

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 13, 2018

A Regular Meeting of the Wayland School Committee was held on Monday, February 13, 2018, at 7:00 P.M. in the Large Hearing Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Jeanne Downs, Vice Chair
Nate Buffum
Kim Reichelt (arrived at 7:02 p.m.)
Kathie Steinberg

Also:

Arthur Unobskey
Superintendent

Brad Crozier,
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Susan Bottan
School Business Administrator

Chair Ellen Grieco convened the Budget Hearing/regular session at 7:01 p.m.; the meeting is being recorded by WayCAM.

1. Comments & Written Statements from the Public:

There were no comments or written statements from the public.

2. Special Matters – School Budget Hearing:

(a) Presentation of School Committee Recommended FY19 Budget:

Ellen commented that the FY19 recommended budget totals \$40,524,035, which is an increase of \$1,367,552 or a 3.49% increase from the FY18 appropriation. She added that this recommended budget meets the Finance Committee's guideline and reflects their request to implement a budget reduction. Areas for enhancement/improvement, such as personalized learning, elementary world languages and writing instruction, social/emotional learning, instructional technology, and early childhood education and full-day kindergarten, were priorities discussed during the School Committee Summit two years ago and helped identify the UNITED system-wide goals again this year.

Keeping the UNITED goals in mind, the School Committee's budget goal is as follows: To fully support the academic and social/emotional growth of our students, while respecting the fiscal restraints facing Wayland residents and needs of other town departments.

Ellen reviewed the School Committee's budget process that begins with enrollment projections and a review of related staffing, all the while keeping the Finance Committee's guidelines in mind. Enrollment causes the budget to fluctuate from year to year, and the FY19 enrollment projections are showing an increase. As a result, staff FTEs can increase based on student needs. The Committee met with building principals and department administrators, conducted several community outreach meetings, and reviewed the Superintendent's recommended budget before recommending its own FY19 budget, only to be approached by the Finance Committee to make further reductions in the budget to meet an approximate \$900,000 gap. In response to this request, the School Committee worked with the town to adjust the budget to reflect \$41,275 in reductions in the operating budget and \$293,645 in the unclassified budget.

The increases in the budget included personnel and non-personnel increases that included contractual obligations, enrollment driven and state-mandated changes, and instructional priorities. Detail was provided in the presentation in terms of FTEs, as well as the information regarding additional changes/reductions for personnel, non-personnel and the unclassified budget in response to the Finance Committee's request. Ellen reviewed the school department's historical revenue and expenditures in the operating budget from FY15 to FY17, as well as the benefits paid for school employees. Demographic profiles for peer communities are researched to compare the

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 13, 2018

average single family tax bill, per pupil expenditure, student to teacher ratio, test scores, and other district services. The FY19 capital budget requests include repairs to the wastewater treatment plant, a renovation of the athletic stadium complex at the high school, the Loker School kitchen, the Middle School phone upgrade, custodial equipment, tile replacement at Happy Hollow School and the continuation of furniture replacement at the Middle School for a total of \$6,320,000. Lastly, the five-year capital plan for requests was included in the presentation.

(b) Open Discussion regarding School Committee Recommended FY19 Budget:

Anette Lewis asked the School Committee about the actual and current cost per student and the cost to taxpayers, as the presentation reflects a per pupil cost of \$17,426 based on FY16 DESE data. Susan explained the calculations used. Ms. Lewis addressed a memo sent to the Finance Committee in which it explains a savings of more than \$5.5M, which she calculated to be a 13% savings. Susan responded that the district yielded a savings of more than \$2.2M with special education students who are in-district vs. attending out of district. Arthur added more information and a dialog continued. Ms. Lewis requested that all facts be presented and stated clearly. Ms. Lewis raised the issue of children of staff attending the Wayland Public Schools and suggested that a limit be established in terms of the number of staff children admitted by producing a written policy in this regard. She referred to overcrowded classrooms in Wayland and policies in place by some peer communities. Arthur explained the process of student placement and staffing, and the current teacher contracts. A discussion ensued. Finally, Ms. Lewis asked how the cohort survival projections are calculated based on number of households and births.

3. **Financial Matters:**

(a) Discussion of Finance Committee's Request to Reduce Budget:

The School Committee discussed the Finance Committee's recent request to reduce the FY19 recommended budget by an additional \$175,000, despite the reductions already made by the School Committee. Jeanne noted that it was discussed by the Board of Selectmen that healthcare had been reduced; thus, it is unclear if the amount of \$175,000 still stands. If further reductions are made, the teaching assistant position in the Academic Center could be impacted. The School Committee agreed to move forward with the budget they voted at the February 5th meeting.

(b) Discussion and Possible Vote regarding the High School Stadium Field, Composition of Field Surface:

The public forum scheduled for February 12th will be rescheduled on March 7th. The School Committee will vote its field preference – natural vs. synthetic turf – after the public forum. Jeanne noted that other boards, such as the Board of Health and Conservation Commission, will be involved in this discussion regarding the type of field as well. Kathie will reach out to the other boards in terms of the information already researched in this regard and whether they have other information to consider.

(c) Continued Review and Discussion of School Budgets, Articles for Town Meeting, Debt Exclusion and Funding Sources, Requests for Information:

Debt Exclusion:

Jeanne reported that the Board of Selectmen voted in terms of how the debt exclusion will appear on the ballot. The BOS voted to have the debt exclusion appear on the ballot as three questions: 1) library; 2) athletic stadium and Loker field; 3) Town Building and fire station 2.

CIP's for Loker Kitchen:

The architect provided preliminary estimates for the work to be done in the Loker kitchen. The estimate totaled \$55,000 and is less than what was presented to the Finance Committee. A project cost of \$295,000, not \$355,000, will be sufficient for the kitchen replacement. The capital request will be amended.

IT Article:

This article will move forward as written.

(d) Review, Discussion, and Possible Vote to Support and/or Co-sponsor Articles for Annual Town Meeting, including Article D (OPEB), Article X (Library), Article Y (Loker Field):

The School Committee began its discussion of whether to support and/or co-sponsor other Town Meeting articles. There was a request by the Recreation Commission to support Article Y (Loker Field). Jeanne commented on field usage limitations in Wayland for the High School athletes if the Loker field was not approved at Town Meeting. This discussion will resume at the February 26th meeting.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 13, 2018

Susan asked the School Committee to vote on the OPEB and benefits numbers, so they can be put on the warrant. Susan added that the costs of OPEB have increased a significant amount. They are as follows:

Healthcare Benefits

- BASE = \$210,690
 - TCW = \$224,241
 - FDK = \$71,282
 - Food Service = \$184,691
- Totals \$690,904 (direct allocation from fee-based programs)*

OPEB Benefits

- BASE = \$11,749
 - TCW = \$38,190
 - FDK = \$6,997
 - Food Service = \$35,110
 - Pegasus = \$1,350
 - Enrichment = \$182.00
 - Building Use = \$414.00
- Totals \$43,992 (OPEB payments by the special revenue funds)*

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted (4-1) (Kathie opposed) to approve the healthcare benefits and OPEB payments as described tonight.

Kathie stated that these payments are not the responsibility of the fee-based payers but that of the taxpayers.

(e) High School Master Athletic Plan:

- Communication with other Town Boards and Committees
- Resolution of Outstanding Order of Conditions
- Update on Owner's Project Manager and Architect Selection Process
- Conservation Commission's Permit Requirements
- Draft Warrants for Annual Town Meeting
- Review of Project Timeline
- Next Steps

Jeanne reported that Weston & Sampson will meet with the PMBC every two weeks for the duration of the project to report on their work in progress. Finance Committee member Klaus Shigley is working on the High School articles and the Board of Selectmen did vote to support these articles. In addition, the site surveys are in process and will be complete by Town Meeting.

Jeanne left the meeting at 8:04 p.m. to attend the PMBC meeting.

(f) Discussion of Budget Calendar, Calendar for Town Meeting Articles:

This agenda item was passed over.

4. **Educational Matters:**

- (a) Hear Superintendent's Report:
- School Visits

Arthur visited the Middle School at which time he observed writing classes for 6th, 7th, and 8th graders, all having different themes. Arthur noted his takeaways from these observations.

5. **Administrative/Procedural Matters:**

- (a) Review and Discussion of any Outstanding Document and/or Minutes Requests:

There were no outstanding document and/or minutes requests.

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 13, 2018

- (b) Discussion of Open Meeting Law Response Process, including Possible Review of Spreadsheet and Discussion of Open Meeting Law Complaints Filed by George Harris on November 3, 2017 (Alleging that Proper Procedure was not Followed in Responding to a Previous OML Complaint.) and September 28, 2017 (Alleging Failure to Produce Minutes in a Timely Manner):

Kim and Ellen will work together regarding the OML complaints, as authorized by the School Committee at a previous meeting.

- (c) Review of School Committee Policy ADF, School District Wellness Policy:

Kim commented that the Wellness Advisory Committee met recently and recommended an update to Policy ADF. The School Committee reviewed the policy, including the recommended changes.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to put Policy ADF out for public comment with the recommended changes.

It was suggested that the word “drowsy” (driving) be changed to “impaired” or “distracted” (driving). There was a discussion on the choice of words. All three words will be used in the policy.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to put Policy ADF out for public comment with the recommended changes as amended.

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

None.

7. **Consent Agenda:**

- (a) Approval of Accounts Payables & Payroll Warrants:

- Wayland School Department Accounts Payables Warrant, dated February 13, 2018, in the amount of \$299,446.39
- Wayland School Department Payroll Warrant, dated February 14, 2018, in the amount of \$1,434,781.54

- (b) Approval of Minutes:

- Special Session of January 29, 2018

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

8. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to enter Executive Session at 8:17 p.m. for the purposes of approving the following executive session minutes, as permitted by M.G.L. c.30A, §22: January 29, 2018 and February 5, 2018. 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	absent	
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 adjournment purposes only.

9. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to adjourn at 8:24 p.m.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 13, 2018

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Kori Rogers, WTA
Anette Lewis, Claypit Hill Road
Cherry Karlson, BOS

Corresponding Documentation:

1. Agenda and Backup Information
2. Accounts Payables & Payroll Warrants
3. Budget Hearing Presentation FY19
4. School District Wellness Policy ADF
5. OPEB & Health Benefits Information
6. Five-Year Capital Improvement Plan
7. Special Session Minutes of January 29, 2018
8. Executive Session Motion