

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – January 17, 2017

A Regular Meeting of the Wayland School Committee was held on Tuesday, January 17, 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
- Jeanne Downs
- Kim Reichelt
- Kathie Steinberg

Also:

- Paul Stein
- Superintendent

- Brad Crozier
- Assistant Superintendent

- Marlene Dodyk
- Director of Student Services

- Susan Bottan
- Business Administrator

Also:

Finance Committee: Dave Watkins, Carol Martin, Gordon Cliff, Nancy Funkhouser, Jen Gorke, Klaus Shigley, and George Uveges

Chair Ellen Grieco convened the regular session at 7:00 P.M.; the meeting is being recorded by WayCAM. Ellen commented that after speaking with the Attorney General’s office, the executive session will move to the front of the regular session.

1. **Executive Session:**

Upon a motion duly made Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to convene in Executive Session at 7:01 p.m. for the purposes of discussing 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, Section 21(a)(3), 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. 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	X	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, Susan Bottan, Business Administrator, Marlene Dodyk, Director of Student Services, and Diane Marobella, recording secretary.

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

2. **Financial Matters:**

- (a) Review and Discussion of All School Budgets, Budget Drivers, Assumptions, Fees and Funding Sources, including and Discussion of Public Communications and Feedback regarding the Budget (taken out of order):  
Barb reviewed the School Committee’s last discussion in regard to reaching a recommended budget, including members’ budget priorities. There were no changes to the recommended budget.

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A motion was duly made by Barb Fletcher, seconded by Ellen Grieco, to approve budget column #6.

The first motion was amended by Barb Fletcher, seconded by Ellen Grieco, and the School Committee voted (2-1-2) (Jeanne abstained and Kim and Kathie voted no) to approve Budget #2.

Upon a motion duly made by Kim Reichelt, seconded by Kathie Steinberg, the School Committee voted (4-1) (Barb opposed) to approve Budget #7 that includes the writing lab and a portion of the Academic Center.

### 3. **Comments & Written Statements from the Public:**

Scott Sweeney thanked the School Committee for its work on behalf of the town and the children. He also thanked the residents of Damon Farms in their united effort regarding bus parking. Mr. Sweeney has lived on Commonwealth Road for 40 years and referred to the small patch of woods on Rte. 30 that has streams and brooks for wildlife. He asked the School Committee to take this area off the table for consideration for bus parking, as it's important to maintain the feeling of country.

Gary Sweeney does not support parking the buses on Rte. 30. The neighborhood has endured many changes and has had its share of projects which he named. He commented on the traffic issues during commuting hours and noise pollution. Mr. Sweeney noted that this plan does not make sense logistically or economically.

Ryan Bonner asked the School Committee to make its decision regarding where to park the school buses based on economics and environment concerns. He added that no one wants the buses near their homes. Mr. Bonner recommended that any monies that would be spent on this issue, it would be better spent on the students.

Rachel Spooner also lives in Damon Farms and urged the School Committee to make the best financially responsible decision regarding the buses. She reiterated previous comments about the environmental and traffic concerns in that area. Ms. Spooner commented that she sits in traffic at 6:30 a.m. on Rte. 30 and it worsens as the morning progresses. This is an area where many students walk to Loker School and the Middle School and presents an additional risk of safety.

Denis O'Driscoll commented on the costs associated with developing an undeveloped site and referred to some sites containing Indian artifacts making them sites that are not viable. He expressed further concerns for all the sites being considered, including retaining clean water and clean air for all Wayland residents.

Steve Yanoff supported and reiterated the previous concerns and commented that there is a growing concern in the Damon Farms neighborhood about the bus parking. He asked the School Committee to reach a solution that is best for the town.

Ellen read a public statement from Nancy McNitt regarding the Claypit Hill site for school bus parking. Her aged home abuts the Claypit Hill parking lot. Ms. McNitt referred to construction of the parking lot several years ago at which time she was not notified that many trees would be taken down. The falling of the trees affected her home and she believes that another project of this kind would be detrimental to her home. She commented on the small wooded area that is used by students and contains much wildlife. Ms. McNitt recommends the old DPW site at the Middle School for various reasons.

Ellen informed the audience that the town beach was taken off the table for several reasons, including the density of the neighborhood.

Tom Sciacca commented that the recommended budget and inflation are, in his opinion, related because one of the major budget drivers is the contractual responsibilities. Given that there has been a modest inflation during the past few years, he believes that contract negotiations three years ago were excessive and should be taken into account during the next round of negotiations.

*The Finance Committee arrived at 7:42 p.m.*

### 4. **Special Matter:**

(a) Joint Meeting with the Finance Committee regarding the FY18 Recommended School Budget:

The School Committee budget presentation included the Committee's budget process, taking much into consideration, including the budget guideline, enrollment projections, FTE staffing, community outreach, unmet

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needs, and the Superintendent's recommended budget. Additional budget information was also provided, such as total revenues and expenditures for prior fiscal years, and how Wayland compares to peer communities.

The goal of the School Committee during its budget process is to fully support the academic and social/emotional growth of students and respect the fiscal restraints of the residents of Wayland.

Barb reviewed the enrollment projections noting that additional classrooms and changes to staff are due to an increase of 10 students in the elementary schools and a total increase of 27 students at the High School, which, in some cases, exceeds class size guidelines. As a result, a first grade class will be added at Loker and a fifth grade class at Claypit Hill. Barb reviewed the full-time equivalent staffing over time and the reasons for the FTE increase, such as the increase in enrollment and state-driven requirements for special education.

Barb described the Superintendent's budget process in which he established a level service budget for personnel and implemented a zero increase for non-personnel representing the cornerstone of the school system, but also to allow for stepping stones or incremental steps toward making fiscally responsible changes in the schools. The School Committee reviewed and discussed at length the stepping stones and the unmet needs not included in the Superintendent's recommended budget to arrive at its recommended budget. The Committee also reviewed from three prior years, the total revenue and expenditures, including revenue from local sources, state aid, grants, gifts and appropriations from Town Meeting, fees and tuitions.

The School Committee's recommended budget totals \$38,644,028 representing 2.44% over the FY17 budget. Two changes were made that included funding a writing lab instructor to a full-time position and funding a part-time position to support the Academic Center at the High School. In summary, the School Committee's recommended budget provides the services that the town expects. Barb also noted that Wayland schools spend less than many of its peer districts, as explained by Barb and shown in a demographic profile.

The School Committee and Paul Stein responded to and discussed the following topics with the Finance Committee:

- Expenditures for 35 out-of-district students (SPED expenses represent about 7% of the budget) (Nancy Funkhouser commented that from her perspective, the special education budget is fiscally prudent.)
- Staffing at Loker
- Grant revenue
- Projected revenue for FY17 and FY18
- Per pupil spending in comparison to other towns
- The process of comparing metrics when choosing peer towns, given that Wayland appears in the middle of the peer towns
- The need for a writing lab at the middle school level as opposed to teaching writing at the classroom level
- The process that DESE uses when gathering school data
- The budget in terms of a possible fiscal risk when the new Superintendent takes over
- The status and capacity of the school department's financial reporting

*The Finance Committee left at 8:41 p.m.*

#### 4. **Educational Matters:**

(a) Hear Superintendent's Report:

Paul informed the School Committee and the public that he sent two emails – January 10<sup>th</sup> and 17<sup>th</sup> – regarding the testing reports for lead and copper in the water at the schools. The state will be posting results of all Massachusetts towns.

(b) Receive and Discuss the 2016 Staff Deployment and Class Size Report:

Brad commented that the Staff Deployment and Class Size Report was reconciled with the Budget Book in an effort to define the information contained in each report. The Staff Deployment and Class Size Report contains much historical data and explains the deployment of staff and actual projections to actuals of students in classrooms.

#### 5. **Financial Matters (continued):**

(a) Review and Discussion of All School Budgets, Budget Drivers, Assumptions, Fees and Funding Sources, and Possible Frequently Asked Questions:

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The Committee reviewed the FAQ's in preparation to add them to the Budget Book, the timing of the distribution of the Budget Book to the community, and the budget narrative. A discussion ensued in terms of adding visuals and/or pie charts to the Budget Book. Ellen suggested adding a slide regarding topics that came up in the various budget meetings, such as the reason for the transportation increase, the definition of unmet needs, and the class size guidelines.

(b) Review of Budget Meetings and Development of Budget Book and Presentation for the Budget Hearing:

This topic was discussed in conjunction with the previous discussion, 5(a). Barb reviewed with the School Committee her recommendations for the presentation for the budget hearing, which will include the presentation she made to the Finance Committee.

(c) Continued Discussion regarding School Bus Parking:

Barb commented that she and Susan will leave the meeting to bring the Board of Selectmen up to date regarding capital and one-time and ongoing costs associated with the bus parking. Susan noted that The Engineering Corporation (TEC) is preparing a report for the following day and a final report for the January 19<sup>th</sup> meeting regarding the entire Middle School campus. Although TEC received an initial cost estimate for \$260,000 to prepare the parcel, it did not include storm water work, but will have a more definitive cost within the next couple of days that may be as high as \$550,000 based on current information. Susan also met with the Historical Commission and an archaeological group representative relative to all of the sites being considered. Going forward, Susan will contact the new DPW Director, a member of the WRAP Committee and others who may have ideas/suggestions that have not been vetted thus far.

The School Committee discussed the possibility of parking the buses outside of Wayland because of the many issues raised by the community. Paul suggested that the School Committee narrow its search to two or three parcels and hold a special hearing. Along with his suggestion, Barb recommended developing a document that shows the vetting process regarding all of the issues – environmental, archaeological, financial, neighborhoods, traffic, etc. A discussion followed in this regard.

*Barb and Susan left the meeting at 8:20 p.m.*

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

(a) Update and Discussion regarding School Start Times:

Kim updated the School Committee regarding the work being done related to school start times. The surveys are almost ready to go online for community input. She distributed an FAQ about school start times and an announcement regarding the survey. A page will be created on the website related to this topic in an effort to provide information to the public. Kim commented that Concord/Carlisle and Newton are close to making a decision in this regard, and Sudbury has begun researching this issue. The School Committee will have another discussion at the January 19<sup>th</sup> meeting.

### 7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

No warrants at this time.

(b) Approval of Minutes:

- December 12, 2016

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the Consent Agenda.

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

None.

### 9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to re-enter Executive Session at 9:16 p.m. for the purposes of discussing 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, Section 21(a)(3), as such

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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 to approve minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meeting: January 9, 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	absent	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, and Diane Marobella, recording secretary.

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

*Barb returned at 9:28 p.m.*

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

(a) Continued Discussion regarding Superintendent Search Process and Timing, including Selection of Screening Committee and Communications:

This topic was delayed until Barb returned to the meeting. Jeanne distributed the members of the Screening Committee that were selected by the administrators, WTA (3 teachers), WESA (2 support staff), and PTO (4 parents). Jeanne reviewed the schools at which the parents' children attend, as well as the qualifications/backgrounds of the parents. Marlene Dodyk, Brian Jones, Betsy Gavron, and Mabel Reid-Wallace will represent the administrators.

*Barb left the meeting at 9:51 p.m. to attend the FinCom meeting; returned at 9:53 p.m.*

The School Committee reviewed the 4 community members' applications and each noted its preference in terms of three to serve on the Screening Committee. A discussion ensued in terms of the diversity and experience being represented on the Screening Committee. Jeanne will draft a letter to notify the finalists.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted (3-2) (Kathie and Kim opposed) to appoint Tom Sciacca, Malcolm Astley and Cliff Lewis to the Screening Committee.

**11. Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to adjourn at 10:08 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

**Observers:**

Tom Sciacca, WVN, BUZZ  
Carol Plumb, Wayland  
Steve Yanoff, Wayland  
Scott Sweeney  
Ronnie Bonner, Wayland  
Rachel Spooner, Wayland  
Denis O'Driscoll, Wayland  
Nancy McNitt, Wayland

**Corresponding Documentation:**

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1. Agenda & Backup Information
2. Staff Deployment & Class Size Report 2016-2017
3. Draft – Frequently Asked Questions
4. Draft – Superintendent Screening Committee
5. Research re: School Start Times
6. Regular Session Minutes of December 12, 2016
7. Executive Session Motion