

Minutes WAYLAND SCHOOL COMMITTEE  
Special Meeting – July 20, 2016

A Special Meeting of the Wayland School Committee was held on July 20, 2016 @ 10:00 AM 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

Susan Bottan  
Business Administrator

Ben Keefe  
Public Buildings Director

Brud Wright  
Vice Chair, Recreations Commission

Chair Ellen Grieco convened the special session at 10:04 AM and announced that the meeting is being broadcast by WayCAM.

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

Tom Sciacca spoke to implementing a culture change around high school athletics and have it reflected in the superintendent's evaluation and next year's goals.

2. **Educational Matters**

(a) Discuss and Review a Draft of the Superintendent's FY2016 Annual Evaluation:

The committee reviewed the draft Superintendent's evaluation and made additions and edits. There was discussion around the goals, the format and the rankings. A discussion of the Human Resource Management Development element was added to the evaluation. Jeanne Downs will incorporate the changes discussed and present the final version at the next meeting.

The committee also discussed the Student Impact portion of the evaluation under development, but as no data has yet to be collected, it is not applicable this year. The committee will continue to look for guidance from the state and the administration to phase in this piece for future evaluations.

3. **Financial Matters**

(a) Provide Update Related to Happy Hollow and Loker Capital Project Requests by Public Buildings Director:

Ben Keefe reported that the bids came in well above budget, so he is looking to have his office "GC the project", similar to the function of an owner's project manager, starting with Happy Hollow which needs to be done ASAP (and dates back to the reconfiguration). Procurement rules and paperwork requirements ran up the costs for this well designed project. By breaking up the project with individual contractors that are already doing work at the schools, and having the Facilities Department do the paperwork and permitting, Ben feels he can manage the project, but it will take longer, likely into the start of school.

The committee thanked Ben for his creative efforts to move these projects forward.

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- (b) Review and Possible Vote to Approve Pinck & Co. Invoice for the Claypit Hill Windows Repair Project/MSBA ARP:  
The school committee **voted unanimously (5-0)** to approve the Pinck & Co invoice for \$2725 on a motion made by Barb Fletcher and seconded by Ellen Grieco. The Lockheed invoice will be included for consideration at the next meeting.

*Kim Reichelt left the meeting at 11:45 AM*

- (c) Discuss and Possible Vote to Approve Contract Designer and Funding to Develop High School Athletic, Recreational, and Open Space Facility Strategic Master Plan: (This agenda item was taken out of order.)  
The committee discussed joining with the Recreation Commission to hire Weston and Sampson to develop a plan for the high school outdoor athletic facility. Dr. Stein expressed his reservations to go outside the budget process for funding, but recognized the advantage of working on this while Weston and Sampson was also working on the town's Master Plan.

The committee **voted (4-0)** to approve a motion made by Barb Fletcher and seconded by Ellen Grieco to authorize Ben Keefe to negotiate with Weston and Sampson for up to \$15,000 to study the high school outdoor athletic facility.

- (d) Discuss and Possible Vote to Approve Finance Subcommittee Goals for 2016-2017 School Year:  
This item was passed over.

4. **Administrative/Procedural Matters**

- (a) Discuss and Possible Vote to Approve Process for Appointing a School Committee Representative to the Permanent Municipal Building Committee:  
This item was passed over.
- (b) Review and Possible Vote to Approve the Final Draft of the RFP for Legal Services:  
This item was passed over as the RFP for Legal Services has already been approved.
- (c) Discuss and Possible Vote to Approve Response to George Harris's OML Complaint dated April 26, 2016, Alleging Improper Notice of Executive Session under M.G.L. c.30A, §21(a)(3):  
Barb Fletcher distributed a draft letter to the Attorney General for the committee's consideration to supplement its previous response to the AG.

5. **Matters not Reasonably Anticipated by the Chair**

There were none.

6. **Executive Session**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee **voted unanimously (4-0)** to convene Executive Session to discuss strategy related to Contract Negotiations with the School Business Administrator as permitted by M.G.L. c.30A, §21(a)(2), as such discussion in open meeting may have a detrimental effect; and to review Executive Session Minutes for April 7, 2016 (6:00 PM session) for Declassification related to the Attorney General's Decision for George Harris's OML Complaint dated April 22, 2016, 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> |
|---------------------------|------------|-----------|
| Ellen Grieco, Chair       | X          |           |
| Barb Fletcher, Vice Chair | X          |           |
| Jeanne Downs              | X          |           |
| Kim Reichelt              | absent     |           |
| Kathie Steinberg          | X          |           |

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The School Committee will be joined by Paul Stein, Superintendent of Schools.

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

7. **Regular Matters (continued)**

(a) Vote to Reappoint Susan Bottan as the School Business Administrator based on Superintendent's Recommendation:

The committee **voted (4-0)** to approve the reappointment of Susan Bottan as the School Business Administrator on a motion made by Ellen Grieco and seconded by Jeanne Downs.

(b) Possible Vote to Declassify Executive Session Minutes for April 7, 2016 (6:00 p.m. session) related to the Attorney General's Decision for George Harris's OML Complaint dated April 22, 2016:

The committee **voted (4-0)** to release the April 7, 2016 (6:00pm session) Executive Session Minutes as amended on a motion made by Ellen Grieco and seconded by Barb Fletcher.

8. **Adjournment**

The committee **voted (4-0)** to adjourn the meeting at 12:30 PM.

Respectfully submitted,

Kathie Steinberg  
Wayland School Committee

Corresponding Documentation

1. Agenda and Backup Information
2. DRAFT – Superintendent's Evaluation
3. Pinck & Co Invoice
4. School Capital Project Description
5. Jul 2010 Gale Report for Town of Wayland School Athletic Plan
6. Scope of Service Proposal date Jul 8, 2016 for High School Athletic, Recreational and Facility Strategic Master Plan
7. Executive Session Minutes of April 7, 2016 (6:00 PM session)
8. Dr. Stein memo dated Jul 8, 2016 Reappointment of School Business Administrator
9. Executive Session Motion