

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – January 6, 2020

A Regular Meeting of the Wayland School Committee was held on Monday, January 6, 2020, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

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

Absent:

Kim Reichelt

Also:

Arthur Unobskey
Superintendent

Parry Graham
Assistant Superintendent

Richard Whitehead
Director of Student Services

Susan Bottan
Director of Finance & Operations

Also:

Ben Keefe, Public Buildings Director

Chair Jeanne Downs convened the open session in the School Committee Room at 7:05 p.m.; the meeting was recorded by WayCAM.

1. Comments & Written Statements from the Public:

There were no comments and written statements from the public.

2. Educational Matters:

(a) Superintendent's Report:

- *Admin Council's Review of Its Budget Work:*
Arthur described the Administrative Council's work in developing the budget and its effort to make this process more inclusive. This process included developing a protocol, identifying long-term needs, and studying the strategies and approaches to fill these long-term needs.
- *Update on District Equity Work:*
Parry is working with Caroline Han. There will be a guest speaker, Christina Brown, at the all district in-service in February, as the administrators are working on a plan for this work over the next few years. It will be shared with the School Committee by the end of this school year.
- *School Start Times Update:*
The start time working group will meet in late January. An initial survey for staff, parents, and students will be launched this week that will identify what has worked and what has not in terms of the time change.

The new bus routes were put into effect today with all buses arriving about two minutes earlier than before the holiday break. However, more work is needed regarding the Spanish Immersion bus, as it is necessary to find an additional three minutes in the morning.

- *School Visits:*
Arthur read a very positive and complimentary email he received from a parent about one of our bus drivers.

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3. Financial Matters:

(a) Review of and Possible Vote to Approve Updated Capital Budget:

Jeanne reported that at its last meeting, the Finance Committee approved the capital budget that the School Committee received in its informational packet for this meeting. Therefore, the School Committee must revote this most recent adjusted capital budget.

Ben Keefe reviewed the MSBA process regarding the Loker roof project. The OPM and architect hired a third party to provide estimates for the schematic design and were considerably higher than anticipated. The estimate totaled \$3,798,495, but is not final. The capital budget allowed for about \$1.9M for this project. From the MSBA's perspective, this is the estimate they will use even though there will be another estimate done before Town Meeting but not before the warrant goes to print.

A discussion ensued regarding the School Committee's concern of the escalated estimated costs and whether this trend of increasing construction costs could affect other capital projects going forward. Ben reviewed his process as well as the MSBA process over the next few months. He does not recommend that the project wait another year, although some projects have been pushed out for various reasons.

Susan reviewed the revised Capital Improvement Plan with the School Committee. She pointed out those projects that have been adjusted and refined and the reasons for the adjustments. The design of the school projects, particularly the roof air handlers, is in the FY21 budget, but the actual construction will be in the FY22 budget. A discussion ensued regarding the scheduling and timing of roof and air handler replacements, including potential capital funding. Ben Keefe noted that the MSBA is only funding roofs that are 30 years old. Susan proposed a "pressure test" of estimates for more accuracy.

Susan and Ben were asked to bring more information regarding Loker air handlers on the '99 section of the roof to the January 9th meeting, as well as the funding of the approximate \$3.8M estimate for the Loker roof. The Finance Committee will also be asked to provide the capital budget that they approved. The School Committee will postpone its vote until January 9th.

(b) Discussion of FY2021 Budget, including Budget Drivers, Assumptions, Fees and Funding Sources, and Requests for Information:

The School Committee reviewed the budget questions submitted by the Finance Committee and the responses prepared by Susan and Arthur in preparation for Arthur's meeting with FinCom on January 7th regarding the operating budget. A discussion ensued regarding the difference between capital projects and maintenance projects. Susan reviewed the reallocations of existing resources that are reflected in the FY21 recommended budget for staffing and supplies. The Committee discussed those items further as indicated in the document.

Susan reviewed the budget memo from the Town Administrator outlining the budget process. After a lengthy discussion and based on some of the concerns raised by the Committee in terms of the Finance Committee's questions, particularly the last two questions, Arthur will refer to his original presentation and budget book during his meeting with FinCom.

Susan added that there is a national organization that is promoting a certain level of transparency and accessibility when developing school department budgets. A meritorious budget format was created and was used by Susan and presented in the FY2021 Budget Book, which is the first stage of its development in Wayland. Meritorious Awards were given to three other Massachusetts school districts thus far. This is a criteria for high-level reporting.

(c) Update regarding Bus Contract:

Susan shared the bus bid schedule with the School Committee which opens on February 12. There is an effort to get as much competition as possible with companies within twenty miles of Wayland.

(d) Review and Possible Approval of Invoices for the Athletic Fields & Stadium Project:

Jeanne noted that the invoices were approved for payment by the PMBC at its last meeting.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the invoices for the athletic fields and stadium project as submitted tonight.

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(e) High School Master Athletic Plan:

- *Project Update:*
No updates were provided.
- *Grand Opening Update:*
Jeanne reported that the Athletic Director wants to be sure that the opening of the track for use will coincide with the grand opening of the project.
- *Review of Warrant Article for Phase 3:*
This review was tabled until the next meeting on January 9.

4. **Administrative/Procedural Matters:**

(a) Discussion of Community Budget Presentation Dates:

The presentation dates were confirmed:

- Monday, January 13, 10:00 a.m. at the Council on Aging
- Tuesday, January 14, 7:00 p.m. at Loker School

Communications in this regard will be sent to the community.

(b) Review and Discussion of any Outstanding Document and/or Minutes Requests:
None.

(c) Review and Discussion of any Outstanding Open Meeting Law Matters:
None.

(d) Discussion of School Committee Communications and Information for the Buzz:
This topic was passed over.

5. **Policy Matters:**

(a) Update/Review of Policies to Put Out for Public Comment:

- IJNDD – Policy on Social Media

(b) Review of Policies for Possible Approval:

- BEDH – Public Comment at School Committee Meetings
- ILD – Student Submission to Educational Surveys and Research
- IHAM – Health Education

This agenda topic was passed over.

6. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated January 6, 2020, in the amount of \$809,730.06
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated January 6, 2020, in the amount of \$8,485.62
- Wayland Public Schools Payroll Warrant, dated December 4, 2019, in the amount of \$1,563,799.01
- Wayland Public Schools Payroll Warrant, dated December 18, 2019, in the amount of \$1,553,239.03
- Wayland Public Schools Payroll Warrant, dated January 1, 2020, in the amount of \$1,601,544.82

(b) Approval of 2020 Wayland Middle School Cape Cod Trip

(c) Approval of WHS Trips:

- Wrestling Team – Pittsfield, MA, January 2020
- Journalism Class & WSPN Club – Nashville, CA, April 2020
- Debate Team Tournaments:
 - New York, NY, January 2020
 - Philadelphia, PA, January 2020
 - Westchester County, NY, February 2020
 - Lexington, KY, April 2020

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(d) Approval of Minutes:

- October 29, 2019
- December 2, 2019
- December 9, 2019

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

Kathie Steinberg thanked the Middle School staff for continuing the tradition of the Cape Cod trip.

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

None.

8. **Executive Session:**

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to enter executive session at 9:00 p.m. for purposes of discussing strategy with respect to collective bargaining with the Wayland Teachers Association (WTA), as permitted by M.G.L. c.30A, §21(a)(3), as a discussion in open session may have a detrimental effect on the negotiating position of the School Committee; discussing strategy with respect to collective bargaining with the Wayland Teachers Association, Wayland Educational Secretaries Association, Wayland Food Services Association, Custodians and Maintenance Local 116 regarding health insurance payroll deductions, as permitted by M.G.L. c.30A, §21(a)(3), as a discussion in open session may have a detrimental effect on the negotiating position of the School Committee; and approving the following executive session minutes: October 29, 2019, November 18, 2019, December 2, 2019, and December 9, 2019.

The School Committee will be joined by Arthur Unobskey, Superintendent of Schools, Parry Graham, Assistant Superintendent, Beth Doucette, Assistant Town Administrator, and Diane Marobella, recording secretary.

The School Committee will reconvene in regular session for adjournment purposes only. A roll call vote was taken as follows:

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

9. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn at 9:36 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Corresponding Documentation:

1. Agenda & Backup Information
2. Revised FY21 Capital Plan Projects – FY21 to FY25
3. Invoices for Athletic Field & Stadium Project
4. Accounts Payables & Payroll Warrants
5. WHS Trip Proposals
 - Wrestling Team, Pittsfield, MA, January 2020
 - Journalism Class & WSPN Club, Nashville, CA, April 2020
 - Debate Team Tournaments (4)
6. WMS Cape Cod Trip Proposal
7. Regular Session Minutes of October 29, 2019, December 2, 2019, December 9, 2019
8. Executive Session Motion