

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – December 1, 2014

A Regular Session of the Wayland School Committee was held on Monday, December 1, 2014, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Malcolm Astley
Donna Bouchard
Jeanne Downs

Also:

Paul Stein
Superintendent of Schools

Brad Crozier

Assistant Superintendent

Marlene Dodyk

Director of Student Services

Susan Bottan

Business Administrator

Also:

Jessica Brody, Recreation Director
Asa Foster, Recreation Commission
Cheryl Judd, Food Service Director

Ellen Grieco convened the Regular Session at 7:02 p.m.

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

Kim Reichelt commented on school start times. She believes that the times should be reversed with an earlier start time for elementary children and a later start time for secondary students, as early start times can affect the students' studies and health, which can also lead to risky behavior. Kim noted that only 50% of schools start before 8:00 a.m. and the American Academy of Pediatrics have recommended that schools not start before 8:30 a.m. Kim urged the School Committee to revisit this matter and implement the change.

A resident agreed with prior comments, as she started the Wayland Chapter of a national organization to try to change the school start times.

Jean Prince addressed the issue of food service and possible outsourcing of this program. As a board member at Children's Hospital, Jean works with many children who suffer from celiac disease and spoke about the importance of the dedicated work that Cheryl Judd and her staff does for children with allergies. She commented that Cheryl and her staff take the health and wellbeing of all children very seriously and all are certified, especially in areas such as cross contamination. They address this issue proactively and head on. Jean gave an example of her adverse experience at Children's Hospital with one of the largest outsourcers in the country, Sodexo, who provided food for 400 celiac-diseased children. She asked the School Committee to think about the health and welfare of the children, not the cost savings. Finally, Jean added that other school districts want to and are trying to emulate Wayland's food service program.

Irene Rideout, whose son is a first grader with a peanut allergy, gave an emotional plea to the School Committee to keep the food service program intact, as she does not trust anyone else to provide food for her son. As a child with an allergy, Mrs. Rideout cited a typical day for her son and commented that Cheryl and her staff have taken the time to develop a protocol for her son's lunch on a monthly basis, which allows him to have a normal and typical school experience. Otherwise, he would be excluded from the lunch period altogether.

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Very appreciative of everyone's comments, Malcolm explained the format for public comment and that the School Committee cannot respond.

2. **Special Matters:**

(a) Continued Discussion of Solar Sites for School Property as Recommended by the Energy Advisory Committee & Ameresco:

This agenda topic was passed over, as parties involved are not prepared for tonight's discussion.

(b) Discuss Schedule for Reporting Information from School Committee Summit:

The School Committee drafted a schedule for each group to report its information gathered at the School Committee Summit. The report will be approximately twenty minutes given at the beginning of the budget sessions. The schedule is as follows:

- Jeanne – January 5
- Malcolm – January 26
- Ellen – February 2
- Donna – February 23

Jeanne asked that the update on the FinCom long-range planning slide be put on the next agenda.

(c) Receive and Discuss Protocols for Conduct in Meetings:

The School Committee reviewed its meeting protocols and "discussion" protocols, as edited by Barb. In an effort to avoid the surprise element, the Committee discussed the possibility of individual members letting the other members know ahead of time of the action he/she will take in terms of expressing his/her opinions via the newspaper and during meetings, given that many times the votes are not unanimous. Also discussed was whether this document was necessary at all and how the Committee should approach the protocols. Barb explained that the protocols were developed from information gathered from other school districts by the Massachusetts Association of School Committees, and, over the years, the Wayland School Committee has added to them. Donna commented on the difference of opinions among the Committee members. The Committee agreed that a respectful discussion was better than a hostile one. Malcolm noted that philosophies can enter into disagreements and/or discussions and suggested such language in the protocols. Barb will submit a revised document at the December 15th meeting.

(d) Continue to Discuss Recreation Commission's Master Plan, including Possible Turf and/or Grass Field at the High School:

Recreation Director Jessica Brody and Asa Foster, a member of the Recreation Commission, provided the Committee with additional information as a result of a prior discussion regarding the turf and/or grass fields at the High School or at the Middle School. As part of the meeting packets, the Committee received cost estimates for the proposed sites, which Jessica reviewed with the Committee in an effort to move forward in the process to either redevelop or add to the existing fields.

Jessica noted that included in the Gale Report submitted to the Town prior to her arrival were recommendations for the following fields:

- A rectangular multi-purpose artificial turf field
- A rectangular multi-purpose grass field
- A sixty-foot baseball diamond

Jessica informed the Committee that several sites in town are being evaluated for these fields and two are school properties – the High School and the DPW site at the Middle School, including the town properties of Loker Conservation or the Nike Sites. The Committee reviewed comparable preliminary cost estimates from three different companies. The differences between quotes related to lighting, retaining walls, walkway designs, and earth work, depending on the site. Jessica elaborated on the different options in terms of pricing. Also mentioned was the possibility of a new library at the DPW site, which could be adjacent to a new turf field.

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Jessica noted that the Recreation Department's preferences currently are an artificial turf field at the DPW site tied in with a new library, a natural grass field or a sixty-foot baseball diamond at the Loker Conservation area or a possible resurfacing of the softball field at Claypit Hill. The High School is less desirable because of the environmental impact, as well as other factors. A discussion ensued regarding the history of the conservation issues at the high school.

Paul commented on discussions by the high school and middle school staff regarding the pros and cons of this issue, resulting in a preference to have a turf field at the high school. The Committee agreed that the conservation issue at the high school and DPW site should be fully vetted. A discussion ensued about other concerns of putting a turf field at the high school. The goal is to present a warrant article for the artificial turf field at the spring Town Meeting.

Jessica added that she is working with the Board of Health to review research related to injuries, health, and environmental concerns associated with artificial turf fields. They have found that current research indicates that turf fields are safe. However, some research does point to health and safety concerns. Jessica will continue to track the research being done.

A discussion ensued regarding the need for a JV baseball field and if it is necessary to construct two new fields. Asa addressed the question of the fields in town in terms of who uses them, and how much in fees, if any, is charged for the use of the fields. He added that the existing fields in town are in poor condition and unsafe. Barb referred to the recommendations made in the Master Plan. Additional information will be provided regarding the schematic factors of the field at Claypit Hill.

Jessica asked for a discussion going forward in terms of responsibilities of the care and management of all the fields in town. Paul confirmed that this discussion is being planned between the town and the school department.

Finally, the Committee discussed the use of the Loker Conservation area as a location. It was noted that there has been a Wetlands Delineation Study and a Historical Artificats Study done for this area in anticipation of developing fields on this property.

3. **Educational Matters:**

(a) Hear Superintendent's Report:

Paul commented on the situation that arose regarding the Thanksgiving football game due to inclement weather. The game was eventually played on the Saturday after Thanksgiving, and Paul noted that many people had different perspectives in terms of what should be done to ensure the safety of the students. As a result, many aspects of this situation will be discussed among all concerned employees, so that this does not happen again.

Donna mentioned the showing of the 375th Anniversary movie that was well attended and a fun night for all.

(b) Hear Student's Report:

This agenda item was passed over as Sarah Maietta was not present.

(c) Preliminary Discussion of School Improvement Plans: Presentation, Comments and Questions to Administration:

No questions were asked of the administrators.

(d) Technology Spotlight:

This is the second "technology spotlight" presented by Paul showing how technology enhances instruction. Paul highlighted "Its Learning," a platform used whereby teachers can put all materials into one spot/area for students. He explained and elaborated on the benefits, such as transparency, flexibility, accessibility, accountability, provides assistance with online courses, allows students to work in Google Docs and to

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access their grades almost immediately. Paul walked the School Committee through an AP History class taught by Eva Urban and added that this program is primarily used at the high school and somewhat by the middle school.

Brad commented that Its Learning is also used for Professional Development. Jeanne suggested that more thought be put into the timing of posting assignments for the students.

4. **Financial Matters:**

(a) Hear Business Administrator's Report:

From Melanson & Heath's Town and School Department audit, Susan received a draft copy of the Management Letter in which there were two findings for the School Department. It was recommended that a compensation accrual report be run twice a year. The second finding was related to the balances in the revolving fund accounts, and included the action that the Finance Subcommittee has taken. Susan notified the Audit Committee that the Finance Subcommittee will discuss these findings at its meeting on December 10th. Because the Audit Committee is pleased with the work that has been done since August, they suggested that Susan contact Melanson & Health to ask them to reconsider their statement/findings in terms of the revolving fund account.

As a result of the State's spending reductions, Susan reported that the METCO Grant will be reduced this fiscal year by \$11,860.

(b) Hear Finance Subcommittee's Report:

Barb reported that the Finance Subcommittee may meet during the week of December 8th and with Ben Keefe regarding his recommendations concerning the Capital Improvement Plans as placeholders. The Subcommittee will review the audit's Management Letter and the associated responses, review the revolving account balances in terms of policy and action steps, and continue discussions related to the OPEB Memorandum of Understanding, as well as looking at other revolving accounts to determine if OPEB charges should be charged against these accounts. There will be another update at the next School Committee meeting.

(c) Philosophical Discussion regarding the Current Cost Structure of the Food Service Program and its Ability to Continue to be Self-Supporting in FY16 and Beyond:

Barb referred to several documents available related to the Food Service Program to the Committee, including documents describing the action steps taken regarding the fringe benefits transfer, capital equipment expenses, and cash flow statements from FY14 and projections and actuals for FY15. Also received were written public statements regarding the food service program.

Susan commented that food service revenue is up and expenses are level and in line with projected expenditures. She noted that capital equipment generally has a lifespan of about 12 years; however, a majority of kitchen equipment for Wayland's food service program is well over 17 years of age. Susan recommended a plan of action regarding the replacement of some equipment. A discussion ensued regarding a long term plan of either replacement or maintenance repair of the equipment, including safety issue concerns. Cheryl Judd confirmed that the equipment to date is in perfect working condition and described the process to ensure that the equipment is working properly at all times. Malcolm raised the question of responsibility in terms of tracking and maintaining the kitchen equipment. Susan will research this matter. If an item is a capital expense, the Facilities Department would develop a capital plan.

Based on actuals and projected expenses, Susan commented that the OPEB payments for FY14 and FY15 will be paid. However, further discussions are needed in terms of the capital and operating budgets for FY16. A discussion ensued regarding budget assumptions and the possibility of capitalizing the equipment, as well as the future of the food service program.

Because an FY16 budget must be presented to the taxpayers, and one that would be supported by them, Donna assured the food service program employees that this discussion has no bearing on the

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employees' performance and the services they are providing to the district. Malcolm responded by stating that he prefers to keep the program status quo and cited his reasons for not supporting outsourcing. Ellen favors a cost benefit analysis for FY16 and beyond, including finding ways to absorb the deficit. Jeanne agreed. A discussion ensued regarding possible ways in which to keep this program intact and self-sustaining.

The Finance Subcommittee will review the projections and monthly cash flow information and will report back to the School Committee on December 15th. The School Committee will add to its agendas philosophical discussions regarding OPEB expenses.

(d) Review of Budget Framework; Discussion regarding District's Unmet Needs for FY15:

In response to requests made as a result of the last few budget cycles, Paul asked the School Committee to think about ways in which the Committee can get involved in the development of the budget prior to receiving a completed proposed budget from him.

Paul reviewed the Budget Guidelines in terms of a level service budget for contractual obligations, enrollment, and Special Education. There is a new category of Regular Education "unmet needs", for which Paul is asking the Committee for some guidance during tonight's meeting. Paul noted that the level service increment is 3.9% of the budget, while unmet needs represents 1.1%, if the School Committee authorizes him to include all of the unmet needs in the actual budget. Paul reviewed Regular Education efficiencies in the level services budget, which included middle school staffing and stipends, middle school textbooks, and other middle school and high school expenses. He also included the decrease in elementary reconfiguration moving expenses.

Paul reviewed the projected costs to continue Regular Education level services, which include middle and high school staffing, high school supplies, an increase in tuition of the TEC high school, technology repairs and maintenance, technology licensures, and expenses due to the elementary reconfiguration.

Paul noted that the unmet needs were prioritized into three tiers – Tier 1 being the most important in terms of educational needs and what has been discussed in the past relative to the district goals. These included a .4 Health & Wellness teacher, a .5 Claypit Hill assistant principal, 190 staff computers, and a week-long summer course institute to support students "in the middle." Paul went on to explain the unmet needs in Tiers 2 and 3.

Ellen left the meeting at 9:53 p.m.; returned at 9:54 p.m.

Barb commented that the FinCom asked the School Committee to identify its unmet needs separately, such as staff computers. Barb suggested ways in which to approach the FinCom in terms of the unmet needs, since they are not a part of the budget. A discussion ensued in terms of the definition of an unmet need, how to approach this process, and how and what to present to the FinCom. Barb read the FinCom Guideline in terms of the preparation of the budget.

Paul will present a level services budget and a recommended budget, including a list of items that aren't included in the recommended budget.

5. **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 10:12 p.m. for the purposes of discussing strategy related to George Harris's Open Meeting Law Complaint filed on November 4, 2014 related to prior Executive Session Minutes, as listed on the Meeting Notice, as permitted by M.G.L. c. 30A, §21(a)(1), to continue to discuss strategy related to George Harris's Open Meeting Law Complaints filed on February 28, 2014 and October 21, 2014 related to prior Executive Session Minutes as listed on the Meeting Notice, including request for

information from Attorney General regarding these minutes, as permitted by M.G.L. c. 30A, §21(a)(1), and to discuss strategy related to Richard Lodge's Open Meeting Law Complaint filed on November 24, 2014 related to

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prior Executive Session Minutes, as listed on the Meeting Notice, as permitted by M.G.L. c. 30A, §21(a)(1). The School Committee will approve minutes from prior executive sessions, as permitted by M.G.L. c. 30A, §22 for the meetings of November 17, 2014. 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	X	
Donna Bouchard	X	
Jeanne Downs	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, Town Counsel Mark Lanza, and Diane Marobella.

The School Committee will reconvene in Open Session to conduct regular matters as listed on the meeting notice.

Susan and Marlene left the meeting at 10:13 p.m.

Donna left the meeting at 11:05 p.m.

The School Committee reconvened in Open Session at 11:05 p.m.

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

- (a) Possible Vote to Send Response to Attorney General regarding Open Meeting Law Complaint filed by George Harris on November 4, 2014 related to Prior Executive Session Minutes:
This vote was passed over for now.
- (b) Possible Vote to Send Response to Attorney General regarding Open Meeting Law Complaints filed by George Harris on February 28, 2014 and October 21, 2014 related to Prior Executive Session Minutes as Listed on the Meeting Notice:
This vote was passed over for now.
- (c) Possible Vote to Send Response regarding Open Meeting Law Complaint filed by Richard Lodge on November 24, 2014 related to Prior Executive Session Minutes:
This vote was passed over, as the School Committee is not prepared to vote.
- (d) Vote to Approve Executive Session Minutes for Possible Declassification as listed on the Meeting Notice:
This vote was passed over, as the School Committee is not prepared to vote.
- (e) Review and Potentially Vote to Classify Furniture at Happy Hollow and Claypit Hill as Surplus:
As part of ongoing capital requests, new furniture has been received for Happy Hollow and Claypit Hill, thus, the surplus furniture will be donated to a school in Worcester.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to classify the furniture as surplus equipment at Happy Hollow and Claypit Hill elementary schools that is included in the attachment provided at this meeting.

7. **Administrative/Procedural Matters:**

- (a) Report by School Committee Liaisons – Facilities Department:
Jeanne reported on the Claypit Hill doors and windows project. She noted that the original estimate that was approved at the 2014 Town Meeting was in the amount of \$1.1M. Because the first estimate occurred in 2011 and, since then, the doors were added, the new estimate increased to \$1.8M. Jeanne

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also reported that the original estimate did not take in the state reimbursement, nor was asbestos and lead paint removal included; thus, an owners' project manager has been hired. The MSBA sets its reimbursement rate each year, which is currently set at 35.42%. Jeanne commented that a more detailed cost estimate should arrive by January 9, 2015 and will be submitted in February in order to appear on the MSBA March 25, 2015 agenda. If the new estimate is not approved at the 2015 Town Meeting, a smaller project might have to be proposed. Given the logistics of the school and the safety of its students, the work will be done during the summer of 2016.

(b) Discussion of Information related to Concussions and Youth Athletics:

Malcolm commented that the Board of Health (BOH) wants to review the town's approach toward concussions as a medical issue that needs immediate attention. Malcolm reiterated his areas of concern resulting from concussions and in terms of School Committee policy and how and what types of information the Committee disseminates to the public. Malcolm noted that the BOH will meet again in January. Malcolm distributed a Globe article regarding a lawsuit by a high school student quarterback against the Illinois high school system.

(c) Open Meeting Law Matters, including Discussion of Schedule and Agenda for Proposed Public Open Meeting Law Discussion:

The School Committee reviewed dates on which to have a public discussion regarding the Open Meeting Law. It was decided to have this discussion/meeting on Thursday, December 11, at 7:00 p.m. The format as well as possible topics was discussed. A communication will be sent to the community via the various list serves.

(d) Discussion of Future Agenda Topics:

This agenda item was passed over.

8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated December 1, 2014, in the amount of \$392,071.11
- Wayland Public Schools Accounts Payables Student Activities warrant, dated December 1, 2014, in the amount of \$33,567.28
- Wayland Public Schools Payroll warrant, dated November 26, 2014, in the amount of \$1,235,534.15

(b) Approval of Wayland High School Swimming Team Trips

(c) Approval of Minutes:

- Regular Session of October 20, 2014

Upon a motion duly made by Barb Fletcher, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve the Consent Agenda as provided.

9. **Comments from the Public:**

There were no public comments.

10. **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 11:32 p.m.

Respectfully submitted,

Paul Stein, Clerk

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Wayland School Committee

Observers:

Kim Reichelt
Jean Prince
Irene Rideout
Jenny Silberman
Marie Burke
Janice Laffin
Marie Dorr

Corresponding Documentation:

1. Agenda & Backup Information
2. Wayland Athletic Field Usage Study Update 2014
3. Wayland Master Plan Update re: DPW Artificial Turf Field
4. Wayland Master Plan Update re: HS Artificial Turf Field
5. Wayland Master Plan Update re: Grass Field
6. Field Work Cost Comparison
7. Field Conversion Estimates
8. Cost Estimate HS Grass Field
9. Cost Estimate HS Turf Field
10. Cost Estimate MS Grass Field
11. Cost Estimate MS Turf Field
12. Revised School Committee Protocols
13. Food Service Capital Equipment Inventory
14. Letters of Support for the Food Service Program
15. Memo from Susan Bottan re: the Food Service Program
16. Superintendent's "Building the FY16 Budget" Presentation
17. Surplus Furniture – Claypit Hill and Happy Hollow Elementary Schools
18. Regular Session Minutes of October 20, 2014
19. Accounts Payables & Payroll Warrants
20. WHS Swim Team Trip Proposal