

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – March 27, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, March 27, 2017, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

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

Absent:

Jeanne Downs

Also:

Paul Stein
Superintendent

Brad Crozier

Assistant Superintendent

Marlene Dodyk

Student Services Director

Susan Bottan

Business Administrator

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:**

Ellen acknowledged and thanked Barb Fletcher for her service and commitment on the School Committee for the past twelve years.

Jodi Chase supports the change in school start times and commented that based on all the medical research and recommendations, this change should take place. She understands the logistical issues, but noted that students' health is the most important issue. Ms. Chase urged the School Committee to take the lead and move ahead with this decision.

Susan Barfield commented that later start times for middle and high school students from an evidence-based and science-based perspective has proven to be beneficial for their emotional health, scholastic app times, and personal behavioral issues. She believes that, as a town, many challenges, such as logistics, can be overcome. There is a large group of people in Wayland that care about the social, emotional, and academic wellbeing of the students. Ms. Barfield noted that the city of Newton has embraced later start times.

Alexia Obar expressed her concerns with the good intentions and process of researching and implementing later school start times. The change will affect music programs, as well as sports, and the interest of the students should always be kept in mind. Ms. Obar added that she hopes that enough time is taken when moving forward to make the decision to change start times. She asked if the teachers participated in a survey regarding school start times.

Sheila Carel commented on the ongoing school bus parking issue. She held up a map contained in The Engineering Corp. report showing the proposed parking location at the Middle School. Ms. Carel noted that there are two vernal pools, sports fields and a neighborhood, all within 500 feet of this location. Her concerns lie with safety and health issues and the many diseases caused in children and the elderly from pollutants found in diesel emissions. Ms. Carel reminded the School Committee that she sent the members a link to pictures of buses idling that she took in front of the Middle School.

Cathy Caulfield and Angela Zuckery, both parents of middle school students, support a change in later school start times for middle and high school students. Ms. Zuckery recommended that the School Committee form a Committee to look into this issue.

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A resident read an article regarding bus parking in Ashland.

Amy Michaels expressed her disappointment that the School Committee is still considering the Middle School location as a possible site to park the school buses. As a Joyce Road resident, Ms. Michaels is totally opposed to this proposal. She read the School Committee's Mission Statement, and it is her belief that the issue to park the buses somewhere in Wayland is not the School Committee's and should be that of the Board of Selectmen, Board of Health, DPW, Conservation Commission, and the Planning Board.

Cliff Lewis asked if there would be a substantive discussion about the superintendent search process. Mr. Lewis also thanked Barb Fletcher for her service.

A resident asked the School Committee if they knew what the cost would be to park the buses at the Middle School. It is his opinion that the cost would be exorbitant, given the terrain of the land.

Marilyn Simone commented on the bike path near the Middle School in terms of difficulty in moving the path.

Ellen announced that the Executive Session will be moved and conducted at 8:00 p.m., given John Senchyshyn's schedule.

2. **Financial Matters:**

(a) Review Town Meeting Message for FY18 Operating and Capital Budgets and Prepare for Town Meeting:

The School Committee reviewed the Town Meeting message drafted by Ellen, including presentation slides. Language changes and additions were made to the message and presentation. A discussion ensued regarding the release of DESE 2016 information and whether it should be included in the message and slides. Barb and Susan will update the slides.

(b) Continued Discussion and Possible Re-vote of FY18 Operating and Capital Budgets:

This agenda topic was postponed until March 31st.

(c) Continued Discussion of Proposed Bid Process and Draft RFP to Obtain Space for School Bus Parking and Possible Vote to Approve RFP and on related Next Steps:

Susan shared with the School Committee a revised version of an RFP for the lease of space for bus parking outside of Wayland. It was shared recently with the Finance Subcommittee and will be shared with town and school counsel, if the School Committee makes any changes to the document.

For the benefit of the public audience, Ellen explained the purpose of the RFP. Susan added that the RFP allows the pursuit of about an acre of land outside of Wayland to park 21 buses, drivers' personal vehicles, and work space. This is an alternative plan, hopefully at a lower cost, to a possible contract with First Student to park the buses outside of Wayland which is \$240,000 annually.

Susan asked the School Committee to submit names of those who could potentially review the bids/proposals as members of an Evaluation Committee. Susan reviewed the timeline to release the RFP, the deadline to receive proposals, and 60-90 days from the deadline to review the proposals for acceptance, rejection and an award. The RFP will be advertised in the Metro West News legal notices, online in the Central Registry, and in the Bulletin of Goods & Services. Susan will also obtain a list from the Planning Department of municipalities and potential bidders in the area. A discussion ensued in terms of additional costs and disadvantages if the buses were parked outside of a four-mile radius.

Suggestions for the makeup of the Evaluation Committee: Susan Botton, First Student representative, School Committee member, and a DPW or Planning Dept. representative.

(d) Review and Discuss Evaluation Matrix for School Bus Parking Sites in Town related to Claypit Hill and Middle School Campus Sites, as well as 357 Commonwealth Avenue and 415 Commonwealth Avenue:

Kathie distributed a spreadsheet that she and Susan drafted identifying the school bus parking sites being considered in Wayland. Kathie indicated the criteria such as, the site, location, its availability for school use, land restrictions and limitations, and an estimate of additional costs. The purpose was to characterize any obstacles and impediments for each site and try to quantify them in terms of going forward with using the sites. Also noted were possible additional studies needed for each parcel, so the Committee could decide to move forward with these

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studies, as well as a summary of the site ratings. A discussion followed about the existing sites still being considered and those that are not being considered, such as River Road that houses the existing transfer station and the old dump on Route 20. Susan and Kathie explained some of the issues with these two sites.

Kathie identified the Middle School upper and lower sites that are being considered and noted some of the obstacles. The recommendation is not to pursue Concept 5 in the wooded area of the Middle School. The lower entrance and the existing parking lot will be pursued as possible locations.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to remove any consideration to park buses in the Middle School woods – Concept #5.

Kathie invited the public to provide any further information or suggestions related to these parcels. Information will be posted on the school website.

3. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to enter Executive Session at 8:16 p.m., to discuss strategy with respect to and in preparation for collective bargaining with the Wayland Teachers Association, Wayland Educational Secretarial Association, the School Custodians Union and the Food Service Association, as permitted by M.G.L. Chapter 30A, §21(a)(3), as such a discussion in open session may have a detrimental effect on the bargaining position of the School Committee and an Executive Session is necessary to protect the bargaining position of the School Committee, discussing strategy with respect to and in preparation for negotiations with non-union personnel, including Superintendent, as noted on the meeting notice, as permitted by M.G.L. c.30A, §21(a)(2), as such discussion in open meeting may have a detrimental effect on the bargaining position of the School Committee and an Executive Session is necessary to protect the bargaining position of the School Committee; and approval of Executive Session minutes, as permitted by M.G.L. c.30A, §22 for the following meetings: March 13, 2017 and March 20, 2017. 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	absent	
Kim Reichelt	X	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, John Senchyshyn, Asst. Town Administrator and HR Director, and Diane Marobella, recording secretary.

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

Open session reconvened at 8:55 p.m.

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

(a) Discuss and Possible Vote to Place Before the School Committee the Q2 Financial Report:

Susan updated the School Committee regarding the Q2 Financial Report which ended December 31, 2016. Susan reviewed January 2017 and February 2017 expenditures and noted that they will end the year with about \$127,000. There has been a shift and change in maintenance and operations, such as savings in electricity and natural gas of about \$180,000. However, the wastewater treatment plan has incurred about \$64,000 in expenditures.

Ben Keefe updated the School Committee on the challenges at the wastewater treatment plant. He has asked the vendor WhiteWater to complete a detailed analysis of what has been done as well as a breakdown of the costs. The issues began at the end of October 2016 and came back up online 2 weeks ago. This process took longer than expected, resulting in more costs to pump the discharge and take it out of Wayland. There is no warranty, as the standard one-year warranty expired a few years ago. The reasons for these problems and the causes have not been definitively identified, but steps have been taken to insure that certain items are not put down the drains. Ben explained how he plans to move forward regarding this issue.

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- (b) Review and Possible Vote to Approve Two Invoices for the Loker School MSBA Accelerated Repair Project from Colliers International & CBI Consulting:

Ben confirmed the amount of the invoices. He commented that although the Permanent Municipal Building Committee (PMBC) is not meeting until April 4th, he asked the School Committee to approve the two invoices pending approval of the PMBC.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the invoices in the amounts of \$2,099 and \$8,200 for the Loker School MSBA Accelerated Repair Project from Colliers International and CBI Consulting pending approval of the PMBC.

Ben expects to hear from the MSBA in May or June regarding the grant process and whether they will move ahead.

- (c) Review and Possible Vote of FY2016 Single Act Audit, FY2016 End of Year Audit, and FY2016 Student Activities Account Audit:

Barb thanked Susan for all her hard work and noted that the following reports had no findings: DESE Report, the Financial Practices Report, the Single Audit Report, and the Town End-of-Year Report. There were two findings, as mentioned by Barb, in the End-of-Year Report for DESE and the Student Activities Account in terms of reconciliation.

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to receive the FY2016 Single Act Audit, the FY2016 End-of-Year Audit, and the FY2016 Student Activities Account Audit.

5. **Educational Matters:**

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

Paul reported on the following events that represented a sense of community:

- A workshop held in Boston for Middle and High School students and their parents
- World's Fair at Loker School representing 22 countries
- Musical "Pom Pom Zombies" at the Middle School
- Spelling Bee sponsored by the Wayland Public Schools Foundation

Paul commented that the administrators participated in instructional rounds at Claypit Hill regarding social and emotional learning. He will set up a schedule to present ACE Reports to the School Committee.

Paul referred to the Special Education Study that was done last year, and the recommendation made in terms of grouping of staff members at the Middle School. In conjunction, some administrators have participated in the RADAR (Resource Allocation and District Action Reports) Program sponsored by the State. Using the data provided by the State and the report has resulted in positive outcomes. Marlene explained how the district can satisfy the needs of special education students and the need for TA's in a cost effective way, including the clustering of students. In some cases TA's would be replaced with one teacher, thus lowering the number of FTEs and benefits packages.

Paul presented his 10th spotlight for this year bringing his total to 40 spotlights.

Curriculum Spotlight

Grade 5 Animation Project:

The goals of this project are many and are derived from the Massachusetts Arts Curriculum Frameworks and the National Common Core Art Standards. It teaches students how to create stop motion animation, teaches them to conceptualize, organize, develop refine and evaluate an idea, and gives them the experience of working together and to appreciate the value of collaboration in the arts. The project allows the students some flexibility in choosing materials and working with them independently and, in the process, they learn about careers in art.

This project is done within seven days. Paul described and displayed what the students do in the classroom day by day to complete their film and story. Technology is also infused in the curriculum.

- (b) Discussion of Correspondence regarding Rising Fifth Grade Class Sizes:

Ellen informed the School Committee that she received a letter from concerned 5th grade parents about the growing

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class sizes at Claypit Hill School. At this time, there is no money in the FY18 budget for another 5th grade teacher. However, there is a possibility that money could become available for this purpose.

Paul explained the immediate need to address this situation, as the numbers have exceeded the class size guidelines in the 4 classrooms. Paul reviewed a few possible options that could fund an additional 5th grade teacher at Claypit Hill for the 2017-2018 school year only. Paul hopes to have a solution before classroom assignments are announced.

Susan responded to a question regarding the transition of elementary students in and out of Wayland. There was a net increase of 10 students from October 1, 2016 to January 1, 2017 – 33 students came in, but 23 withdrew. A discussion followed regarding the upward trend in enrollment.

6. **Administrative/Procedural Matters:**

(a) Continued Discussion regarding Superintendent Search Process, including Possible Vote to Appoint a New Superintendent:

The School Committee reviewed a press release drafted by Kim announcing the selection of a new superintendent. Changes were made to the press release.

Ellen read an email from two high school students who write for Wayland Student Press Network requesting answers to their questions regarding the process and hiring of the new superintendent. The School Committee deputized Ellen to answer the students' questions.

(b) Continued Discussion and Preparation for Annual Town Meeting:

This agenda topic was passed over.

(c) Update and Discussion regarding School Start Times, including the Formation of a Task Force:

The School Committee reviewed an update regarding school start times and the formation of a task force. Paul will start the process of forming and meeting with a task force before his departure.

A discussion ensued regarding what the change in school start times actually addresses in relation to students not getting enough sleep, students' stress levels, the reasons that contribute to both and how a task force would address these issues in its discussions.

(d) Discussion regarding the Superintendent's Evaluation:

Paul provided a binder of evidence related to his evaluation and explained the format within the binder. Jeanne distributed an evaluation schedule for the Committee. Goals 1 and 2 will be discussed in April. Although Paul's retirement is approaching, the same requirements are necessary, as noted by the State.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Payroll Warrant, dated March 30, 2017, in the amount of \$1,363,454.21
- Wayland Public Schools Accounts Payables Warrant, dated March 27, 2017, in the amount of \$415,135.00

(b) Approval of Minutes:

- Regular Session of January 30, 2017
- Special Session of February 7, 2017

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

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

None.

9. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn at 10:36 p.m.

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Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

See attached sheet.

Corresponding Documentation:

1. Agenda & Backup Information
2. Public Statement from Amy Michaels
3. FY18 Budget by Function Code
4. FY18 Budget by Location
5. Revised FY18 School Committee's Personnel Budget Comparison
6. Revised FY18 School Committee's Personnel Budget
7. FY16 End of Year Auditors' Report – signed & final
8. FY16 End of Year Auditors' Report for Student Activity Funds
9. FY17 Q2 Financial Report
10. FY17 Q2 Financial Report for Special Revenue Funds
11. Student Activity Accounts Guidelines & Procedures
12. Loker School Project Invoices from Colliers International & CBI Consulting
13. Draft Lease of Land for School Bus Parking (RFP)
14. School Bus Parking Analysis
15. Press Release re: Hiring of New Superintendent
16. Superintendent's Evaluation Process Schedule
17. Regular Minutes of January 30, 2017
18. Special Minutes of February 7, 2017
19. Executive Session Motion