

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – July 23, 2018

A Regular Meeting of the Wayland School Committee was held on Monday, July 23, 2018, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

*Present were:*

Jeanne Downs, Chair  
Ellen Grieco, Vice Chair  
Nate Buffum  
Kim Reichelt  
Kathie Steinberg

*Also:*

Arthur Unobskey  
Superintendent

Susan Bottan  
Business Administrator

*Also:*

Mike Gitten  
Permanent Municipal Building Committee

Chair Jeanne Downs convened the regular session at 7:02 p.m.; the meeting is being recorded by WayCAM.

**1. Superintendent Evaluation Subcommittee Meeting:**

This meeting did not take place because it wasn't posted in time.

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

As a member of the Energy and Climate Committee, Tom Sciacca informed the School Committee that it is a vision of the Energy and Climate Committee that the School Department will eventually have a fleet of electric buses in which to transport children. He is very much interested in the school bus parking issue, including the nearby grid infrastructure.

As a taxpayer, Tom was pleasantly surprised that at the last meeting during a school start times discussion, three School Committee members said they regarded academics as their highest priority.

Finally, Tom reiterated his concerns about the dangers of turf field heat issues. Although he read recreation and school policies in this regard, his opinion remains unchanged. Tom displayed an infrared thermometer and demonstrated how it can read the temperature of many types of surfaces and recommended that all adults who use the turf field should have this tool in their possession. Tom cited progressive temperatures of turf fields over the course of many days up to 40+ days. In his opinion, not looking for the problem results from a lack of understanding of the physics of why and how turf fields can heat up.

**3. Educational Matters:**

(a) Continued Review of School Start Time Proposals:

At its last meeting, the School Committee reviewed scenarios A to E and voted to eliminate A, D and E from its school start times discussions for the following reasons:

- Scenario A: the current schedule; committed to making a change, as it does not address the health and wellbeing of the students
- Scenario D: the later the dismissal, the more of an impact on sports and after school activities; only shifting everything by one hour
- Scenario E: offered a later start time for elementary students; an 8:00 start time, or as close to that as possible, is more desirable; only two scenarios could be chosen, and 3:00 p.m. dismissal was prioritized.

The School Committee will focus its discussions on Scenarios B and C, which proposes a 7:45 a.m. start time for elementary students and 8:30 a.m. for secondary students. However, the School Committee expressed its desire to get to as close to an 8:00 a.m. start time for elementary students as possible within these two scenarios.

Arthur addressed the process of changing the high school schedule to reflect a fixed last period or non-rotating block, as has been done in the Weston Public Schools, adding that Weston does dismiss athletes early for games.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – July 23, 2018

To make a significant change in the schedule, the administrators would measure all the implications to changing the schedule and begin to study them, hopefully before the students choose their class schedule by April for the following year. Arthur added that high schools typically redo a schedule within a two-year period and suggested that the last block must be academic, given the required time of instructional hours, and cannot be used for an advisory. A discussion ensued in this regard.

Kim described the presentation and comments by the Monomoy Regional School Superintendent at the MASC Summer Institute in terms of how he approached the issue of creating a new school start times schedule for Chatham and Harwich students.

The School Committee discussed the three drivers in potentially changing school start times: professional development, shrinking/decreasing the “envelope” of all the schools, and bussing. Options related to bussing could be the implementation of a tiered system with a staggered elementary start time, Kindergarten through Grade 6 bussing only, communal bus stops, and the addition of more busses. Arthur described the WTA contract in terms of planning/scheduling professional development. It was expressed that maintaining an early release day is important. Resident Sejal Srinivasan suggested that the Committee research other towns regarding their professional development model.

Information regarding bussing, the Weston schedule model, including data of a last non-rotating period, a potential communication to the public, and community and teacher forums in the fall will be provided and discussed at the August 20<sup>th</sup> meeting.

**4. Financial Matters:**

(a) FY2020 Budget Planning/Financial Summit Update:

Susan informed the School Committee that the financial summit is tentatively scheduled for September 17<sup>th</sup>. She will meet with Brian Keveny this week to review financial data and on August 27<sup>th</sup>, she will meet again with Brian and Arthur. Susan noted that Nan Balmer is retiring from her position as Town Administrator on September 7<sup>th</sup> and her replacement will begin the following week.

(b) Approval of Invoices:

- CBI Consulting, LLC
- G.V.W.
- Strategic Solutions, LLC

Jeanne commented that the Loker project is proceeding according to plan, and the invoices were approved by the PMBC for payment.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the CBI Consulting invoice for \$9,639.30, G.V.W for \$288,847.50, and Strategic Solutions for \$11,731.50.

(c) High School Master Athletic Plan:

- Project Budget Update and Discussion
- Discussion of Turf Field Infield Material and Possible Vote to Select Infill Material
- Fall Warrant Articles
- Next Steps

PMBC member Mike Gitten was present to discuss the High School Master Athletic Plan with the School Committee.

Jeanne informed the School Committee that the PMBC voted (6-0) to recommend crumb rubber as the infill for the High School and Loker turf fields after they researched the environmental impacts of infill options. Mike confirmed that the PMBC examined a variety of options – traditional crumb rubber, hybrid products, and natural products – as presented by an outside consultant. The PMBC also met frequently with the public and received input from the Conservation Commission, Board of Health and Department of Public Works. As an environmental professional, Mike spoke to the ecological impacts, particularly water drainage, when using crumb rubber, as well as the maintenance and upkeep of the field. He added that the current crumb rubber product is quite different from the

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – July 23, 2018

product used about ten years ago. The School Committee asked about water drainage and potential watering of the field to address potential field heat temperatures. Jeanne noted that the Athletic Director will draft heat protocol/policies. A discussion ensued in this regard in terms of the School Committee's role. Mike noted that in addition, there are agreed-to-standards just for the use of crumb rubber that are reviewed every eight years and address leaching, amount of dust, amount of fibers, and degradation. The School Committee thanked Mike for his expertise and all the effort put forth to reach an infill decision.

Mike commented on the Board of Health's concerns and acknowledgements according to their minutes of November 2017. The PMBC addressed the BOH's concerns by using the most current information available. Ellen noted that she does not support the use of turf at Loker conservation.

Upon a motion duly made by Kathie Steinberg, seconded by Nate Buffum, the School Committee voted unanimously (5-0) for the recommendation by the PMBC for the use of the virgin crumb rubber infill for the high school athletic stadium complex renovation.

A discussion ensued about the project costs which are \$6.65M, up from the estimated \$5.3M in April. The Delta of \$1.35M is due to steel tariffs, the installation of bathrooms and project escalation. Jeanne noted that the PMBC recommended changes to the project which reduced the cost of the project by about \$500,000 bringing the total cost to \$6.65M. Some of the changes include, a smaller entry plaza, pre-fab storage units under the bleachers, elimination of the irrigation on the softball field, elimination of a stairway from the locker room to the field, a decrease in tree plantings around the stadium, and mobilization and overhead profit contingency escalation.

Also, the PMBC recommended that a handicap ramp leading to the press box not be installed, as the press box is less than 500 square feet, is not required to be ADA compliant, and would save an additional \$70,000. There would still be access to the lower part of the bleachers via the ramp. A discussion ensued in terms of a requirement or non-requirement for this portion of the ramp, including the after-school educational opportunity that could be unavailable to disabled students. Arthur will refer to the school attorney regarding accessibility to the press box and Jeanne will consult with Weston & Sampson for additional information. The location of the new bathrooms was pointed out to the Committee.

Looking ahead to drafting a warrant and achieving a passing vote at Town Meeting, the School Committee suggested ways to cut the project costs even further. Suggestions included the lighting on the basketball and tennis courts, an additional parking lot, and the installation of a second basketball court. A discussion ensued in this regard, including the pros and cons of moving forward with these items or eliminating them from the project altogether.

(d) Finance Subcommittee Update:

- Review Subcommittee Charge
- MASBO Board
- Collins Report Update

The Finance Subcommittee meetings will be scheduled on Thursdays from 10:00 a.m. to noon the week before School Committee meetings. At its last meeting, the Finance Subcommittee discussed its charge and may request that some town administrators communicate more often with the Finance Subcommittee and Susan. The subcommittee will continue to discuss the upcoming Financial Summit and the capital conditions of the schools. The School Committee discussed the charge of the Finance Subcommittee and agreed with it.

Jeanne announced that Susan Bottan was elected to the MASBO Board of Directors.

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

(a) Review of FY2019 School Committee Calendar:

Jeanne commented that the FY2019 School Committee calendar reflects the changes made for September.

(b) Continued Discussion regarding Role of Subcommittees in Relation to School Committee, including Role of Finance Subcommittee:

This agenda item was passed over.

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – July 23, 2018

(c) Review and Discussion of any Outstanding Document and/or Minutes Request:

There was nothing to report.

(d) Review and Discussion of any Outstanding Open Meeting Law Matters:

Ellen and Kim confirmed that additional information was provided by George Harris in reference to when notes of minutes become a document and when this document can be requested. A discussion ensued in terms of the information provided by Mr. Harris. Ellen will contact Hanne Rush of the AG's office regarding this matter and the possibility of a potential decision.

### 6. Policy Review:

(a) Review and Possible Approval of Policies:

- ACE – Nondiscrimination on the Basis of Disability
- ADC – Smoking on School Premises
- BBA – School Committee Powers & Duties
- BBBA/BBBB – School Committee Member Qualifications/Oath of Office
- BDD – School Committee/Superintendent Relationship
- BDE – Subcommittees of the School Committee
- BDF – Advisory Committees to the School Committee
- BEDA – Notification of School Committee Meetings
- BEDB – Agenda Format
- BEDH – Public Comment at School Committee Meetings
- BHE – Use of Electronic Messaging by School Committee Members
- BIA – New School Committee Member Orientation
- BIBA – School Committee Conferences, Conventions & Workshops

Kim noted that after posting these policies online for public review and comment, no comments were received.

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) Policies ACE, ADC, BBA, BBBA/BBBB, BDD, BDE, BDF, BEDA, BEDB, BEDH, BHE, BIA, BIBA as amended.

(b) Review Updated Policies and Consider for Approval:

- AC – Nondiscrimination
- GCF – Professional Staff Hiring
- GBA – Equal Employment Opportunity
- GBEBD – Tobacco Use on School Property by Staff Members
- IJNDC – Internet Publication
- ILD – Student Submission to Educational Surveys and Research
- JB – Equal Education Opportunity
- JFBB – School Choice
- JICH – Alcohol and Drug Use
- JLCB – Immunization of Students
- JLCE – Life Threatening Allergy Policy and Guidelines
- JQ – Fees and Collection Process

Five of the afore-mentioned policies (AC, GCF, GBA, JB, and JFBB) were mentioned in the recent MASC Bulletin and suggested the following phrase be added: “pregnancy-related conditions to describe disabilities”. Policy GBA was also amended with Brad Crozier’s and Marlene Dodyk’s changes as discussed at a previous meeting. Kim and Nate noted the changes in policies GCF and JLCE. Policies JQ and JLCB will be submitted as written, IJNDC and ILD are awaiting information from the Technology Director, and JICH is a merge of JICH and JICG.

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to put Policies AC, GCF, GBA, JB, JFBB, JICH, JLCB, JLCE and JQ out for public comment.

The Committee discussed the process for public comment if a policy does not change.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – July 23, 2018

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

None.

8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated July 23, 2018, in the amount of \$417,952.43
- Wayland Public Schools Payroll Warrant, dated July 18, 2018, in the amount of \$299,222.82

(b) Approval of Minutes:

- July 9, 2018

Jeanne asked if the payroll for the pay period noted reflected some items from the last school year. Susan commented that the payroll included the last week of school substitute costs.

Upon a motion duly made by Jeanne Downs, seconded by Nate Buffum, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the July 9, 2018 minutes as amended.

9. **Executive Session:**

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to enter Executive Session at 9:23 p.m. to discuss a residency matter, as permitted by M.G.L. c.30A, §21(a)(7), in order to comply with the Family Educational Rights and Privacy Act, 20 U.S.C., §1232g; and the Massachusetts Right to Privacy Law, M.G.L. c.214, §1B; and to approve Executive Session minutes of July 9, 2018, 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> |
|--------------------------|------------|-----------|
| Jeanne Downs, Chair      | X          |           |
| Ellen Grieco, Vice Chair | X          |           |
| Nate Buffum              | X          |           |
| Kim Reichelt             | X          |           |
| Kathie Steinberg         | X          |           |

The School Committee will be joined by Arthur Unobskey, Superintendent of Schools, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session for adjournment purposes only.

10. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 9:37 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

**Observers:**

Tom Sciacca, WVN  
Sejal T. Srinivasan, 35 Covered Bridge Lane  
Stuart Davies, 14 Squirrel Hill  
Gaven Davies, 14 Squirrel Hill  
Marjorie Marto, 5 Wayside Road  
Zachary Marto, 5 Wayside Road

**Corresponding Documentation:**

1. Agenda and Backup Information
2. Accounts Payables & Payroll Warrants
3. School Start Times Draft Proposals – Scenarios B and C

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – July 23, 2018

4. Diagram of WHS Football Stadium
5. Draft Cost Estimates for WHS Athletic Complex
6. Finance Subcommittee Draft Charge
7. FY2019 School Committee Meeting Calendar
8. Policy ACE – Nondiscrimination on the Basis of Disability
9. Policy ADC – Smoking on School Premises
10. Policy BBA – School Committee Powers and Duties
11. Policy BBBA/BBBB – School Committee Member Qualifications/Oath of Office
12. Policy BDD – School Committee/Superintendent Relationship
13. Policy BDE – Subcommittees of the School Committee
14. Policy BDF – Advisory Committees to the School Committee
15. Policy BEDA – Notification of School Committee Meetings
16. Policy BEDB – Agenda Format
17. Policy BEDH – Public Comment at School Committee Meetings
18. Policy BHE – Use of Electronic Messaging by School Committee Meetings
19. Policy BIA – New School Committee Member Orientation
20. Policy BIBA – School Committee Conferences, Conventions and Workshops
21. Policy AC – Nondiscrimination
22. Policy GCF – Professional Staff Hiring
23. Policy GBA – Equal Employment Opportunity
24. Policy JB – Equal Educational Opportunities
25. Policy JFBB – School Choice
26. Policy JLCE – Immunization of Students
27. Policy JLCE – Life Threatening Allergy Policy
28. Loker School Invoices for Door & Window Installation
29. Regular Session Minutes of July 9, 2018
30. Executive Session Motion