

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – October 16, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, October 16, 2017, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

*Present were:*

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

*Also:*

Arthur Unobskey  
Superintendent

Brad Crozier  
Assistant Superintendent

Susan Bottan  
School Business Administrator

The Chair convened the regular session at 7:00 p.m.; the meeting is being recorded by WayCAM.

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

Tom Sciacca referred to a field usage chart that was discussed at the last meeting and provided by the Recreation Department. Tom made a public records request to receive the chart, as well as the source data, because he questioned the accuracy of the chart. After reviewing the chart, he notified the Rec Department of his findings, and it was confirmed that the usage was high by about fifty percent. Thus, the original chart was modified and a new chart was produced. Tom also referred to a draft Q & A document that will be discussed at this evening's meeting and particularly commented on the turf field at the high school in terms of the runoff, swale and the DEP Order of Conditions.

*Kathie arrived at 7:04 p.m.*

**2. Special Matter:**

(a) Special Thank You to School Support Organizations:

- Wayland Public Schools Foundation (WPSF)
- Creative Arts Parent Association (CAPA)
- Wayland Parent Teacher Organizations (PTO)
- Parent Organization of The Children's Way (TPO)
- Boston Parent Council (BPC)
- Wayland Boosters Association

Because Jeanne was leaving to attend a Finance Committee meeting, she thanked the school support organizations for their contributions to the school district. Ellen conveyed her appreciation for the dedication and work of these organizations as well.

*Jeanne left the meeting at 7:13 p.m.*

On behalf of the Wayland Public Schools staff and the School Committee, Arthur expressed his deep appreciation to all school support organizations that have donated approximately \$500,000 in the past year to assist teachers and staff to pursue their passions. Below are just a few examples of their generosity as mentioned by Arthur.

- Makerspace tables – PTO
- Guest artist @ Claypit Hill – PTO
- Upcoming outdoor classroom at the Middle School – PTO
- METCO family and resident barbecue – Boston Parent Council
- Athletics mini-bus – Boosters
- Frederic Douglas Living History program – WPSF

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – October 16, 2017

- WHS music lab – WPSF
- Raised garden beds for TCW – Parent Organization for TCW

Those members present from the school support organizations introduced themselves.

3. **Financial Matters:**

(a) Review, Discuss, and Possible Vote to Accept the Following Reports:

- FY17 Support Organizations' Expenditure Report
- FY18 Support Organizations' Budget
- FY17 Quarter 4 Financial Report
- FY17 DESE End-of-Year Report

Susan reviewed and updated the School Committee regarding these reports. The contributions and donations from the school support organizations are detailed in the FY17 Expenditure Report, including a preview of support for this school year from these organizations for the students and teachers.

Susan provided a financial summary for the two fiscal year 2017 reports – the FY17 Q4 Financial Report and the FY17 DESE End-of-Year Report. All contractual obligations were met with the appropriated funds and ended the year with a total encumbrance of \$483,000. However, since that time, most of the balance was spent down and \$85,000 was returned to the town in residual balances from the open purchase orders.

Susan reported that there were savings in the personnel accounts due to unissued degree changes and staff exchange, but expense increases in facilities HVAC services and wastewater treatment.

There were no changes in trends that took place in terms of the data presented to DESE during the past two years, but there were reported increases in expenditures for the School Committee, the town expenditure on behalf of the school department, and for grants and revolving accounts. In addition, Susan noted the timeline of the Melanson & Heath audits.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to accept the FY17 Support Organizations' Expenditure Report, FY18 Support Organizations' Budget, FY17 Quarter 4 Financial Report, and the FY17 DESE End-of-Year Report.

(b) Update regarding the Recommendations Made in the TEC Bus Access Site Line Assessment for 526 Boston Post Road:

Susan has identified the owner of the entire business complex located on Boston Post Road and plans to speak to some of the employers of the complex in terms of relocating the office park sign. The DPW has committed to cut back the brush on Route 20, if it is acceptable to the owners. Susan added that the School Committee's vote to approve a contract drawn up by the Board of Selectmen in terms of the site lines has been presented to the Town Administrator to present to the BOS at its next meeting.

This topic will be on a November meeting agenda.

(c) Report regarding Ongoing Work from Finance Subcommittee (taken out of order):

Kathie and Susan reported on the work of the Finance Subcommittee at its last meeting, such as reviewed the Q4 Financial Report, the DESE Report, the Support Organizations Reports, and the Finance Committee Guidelines. The next meeting is scheduled for October 23<sup>rd</sup> at 2:00 p.m.

4. **Educational Matters (taken out of order):**

(a) Hear Superintendent's Report regarding Special Events and Ongoing Initiatives:

Arthur confirmed the timeline regarding his goals, such as a goals presentation on November 6<sup>th</sup> and School Committee approval of his goals on November 20<sup>th</sup>. Arthur will create and administer a survey for teachers and parents regarding his entry work over the past four months.

Arthur reported on school visits and meetings with principals during the last two weeks, including outdoor maintenance plan meetings with the DPW. Other events and work being done around the district include the METCO 50<sup>th</sup> Anniversary celebration that the Attics and Archaeology class is becoming involved with in terms of

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – October 16, 2017

lasting connections between Boston and Wayland families, the METCO alumni speaking engagements, the October 24<sup>th</sup> Masquerade Concert, the Middle School Walden Pond bike ride, and budget meetings with the Central Office administrators.

(b) Update regarding School Start Times:

Arthur informed the School Committee that the entire task force will meet on October 23<sup>rd</sup> to finalize its recommendation before presenting it to the School Committee in November. However, a sub group of the task force will meet October 17<sup>th</sup> to revise a draft document summarizing the work of the task force.

(c) Continued Discussion of Head Injury and Concussions in Extracurricular Activities, including Review of Wellness Topics for Further Discussion Going Forward:

After speaking with other educators and doctors of sports medicine, including the Director of The Education Cooperative, Arthur informed the School Committee that, based on feedback received, his plan is to form a working group by January 2018 regarding head injuries and concussions in all sports that would be comprised of nurses, doctors, athletic directors, peer town superintendents, and community residents. Arthur identified the discussions and review of research planned, adding that the group would meet quarterly and would report to the School Committee with up to date findings.

A discussion ensued and the School Committee asked if research was available based on repetitive head and overall injuries on turf fields vs. grass fields. Arthur related some of the data of which he is aware. Nate commented that the district should be keeping accurate records for the district.

*Jeanne returned at 7:49 p.m.*

A timeline was discussed in terms of receiving research data to assist the School Committee in making a decision in terms of what type of field it would support. Jeanne explained the timeline for the bidding process regarding the design of the field. Kathie referred to an online literature review containing approximately 88 studies written on grass fields vs. crumb rubber turf fields.

Wellness topics were reviewed for future discussions with the school physician and the health nurse and included vaccinations, student physicals, and the stress level of students and the need for more counseling support. Arthur updated the School Committee on the status of completed student physicals.

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

(a) High School Master Athletic Plan Update:

- Status, Communication to Community and other Town Boards/Committees, FAQ's, and Steps to Move Forward

Jeanne updated the School Committee regarding the High School Master Athletic Plan. The Board of Selectmen has voted to include the two articles at Fall Town Meeting regarding design fees, both of which were finalized in terms of the language by the Finance Committee. Although the article has changed, it is still very similar to what was approved by the School Committee. In an effort to inform the public about the Master Athletic Plan, the Committee members will present information at each school PTO meeting before town meeting. Jeanne provided an outline of a suggested presentation and reviewed it with the Committee.

Jeanne will be at Claypit Hill and Kathie will be at the High School on Thursday, November 2<sup>nd</sup>. All PTO presentations must be done before November 14<sup>th</sup>.

The School Committee briefly reviewed the FAQ's for subject matter and the use of consistent terminology in all related documents, all of which may be posted online two weeks before Fall Town Meeting. A review will be done by the Finance Subcommittee at its next meeting followed by a subsequent review on October 30<sup>th</sup> by the School Committee. A discussion ensued regarding the School Committee position regarding the grass field vs. the turf field and the data that must be considered, such as safety and environmental issues and usage to make an informed decision within the next two weeks at its October 30<sup>th</sup> meeting. Kim commented on the inconsistent information she received regarding field usage vs. field reservations for Wayland. Jeanne cited some field usage statistics. A discussion ensued in this regard, including the possibility of receiving information in terms of how other towns approached and solved this issue. As noted by Kathie, there is a commitment by the town not to overuse new and improved fields that will most likely result in a field deficit.

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – October 16, 2017

The School Committee compared other towns in terms of stadium turf fields vs. stadium grass fields. Arthur offered some data regarding Lexington's fields, including the usage of its stadium grass field.

The Committee members will send their comments regarding the FAQ's to Susan in preparation for the Finance Subcommittee's discussion on October 23<sup>rd</sup>. Jeanne will also draft a timeline regarding this project in terms of the process moving toward Spring Town Meeting. Finally, the Committee discussed receiving feedback from the public about the overall plan/project and including a chart in the school presentations.

(d) Discussion of Budget Calendar, Budget Presentations, Finance Committee Guideline and Communication with Finance Committee:

Jeanne informed the School Committee that the Finance Subcommittee is reviewing the Finance Committee Guideline to gain a better understanding of it. Ellen commented that a schedule for communication with the Finance Committee is being prepared.

Kim noted that the budget presentation with the Council on Aging is January 5, 2018.

(e) Report regarding Ongoing Work from the Finance Subcommittee (continued):

Susan reported that the town of Wayland received an Energy Efficiency Grant and will use part of it to retrofit the braking system on the town-owned bus and is scheduled for November 8, 9, and 10. The School Committee thanked Tom Sciacca as a member of the Energy Committee.

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

(a) Discussion of Open Meeting Law Complaints Filed by George Harris on August 22, 2017, August 31, 2017 and June 7, 2017 (Alleging Insufficient Detail of Executive Session Minutes), July 18, 2017 (Alleging Failure to Timely Produce Minutes), September 19, 2017 (Alleging Insufficient Detail in Agenda), and September 28, 2017 (Alleging Failure to Produce Minutes in a Timely Manner):

Ellen updated the School Committee regarding the OML complaints. She consulted with town counsel about the September 19<sup>th</sup> OML complaint that claims insufficient detail in the recent agendas for the Superintendent's Report and Finance Subcommittee's Report. According to town counsel, additional detail in the body of the agendas should be added. A discussion ensued in terms of what additional items would be added under the reports. Based on the new Open Meeting Laws, Ellen will call George Harris and send an email for which the School Committee recommended input in terms of a response that is due October 20<sup>th</sup>.

In terms of the September 28<sup>th</sup> OML complaint in which the September 5, 2017 were not produced within the ten days of the complaint. In an effort to satisfy the complaint, Ellen acknowledged publicly that the minutes were, in fact, not produced in time, and the minutes were recently sent to Mr. Harris. Ellen will again notify Mr. Harris and the Attorney General of this process.

The June 7<sup>th</sup> OML complaint claims that there were insufficient detail in the executive session minutes of May 8, 2017. As a result, the Attorney General's office has requested these minutes in confidentiality in order to make a decision regarding this complaint.

Ellen Grieco made a motion to send the May 8, 2017 executive session minutes to the Attorney General's office as requested with the understanding that they will keep them confidential.

The motion was withdrawn in order to discuss the May 8, 2017 minutes in Executive Session.

(b) Review of Outstanding Document Requests and Response:

There was a public request from George Harris requesting the regular session minutes (drafts or approved) of September 18, 2017 and October 2, 2017. Jeanne notified Mr. Harris that the minutes would be approved at this meeting and will be sent following tonight's meeting. It was noted that the new Open Meeting Laws suggest that minutes must be approved within 3 meetings or 30 days.

(c) Review of Public Communications from the School Committee:

The School Committee reviewed an article, "School Committee Supports WHS Athletic Facility Improvements," written by Kathie and it was suggested that the article be shortened in length. Members made recommendations in terms of shortening the article, made language changes and added some information.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – October 16, 2017

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

None.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated October 16, 2017, in the amount of \$270,156.72
- Wayland Public Schools Payroll Warrant, dated October 11, 2017, in the amount of \$1,404,199.43

(b) Approval of Minutes:

- Regular Session of September 18, 2017
- Regular Session of October 2, 2017

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the consent agenda with the amendment to the October 2, 2017 minutes as discussed.

8. **Executive Session:**

Subsequent to a roll call vote in Regular Session on a motion made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to enter Executive Session at 9:55 p.m. to discuss strategy with respect to collective bargaining with Food Service workers, as permitted by M.G.L. c.30A, §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; discuss Open Meeting Law Complaints filed by George Harris on July 7, 2017 alleging insufficient detail in Executive Session minutes, July 18, 2017 alleging failure to produce minutes, both in violation of M.G.L. c.30A, §22, and September 19, 2017 alleging insufficient detail in agenda in violation of M.G.L., c.30A, §20, and September 28, 2017 alleging failure to produce minutes in a timely manner in violation of M.G.L. c.30A, §22; review of executive session minutes for possible declassification, as permitted by M.G.L. c.30A, §22: July 24, 2017, August 7, 2017, August 21, 2017, August 29, 2017, September 5, 2017, and September 18, 2017; and approval of the following Executive Session minutes, as permitted by M.G.L. c.30A, §22: October 2, 2017 and July 24, 2017 (revote of amended minutes). A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	X	
Jeanne Downs, Vice Chair	X	
Nate Buffum	X	
Kim Reichelt	X	
Kathie Steinberg	X	

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

The School Committee will reconvene in open session for a possible vote to declassify executive session minutes as listed on the agenda.

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

(a) Possible Vote to Declassify Executive Session Minutes as Listed on the Meeting Agenda:

Upon a motion duly made by Kathie Steinberg, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to release the Executive Session minutes as listed on the meeting notice with the exception of August 29, 2017 as redacted per Executive Session discussion.

10. **Adjournment:**

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 10:23 p.m.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – October 16, 2017

Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

**Observers:**

Tom Sciacca, WVN, BUZZ  
Michelle Mathis, Boston Parent Council  
Liz Perez, Boston Parent Council  
Linda Grubstein, Joyce Road  
Carol Kaplan, Joyce Road  
Amy Hanania, Blossom Lane  
Linda Hamfin, Old Weston Road  
Jen Bonner  
Sheila Brown, Boosters  
Jen Pearlman, PTO

**Corresponding Documentation:**

1. Agenda & Backup Information
2. FY17 Fourth Quarter Financial Report
3. End of Year Report Summary FY12 to FY17
4. School Support Organizations FY17 Year End Report
5. School Support Organizations FY18 Budgets
6. FY17 Year End Financial DESE Report
7. WHS Master Plan Presentation Outline
8. FAQ's regarding WHS Athletic Stadium Complex
9. Wayland Recreation Reservation Statistics for Fields
10. High School Master Athletic Plan
11. Regular Session Minutes of October 2, 2017
12. Executive Session Motion