meeting Warrant Articles and to Discuss the Potential Use and/or Construction at 195/207 Main Street:

The School Committee met with the Recreation Director and members of the Recreation Commission regarding their proposed warrant article for Fall Town Meeting and to discuss potential uses for 195/207 Main Street. The Committee reviewed the Recreation Facilities Strategic Plan, which includes a list of recreational inventory, and is related to the recreation warrant article. The Master Plan will be updated to include the high school track field.

Given the need for additional gym space in the schools, a discussion ensued about including this need in the warrant article. Jessica Brodie commented that she would look into all programming/recreational needs.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to support the Recreation Commission's Fall Town Meeting warrant article for the Recreational Facilities Strategic Plan as presented tonight.

### 3. **Educational Matters:**

(a) Hear Superintendent's Report, including Curriculum Spotlight:

At a recent The Education Cooperative (TEC) meeting that Paul attended, he was provided with a profile of supplies savings for the Wayland Public Schools as a result of its TEC Bid. The savings totaled \$11,065.

Given Paul's announcement of retirement in June 2017, he noted the urgency of beginning the search process for his replacement. He recommended that the School Committee discuss this unanticipated announcement during the "Matters not Anticipated by the Chair" portion of this meeting.

Paul read a notice about a meeting to update the community on the proposed library. It will be held the evening of Wednesday, November 2<sup>nd</sup>.

*Curriculum Spotlight – The Elections (Social Science Course Term 1)*

This spotlight is connected to one of the UNITED goals – Training Global Citizens. This elective course, primarily taken by a large percentage of high school seniors, consists of four different segments that vary from year to year, such as Elections, Psychology, Crime and Punishment, and Race and Racism in the United States. Paul read the syllabus from this class.

This class focuses on goals relating to: 1) engagement and skill building, 2) understanding the big picture, 3) understanding the current picture, and 4) empowerment. Paul explained the purpose and importance of each area such as learning about the registration process, electoral process, party platforms, positions of candidates, campaign strategies, and debates.

As in many other classes, instructional technology significantly enhances this course, starting with easy access to current events, charts and graphics. Paul gave examples of the information available online. He also provided examples of sample assignments that cover the ballot questions, particularly one that the student chooses. Other assignments also include the swing state challenge and an analysis of campaign commercials.

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – October 17, 2016

Paul ended his presentation by citing a district goal found in the schools' Mission Statement... "to advance our students' growth to become principled, informed and capable citizens..."

(b) Receive and Discuss the October 1, 2016 Enrollment Report:

Susan Bottan presented the October 1, 2016 Enrollment Report to the School Committee and noted that the Department of Elementary and Secondary Education (DESE) was notified of Wayland's official enrollment. The report is used to project class sizes for the following year. The total enrollment for FY17 was projected at 2,648 students, but the actual enrollment is 2,655. Susan elaborated on more specific numbers at each school, noting that Grade 8 is the largest cohort this year. There are 71 staff children and 137 Boston resident students attending Wayland Public Schools. In terms of Kindergarten, there are 7 full day, 2 traditional and 1 hybrid model. If the hybrid model is successful, a similar program will be introduced next year. Susan reviewed elementary class size with the School Committee in terms of class size guidelines.

Susan commented that if projections are true going forward, the enrollment will increase about 1% per year, adding that district enrollment will be about 21 students higher in FY18 than FY17. She noted that Grade 1 at Claypit and Happy Hollow and Grade 5 at Loker are projected to be over the class size guideline in FY18. She explained what NESDEC provides in terms of enrollment information, as well as special education trends.

Barb commented that the Finance Subcommittee reviewed the Enrollment Report. The Subcommittee discussed performing an outreach to existing families in some of the larger classes to ask if they plan to stay in Wayland. Brad was involved in a similar outreach a few years ago, and he described what was done. He made suggestions in terms of estimating enrollment going forward. A discussion ensued in this regard, including the reliability of the projected number of kindergarten students. Susan commented that she works with the Early Childhood Coordinator Gretchen Lutz and explained the process taken in predicting future kindergartners.

(c) Discussion of Possible Elective Course in Civics:

This agenda topic was passed over.

(d) Discussion of Agenda for Meeting with Boston Parents on November 7, 2016:

The School Committee discussed the agenda for its meeting with the Boston parents on November 7, 2016 and suggested a discussion regarding school start times. Paul commented that the Leadership for Equity team is creating an agenda that will include an exercise meant to encourage dialogue based on the district-wide goals. A discussion ensued regarding the timetable and priorities of the meeting.

#### 4. **Financial Matters:**

(a) Review Prioritization of FY18 Capital Requests, including Bus Parking Space, and Review Outstanding Capital Projects for Possible Closeout (taken out of order):

As requested by the School Committee, Ben Keefe prioritized the FY18 capital requests. Per the MSBA, the Loker roof project cannot be combined with the doors and windows project, and since the Loker roof is newer than first thought, this project has been pushed out to FY22. Any necessary repairs will be made in the meantime. There were no other substantive changes to the CIPs.

The School Committee discussed submitting a CIP as a placeholder for parking the school buses at 195/207 Main Street. The timetable for the library construction and Town Meeting approval of funds in the spring of 2018 was discussed. There is a tentative date of January 1, 2017 to remove the buses from the River's Edge property. The Committee would have to find a temporary space, if it is not possible to keep the buses on this property past January 1. The Committee discussed the possibilities of parking on other parcels of land within Wayland as a temporary solution. First Student has been informed of the plan going forward.

*Barb left at 8:32 p.m. to attend the Finance Committee meeting.*

The discussion continued regarding the cost to prepare the land at 207 Main Street for bus parking, as provided by the landscape architect at a previous meeting. Another discussion ensued regarding the efficiencies of the bus routes. It was suggested that a transportation analysis be considered to study this, especially since the district is looking into changing school start times. Safety for walkers is also a concern. Susan will research which companies would provide this type of analysis.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – October 17, 2016

Susan reviewed the outstanding capital project report, including remaining balances, with the School Committee in terms of those projects that can be closed out. Those reviewed were Happy Hollow floor tile replacement, Happy Hollow paving, Loker network upgrade, Middle School furniture. Susan noted the projects that are currently in deficit and explained why this is so and answered questions from the Committee. The balances remaining from these projects will be posted to free cash.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to approve closing the capital projects as identified by Susan and the return of the balance appropriated to the town.

(b) Receive and Review FY16 End-of-Year Financial Report:

Susan reported to the School Committee the highlights of the FY16 Financial Report. All financial obligations were met within the approved budget of \$36,719, 239, including a SPED prepayment of \$266,485. However, there was a year-end balance of \$256,938, which was more than projected during Q3. Susan explained the reasons, such as transportation, staffing and utilities. Susan noted how she will report going forward. She will meet with Ben Keefe, Marlene Dodyk and program directors to help manage the encumbrances and get a better sense of these expenses. A discussion ensued in this regard. Further, expenditures by category were similar to last year, as each were noted by Susan.

Susan addressed the surpluses in salaries, professional development, therapeutic services, textbooks, instructional equipment, as well as the deficits in coaching related to the decrease in gate receipts and fees as compared to budget.

(c) Receive and Review FY16 End-of-Year Report Submitted to DESE:

This report is submitted every year to DESE and it shows the district's revenue and expenditures and the expenditures that the town pays on behalf of the schools. Susan noted that in all the categories, this report is similar to what occurred in the prior year with one exception in expenditures paid by the town on behalf of the schools health care for school staff and retirees. Susan explained.

*Barb returned to the meeting at 9:02 p.m.*

*Ellen left the meeting at 9:03 p.m.*

Barb updated the School Committee on her meeting with the Finance Committee. The FinCom requests that the School Committee submit a CIP for the bus parking at 205 Main Street. This topic will be on the agenda for October 24<sup>th</sup>.

(d) Discussion and Possible Approval to Authorize the Superintendent to Sign the Owner's Contract Manager Contract with Colliers International related to the Loker Doors and Windows/MSBA Accelerated Repair Project:  
Jeanne commented that the Owner's Contract Manager Contract with Colliers International is beginning the process for the Loker doors and windows project. Mark Lanza has reviewed this contract. The \$15,000 cost for the owners' contract manager is the same as Claypit Hill windows and doors project.

(e) Discussion and Possible Approval to Authorize the Superintendent to Sign the Design Services Contract with CBI Consulting, Inc. International related to the Loker Doors and Windows/MSBA Accelerated Repair Project:  
Jeanne updated the School Committee on the Design Services Contract with CBI Consulting, Inc. International. The cost for design services is \$30,000. Mark Lanza also reviewed this contract.

*Ellen returned at 9:06 p.m.*

A discussion ensued in terms of comparing both the Claypit Hill and Loker design services contracts and the MSBA process for these projects.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to authorize the Superintendent to sign the Owner's Contract Manager Contract with Colliers International related to the Loker Doors and Windows/MSBA Accelerated Repair Project and to authorize the Superintendent to sign the Design Services Contract with CBI Consulting, Inc. International related to the Loker Doors and Windows/MSBA Accelerated Repair Project.

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – October 17, 2016

- (f) Discussion and Possible Approval to Authorize the Chair to Sign the Certificate of Substantial Completion for the Claypit Hill Windows and Doors/MSBA Accelerated Repair Project:  
Jeanne noted that the Claypit Hill windows and doors project is essentially done, and the Certificate of Substantial Completion acknowledges that the building is being used and a punch list of unfinished items to be completed is also provided. The School Committee reviewed the Certificate of Substantial Completion and discussed its purpose, which is essentially one step before final payment is made.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to authorize the Chair to sign the Certificate of Substantial Completion related to the Claypit Hill Doors and Windows/MSBA Accelerated Repair Project.

- (g) Discussion regarding the FY18 Budget Process and Ways to Engage the Community:  
This discussion is a continuation from the Committee's last meeting related to meeting with school PTO organizations in early January, as well as reaching out to other groups such as the Council on Aging, the Wayland Business Association, Wayland BUZZ, Wayland Children and Parents Association (WCPA), Boston Parents' Council, and condo associations. Barb commented that the PTO Board approves of this process. Each School Committee member will meet with her assigned school. The members will meet with the following stakeholders. The administrators will attend the meetings as well.
- Council on Aging – Barb
  - WCPA – Kim
  - Wayland Business Association – Kathie
  - Wayland BUZZ – Ellen
  - Condo Associations & Boston Parents' Council - Jeanne

- (h) Finance Subcommittee Update:  
Barb noted that the Finance Subcommittee reviewed all special revenue budgets with the exception of one. After all are reviewed, the School Committee will approve these special revenue budgets on November 14<sup>th</sup>. Susan provided an update on the cost methodology for the high school parking. The Subcommittee reviewed the impact to the schools related to "The Act to Modernize Municipal Government." This Act would allow the schools to create a Special Education Reserve Fund and it impacts how the School Committee approves warrants. The Finance Subcommittee will continue its discussion regarding this Act followed by a School Committee discussion at a later date. Lastly, the Susan is working with Marlene and Ben Keefe in developing a report that will help the School Committee to project expenditures throughout the year.

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

- (a) Discussion and Possible Vote to Appoint School Committee Representatives to the Audit and Permanent Municipal Building Committees:  
The School Committee reviewed the candidates' experience to serve as School Committee representatives to the Audit Committee and the Permanent Municipal Building Committee. Jeanne consulted with Ben Keefe in terms of what the PMBC is looking for in a candidate, such as experience in the industry. Each Committee member reviewed her preferences and why; availability of the candidates was a concern.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to appoint Michael Hoyle to the Permanent Municipal Building Committee as the School Committee representative.

The School Committee discussed the candidates who interviewed to be the School Committee liaison to the Audit Committee and agreed with the Chair of the Audit Committee that direct audit experience and the time to commit was important.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to appoint Chris Ryan to the Audit Committee as the School Committee's representative.

- (b) Review and Possible Vote to Approve Student Activity Accounts for Wayland Public Schools:  
The School Committee reviewed the student activity accounts for each school building. Susan noted that the recent audit indicated that the School Committee could vote as the cover sheet describes, even though it was done differently in the past. Field trips don't have to be approved at the detailed level; rather they could be

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – October 17, 2016

approved at the grade level (e.g. Grade 1 Field Trips).

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the student activity accounts for FY17 as presented in the summary presented tonight.

(c) Continued Discussion of Selection Criteria for Peer Towns:

The School Committee reviewed a metric analysis related to selecting criteria for peer towns. Barb commented that the Finance Subcommittee reviewed the analysis done by Dave Watkins of the Finance Committee and then asked him to narrow two of the criteria, one being lowering the radius to Boston down to 20 miles instead of the original 35 miles. Barb described the recommended process in which the School Committee would determine Wayland's peer towns, such as first looking at enrollment and educational quality metrics. During the initial discussions, the regional school districts will not be included. Two districts fit within 10% of the criteria of Wayland. Barb proceeded to note other districts that were within 10 to 20% of Wayland's criteria. Because of their larger enrollment, Lexington, Belmont, Wellesley and Needham were not included in the analysis.

A discussion ensued regarding the use of a different approach, method and metrics, such as median income, the commercial tax base, per pupil expenditure, and districts with similar high-achieving goals. Brad noted that the current peer towns are used when hiring new teachers and determining salaries.

The Finance Subcommittee will review the current list of peer towns taking into consideration all of the recommendations. Kathie distributed a list from ClearGov of peer town analyses.

(d) Distribute and Possibly Discuss Letter of Engagement with Murphy, Hesse, Toomey & Lehane:

This agenda topic was passed over.

(e) Review and Possible Approval of the Following Policies:

The School Committee reviewed the following policies.

*Policy JJF – Student Activity Accounts:*

This policy went out for public comment; no comments were received. The policy was revised by the School Committee at one of its meetings. Susan Bottan also reviewed this policy.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Student Activity Accounts Policy JJF as amended.

*Policy BEDH – Public Participation at School Committee Meetings:*

Jeanne reviewed the School Committee's previous discussion regarding revisions to the policy. Ellen and Kathie recommended further revisions. The tone of the policy was also discussed. The Policy Subcommittee will again review Policy BEDH.

(f) Communications Update and Discussion regarding School Start Times and Future Articles:

Kim distributed communications and research documents related to school start times. The School Committee will review them for the next meeting. A discussion ensued about using a school Facebook page as a means of communicating positive information.

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

Given the most recent announcement of Paul Stein's retirement on June 30, 2017, Barb will review her notes regarding the last superintendent search, as the School Committee will begin its discussions related to a new superintendent search at the next meeting.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Payroll Warrant, dated 10/13/2016, in the amount of \$1,332,964.44
- Wayland Public Schools Accounts Payables Warrant, dated 10/17/2016, in the amount of \$330,292.90

(b) Approval of WMS 8<sup>th</sup> Grade Geology Trip to New York

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – October 17, 2016

(c) Approval of Minutes:

- Regular Session of September 19, 2016

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the regular session minutes of September 19, 2016 as amended.

8. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 10:24 p.m. for the purposes of approving minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meeting: October 5, 2016 and to review for possible declassification the executive session minutes as listed on the meeting notice. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	X	
Barb Fletcher, Vice Chair	X	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice.

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

- (a) Possible Vote to Declassify Executive Session Minutes as Listed on the Meeting Notice:

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to release the executive session minutes as listed on the meeting notice and as reviewed and redacted in executive session.

10. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 10:33 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

**Observers:**

Resident (name?)

**Corresponding Documentation:**

1. Agenda & Backup Information
2. Accounts Payables & Payroll Warrants
3. Recreation Facilities Strategic Plan
4. DESE FY16 End-of-Year Financial Report
5. Facilities Five-Year Capital Plan
6. Report re: Status of Capital Funds
7. List of Student Activity Accounts
8. Policy BEDH – Public Participation at School Committee Meetings
9. Policy JJF – Student Activity Accounts
10. Trip Request – 8<sup>th</sup> Grade Geology Trip to New York
11. Peer Community Metric Analysis
12. Peer Town Analysis
13. Article re: School Start Times, Flyer & Announcement
14. Regular Session Minutes of September 19, 2016

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – October 17, 2016

15. Executive Session Minutes of October 5, 2016
16. Executive Session Motion