

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – January 29, 2015

A Regular Meeting of the Wayland School Committee was held on Thursday, January 29, 2015, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair  
Barb Fletcher, Vice Chair  
Donna Bouchard  
Jeanne Downs (arrived at 7:04 p.m.)

Absent:

Malcolm Astley

Also:

Paul Stein  
Superintendent

Susan Bottan  
Business Administrator

Marlene Dodyk  
Director of Student Services

Chair Ellen Grieco convened the Regular Session at 7:03 p.m. and stated that WayCAM is taping the meeting.

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

George Harris reviewed an Open Meeting Law Complaint that he hand delivered to Central Office on December 16, 2014, and, because 30 days passed without a response, he sent the complaint to the Attorney General. As stated in his OML complaint, he also reviewed the actions he would like the Committee to follow going forward. It was agreed that more training is needed and the Committee will work in conjunction with other town boards.

2. **Financial Matters:**

(a) FY16 Budget Discussions:

• ***Existing Fees (transportation, instrumental music and athletics):***

**Transportation:**

Barb noted that a fee of \$180 was approved in FY10 and was increased for FY15 to \$230. There is also a late fee of \$50. Susan commented that the ridership for FY14 and FY15 is similar, but there has been an increase from 60 to 71 students for reduced and free financial assistance this year.

Ellen commented that she and other Committee members received an email from a resident who is opposed to the increase in transportation fees.

Barb read a list of towns' bus fees in comparison to Wayland's, noting that Wayland's fee is the lowest of those towns who do charge. A discussion ensued regarding ridership, the number of students the district is required to transport, and the cost to Wayland over and above the bus fees. The requirement is that K-6 students who live more than two miles from school must be transported for free. Barb cited possible different increases, including the cost per day for each and the amount of the impact to the proposed budget. The Committee discussed the cap per family, morning and afternoon ridership, and the possibility of charging per ride. Susan noted that the bus contract charges Wayland per bus, per day; thus, the number of buses could not be reduced. The cap maxes out at 3 children per family; Susan will provide how many do reach the cap.

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**Instrumental Music:**

Barb noted that an instrumental music fee of \$150 was implemented in 2007 and has been consistent since then. Wayland is in the middle compared to rates in peer towns. Susan commented that due to parental input, Lexington made the decision not to charge an instrumental music fee this year because it is taught during the school day. The School Committee discussed this same methodology for Wayland. Thirty-five percent or \$50,000 of the budget is covered by instrumental music fees. Susan reported on enrollment in the elementary music program for 5<sup>th</sup> grade band (182) and Grades 3-5 strings (284). Seventy to eighty percent of elementary children participate and 70 children receive financial assistance. If the fee were to be increased by \$50, it would add \$16,500 to the budget, but there would also be a risk in losing some participants.

Donna suggested imposing an after school fee for music to cover a teacher's stipend, if it applies. Susan noted there is only one after school music stipend at the high school. Also discussed was the possibility of introducing world languages in Grades 1 and 2; however, scheduling would be a problem.

**Athletics:**

For middle school athletics, the fee was \$50 in FY06, \$100 in FY07, and increased to \$125 for FY15. The high school athletics' fee in FY06 was \$125, FY07 \$200, FY10 \$225, FY11 \$250, and in FY15 increased to \$300. In comparison to peer communities ranging from \$125 to \$365, Wayland is on the higher end. Thirty-nine percent of the budget is covered by athletic fees. In lieu of raising the athletic fees, Paul suggested that raising the cap could be considered as a way to relieve some of the stress on the athletic budget. However, it's important to look at the cumulative impact on families.

- ***New Fees (extra-curricular):***

Barb commented that four towns had annual extra-curricular fees, excluding athletics – Dover-Sherborn (\$50), Acton-Boxboro (\$50), Lincoln-Sudbury (\$50), and Wellesley (\$150). Wayland did implement an activities' fee of \$50 in 2006 and 2007, but after receiving a lot of negative responses, it was eliminated.

A discussion ensued in terms of implementing a fee for after-school activities and the possibility of offsetting the cost of teachers' stipends. Paul commented that the high school and middle school principals have a stipend budget that is adjusted accordingly depending on enrollment. He cautioned the Committee against charging an activity fee, as he feels that all students should be engaged in after school activities, and a fee could impact involvement. Fees could change the philosophy and the structure of the programs.

Susan noted that the annual stipends, not including coaching stipends, for the high school are \$84,000 and for the middle school \$62,000. Susan noted the extra-curricular activities that these stipends encompass. Susan will research the enrollment in all extra-curricular activities.

- ***Revolving Accounts Fund Balances:***

Barb informed the Committee that the Finance Subcommittee discussed arriving at true balances for the revolving accounts after prepayments, as these balances could be allocated to refunds, keeping fees flat for a time, capital improvements, and indirect costs applied to the operating budget, etc. Susan is working to provide information regarding indirect cost allocations and the true balances in these accounts for the next School Committee meeting.

A discussion ensued regarding areas of the budget in which this money could offset, keeping in mind that this exercise would be "one time," and raising the concern that the Committee could face this same issue next year resulting in a greater increase in the budget. Suggestions were made for the use of the balances, such as the SPED Review and capital expenses. Paul suggested a possible annual contribution to some programs over several years as a way to use the money. Barb added using the money toward indirect costs long term.

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- **Budget Corrections:**

Susan commented that in prior discussions, there was a projection of a net decrease of \$1,500 in the FY16 budget. However, as a result of the new WhiteWater contract, there could be an additional savings of \$44,000; thus, there would be a total savings in the budget of about \$46,000.

Although she supports the idea, Jeanne raised her concern of spending money on reviews and consulting services when the Committee is trying to reduce the FY16 budget. A discussion ensued.

- **SPED Review:**

The SPED Review proposal will be discussed at the February 5<sup>th</sup> meeting.

- **Possible Assessments of Food Service & Custodial Programs by Advocate:**

The Finance Subcommittee will provide this information at a future School Committee meeting.

- **Information & Analysis Provided related to FY16 Operating Budget:**

This agenda item will be discussed at the February 5<sup>th</sup> meeting.

3. **Administrative/Procedural Matters:**

(a) Future Agenda Topics and Schedule (taken out of order):

The Committee discussed the agenda topics for future meetings. The Committee discussed the issue regarding the process to make adjustments to the FY16 budget. The Circuit Breaker and staff exchange will be added to the agenda for the next meeting.

(b) Discussion & Possible Approval of Warrant regarding Reallocation of ESCO Funds:

Ellen Tohn and Ben Keefe came before the Committee asking for its support of the resolution of the warrant article voted at last year's Town Meeting regarding digital management and control of energy/temperatures in the school buildings. As decided by the Board of Selectmen not to invest in the energy management of the town building at this time due to the uncertainty of the future use of the building, the funds allocated for the town building will be used for Claypit Hill and Loker Schools. Happy Hollow and the Middle School are being done as part of Phase 1, and the High School had this work done during construction. There is a guaranteed annual savings of about \$20,000 at Claypit and Loker, but could potentially be more. Ben elaborated on the guaranteed savings program and the benefits of the control system. Ben also commented on the existing control systems and was confident that they would have to be replaced within the next few years at a much higher cost. Ben addressed the issue of the town building's uncertain future relative to putting an energy system in place. It is hopeful that the new system will be installed before the next heating season.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to support the change in the ESCO work as described in the resolution that will be put forth at Town Meeting by the Board of Selectmen.

As part of the Committee's FY16 budget process and its effort to mitigate increases in the budget, Barb asked if there were any possible savings that could be factored in related to the completed and near completed ESCO projects. Ben and Ellen replied that although it will not appear as a savings, but a reduction in usage, the reduction has already been factored into the FY16 budget. They elaborated on the process and the numbers involved of approximately \$80.00 resulting from reduction in usage.

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

(a) Discussion & Approval of Alternate Funding Plan for Claypit Hill Windows and Doors:

Ben Keefe informed the Committee that although \$1.1M was approved at the FY15 Town Meeting for the Claypit Hill windows and doors project, there has been a change in the amount being requested in the amount of \$1,724,469. If the new amount is not approved at Town Meeting, he can revert back to the \$1.1M total project cost. Two scenarios from the architect regarding the project were provided to the

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Committee as possible alternatives if the higher project cost does not pass at Town Meeting. Ben explained the differences.

Scenario 1 maximizes the windows in the classrooms and the oldest windows, and Scenario 2 involves the aesthetics in front of the school. Ben recommends Scenario 1 in preparation to go before MSBA for approximately 35% of the total funding. Ben also noted that the life of the building will be extended, will provide a better learning environment, and will save energy. A discussion ensued.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to have the Public Buildings Director include Scenario 1 in the information that goes to the MSBA for the Claypit Hill Windows and Doors Project as the deductive alternate.

(b) Vote to Approve a Contract Award to WhiteWater, Inc. for the Operations & Management Services for the WHS Wastewater Treatment Plant:

Ben Keefe informed the Committee that the contract for the wastewater operations and maintenance services at Wayland High School was put out to bid again. The contract for the past three years was \$89,100, and a new contract was bid by WhiteWater at \$44,400, who also maintains the wastewater treatment plant in the Town Center, and Weston & Sampson at \$77,880. If the Committee approves the contract with WhiteWater, there will be an annual savings of about \$40,000. Ben explained the difference in the contract bids and noted that the contract would be for one year, with two possible one-year extensions.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the contract with WhiteWater, Inc. for the operations and management services for the Wayland High School wastewater treatment plant, as described in the contract provided tonight.

5. **Administrative/Procedural Matters (continued):**

(a) Review and Approval of the Health & Wellness Policy:

Marlene Dodyk commented that a minor revision was made to the Health & Wellness Policy Guidelines. Also, new regulations were made at the state level, and the policy did not note the correct citation. Marlene noted the change in wording on Page 1 and the guidelines.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to put the revised policy out for public comment.

(b) Discussion of a School Committee Charge to Form a Joint Committee on Concussions, including Possible Appointment of Malcolm Astley as the School Committee Liaison:

In lieu of Malcolm's absence, this agenda topic was passed over. Barb Fletcher distributed an article from the Princeton Alumni Weekly.

6. **Comments from the Public:**

Mary Farley commented on the increase in bus fees and Wayland's fees compared to other towns. She would rather raise the bus fees and not raise the extra-curricular fees as discussed during the meeting. Mary noted that even though she lives fairly close to Claypit Hill, it is not safe for children to walk. She asked the School Committee if they could open the mile ratio to a broader population. Paul commented that the two-mile radius is a state regulation.

7. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee entered Executive Session at 9:28 p.m. for the purposes of approving minutes from prior executive session minutes, as permitted by M.G.L. c. 30A, §22 for the January 20, 2015 meeting, reviewing minutes from the December 29, 2014 executive session for possible declassification, as permitted by M.G.L. c. 30A, §22, discussing strategy related to George Harris's Open Meeting Law Complaint filed on December 16, 2014 related to the substance of the executive session of August 28, 2014 and insufficient detail in the executive session minutes, as permitted

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by M.G.L. c. 30A, §21(a)(1), reviewing executive session minutes, as listed on the meeting notice, and corresponding documents to confirm declassification related to George Harris's public records request of January 20, 2015, as permitted by M.G.L. c. 30A, §22, and to discuss the investigation of charges of criminal misconduct, as permitted by M.G.L. c. 30A, §21(a)(5). 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	
Malcolm Astley (absent)		
Donna Bouchard	X	
Jeanne Downs	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Susan Botta, Business Administrator, and Diane Marobella, recording secretary.

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

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

- (a) Possible Vote to Approve Executive Session Minutes of December 29, 2014 for Possible Declassification:  
Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to declassify the December 29, 2014 executive session minutes with redactions.
- (b) Possible Vote to Declassify the Executive Session Minutes as Listed on the Meeting Notice and Corresponding Documents related to George Harris's Public Records Request of January 20, 2015:  
Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted (3-1) (Donna opposed) to amend the November 18, 2013 minutes to include corresponding documents as discussed in Executive Session, to amend the November 3, 2014 Executive Session minutes to include a corresponding document that was missing, to amend the November 17, 2014 Executive Session minutes to delete one of the corresponding documents because it was a duplicate, and to amend the December 5, 2014 Executive Session minutes to include a corresponding document because it was missing, and to declassify the listed minutes and corresponding documents as discussed in Executive Session.

9. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 10:35 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Mary Farley, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. FY15 Transportation Summary
3. Proposed Contract (RFP) for Wastewater Treatment Plant with WhiteWater, Inc.
4. Claypit Hill Windows & Doors Project – Scenario #1 and Scenario #2
5. Executive Session Minutes and Corresponding Documents for the following with redactions: November 18, 2013, October 6, 2014, November 3, 2014, November 17, 2014, December 1, 2014, December 5, 2014, and December 15, 2014