

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – March 13, 2017

A Special Meeting of the Wayland School Committee was held on Monday, March 13, 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
Student Services Director

Susan Bottan
Business Administrator

Also:

Ben Keefe
Public Buildings Director

Arry Charles, Loker OPM
Colliers International

Steven Watchorn, Project Architect
CBI Consulting, Inc.

Vice Chair Barb Fletcher convened the special session at 7:05 p.m.; the meeting is being recorded by WayCAM.

1. Comments & Written Statements from the Public:

Tom Sciacca commented on the superintendent search process in terms of what he would like the new superintendent to accomplish. Tom would like him/her to make the schools “great again.” He described what he meant by that statement and added that less money was spent back in the 1960’s and creativity was the key factor in achieving excellence. Tom suggested that the School Committee could gear some of its questions toward this direction.

Amy Michaels commented on the potential parking of school buses at the Middle School. She asked why the Middle School was still being considered, given that a petition was submitted recently. Ms. Michaels added that the Joyce Road neighborhood is densely populated and safety is a concern, as well as well as the environmental and cultural concerns.

Sheila Carel provided some information about the woods at the Middle School citing that there is a brook and stream that starts in the vernal pool which is 200 feet from the proposed parking site. She noted that the stream is considered waters of the United States. Sheila added that storm water issues could be a concern if there is a lot of clearing of trees in that area. Given the history of that area, the process to move forward with this location could be very long. She asked the School Committee to review the petition before spending more money on consultants.

Alexia Obar asked for clarification on the old dump site in terms of the status of a potential site for bus parking. She attended a recent DPW meeting, but the information she received was not clear, and although the DPW wants the land exclusively for its use, she believes there is enough acreage for both the DPW’s and School Department’s needs based on information given at that meeting.

MINUTES – WAYLAND SCHOOL COMMITTEE

Special Meeting – March 13, 2017

Marilyn Simone commented on the safety concerns at the Middle School site given the location of the easement and a steep embankment.

2. **Special Matters:**

(a) Update by Ben Keefe regarding the High School Master Plan for Athletic Fields and Stadium:

Ben informed the School Committee that the plan by Weston & Sampson is not completed. He described the work that Weston & Sampson has been doing with the Recreation Commission, high school athletics, and town sports groups, including attending two public meetings. There have also been two “working” meetings. The goal is to put forth a plan that is acceptable and workable with all constituencies, hopefully within the next month, so Weston & Sampson can make its presentation describing its phased approach including the costs. This approach would take care of the immediate issues regarding the stadium, as well as the potential of moving the playing the fields out of Zone 1 near the Happy Hollow wells. A final study will be forthcoming once everyone is in agreement with the hope of bringing a warrant article to a Special Town Meeting in November. Jeanne agreed that in order to move forward, all interested groups should be in agreement with the final plan.

Ben commented that eventually this study will lead to a town-wide study, as all facilities/fields are used as much by the town, if not more than the schools. Ben explained the RFP process, noting that Weston & Sampson was the only bidder thus far. It should be available for April Town Meeting.

(b) Presentation of and Possible Approval to Submit the Schematic Design for the Loker Doors and Windows Replacement Project to the Massachusetts School Building Authority:

Ben introduced the project OPM (Arry Charles) from Colliers International and the project architect (Steven) from CBI Consulting, Inc. They sought the School Committee’s approval to authorize the submittal of the schematic application to the MSBA, as well as authorizing the Superintendent to sign the project schematic design submission checklist. The schematic design must be approved by the MSBA in order to move forward with the Loker doors and windows replacement project.

The OPM and architect explained that this project is the same as the Claypit project, including the additional work to be done, particularly the accessibility of some of the bathrooms. The School Committee reviewed the informational packet that will be submitted to the MSBA that includes existing conditions, schematic design, budget estimate, floor plans and a schedule. The MSBA will review this packet and hopefully accept on May 10th, allowing the project to proceed to the next steps. The schedule was noted by the OPM leading to the work being done during the summer of 2018.

Ben commented that the Permanent Municipal Building Committee also reviewed this information and made some recommendations in terms of the project budget. A discussion ensued in this regard.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to approve to submit the schematic design for the Loker Doors and Windows and Doors Project to the Massachusetts School Building Authority as presented tonight, and as part of that submission to authorize Dr. Stein to sign the schematic design submission checklist.

(c) Discussion and Preparation for Annual Town Meeting:

This discussion will take place when Ellen Grieco arrives.

3. **Financial Matters:**

(a) Discussion of Proposed Bid Process to Obtain Space for School Bus Parking and Possible Vote on related Next Steps:

Susan updated the School Committee on the draft RFP to lease property outside of Wayland for school bus parking. Susan also made available to the Committee five GIS maps and noted that the goal is to stay within a three-mile radius of the Town Center, given the miles that the buses travel and the cap of 55 miles a day limits the number of miles a bus can travel. Susan also reviewed the timeline for this process, adding that the RFP release date is April 12, 2017 and the RFP deadline is May 24, 2017. The School Committee will review the draft RFP for its next meeting.

Kathie drafted a checklist from information provided by Susan of properties owned by the town and schools. It lists all identified considerations and categorized into four different areas, such as site index in terms of fit, school use availability, cost to prepare the sites, and proximity to neighborhoods. Kathie noted her methodology in drafting and

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – March 13, 2017

possible scoring the areas on this checklist, adding that the School Committee could develop a plan and a timeline in terms of discussions and the possible elimination of some sites before additional money is spent. A discussion ensued in this regard, as well as the possibility of including the public in the process via a public forum or extended public comment. Kathie and Susan will work on draft ratings. After further review of this checklist, the School Committee will continue its discussion on March 27th.

4. Educational Matters:

(a) Hear Superintendent's Report, including Curriculum Spotlight:

Paul reported that the WHS journalism trip to New York was pushed out one day forward due to weather. Paul also commented that the Mary L. Johnson Travelship Award Ceremony was a wonderful tribute to our teachers, adding that this year's recipient is Richard Weingartner.

Curriculum Spotlight #9

Memory Project

Taking a quote from the Memory Project's website, this project is run by a non-profit organization that invites art teachers to create portraits of youth around the world who often face difficult challenges in their lives, such as neglect, abuse, poverty, and loss of parents. The mission is to make these children feel valued and important to others and to give them a memorable experience.

Paul reviewed the project from the time that the photos are received by the art teachers, to the creation of the portraits and the personal delivery to the children across the globe. Building on a general commitment in the Fine Arts Department to community service, this project is offered in high school art classes and to those students who participate in the Art Club and the National Honor Society. This year 22 students and two art teachers made the commitment to participate in this memory project.

The goals are to learn that art and those creative abilities can be extended to those in other parts of the world and that they can make a difference in the world. The students also learn about the technical and artistic challenges of creating a likeness from a picture, as well as learning about the places in which these children live.

A video was shown of those students who received the portraits and live in Syrian orphanages and refugee camps.

5. Administrative/Procedural Matters:

(a) Continued Discussion regarding Superintendent Search Process, including Discussion of Potential Interview Questions:

The School Committee received the interview questions that included changes made based on the feedback from NESDEC. Jeanne commented that in terms of a writing sample, the candidate could take 45 minutes during the day to provide one or he/she could bring a writing sample to the interview. The School Committee agreed that each finalist will be asked to bring a portfolio of samples, such as one to the community, one to the staff, one dealing with a difficult situation, and a random choice by the candidate.

The Committee reviewed the schedule and named the School Committee escorts for the full-day visits. A discussion ensued regarding the format, including the process of getting feedback from the different groups. A public Q&A session will take place for 30 minutes after the School Committee interview process. A communication will be sent out to the public informing them of the evening schedule.

Ellen arrived to the meeting at 8:48 p.m.

The interview questions were reviewed, as well as the interview process/format. Suggestions were made in an effort to include certain topics for the questions.

6. Special Matters (continued):

(a) Discussion and Preparation for Annual Town Meeting:

The School Committee discussed the logistics in which Ellen will present the Budget Presentation. The Committee will review the Budget Presentation at its next meeting.

7. Administrative/Procedural Matters (continued):

(a) Update and Discussion regarding School Start Times:

Kim provided the School Committee with an appendix and survey results, and a statement by MIIA in which it

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – March 13, 2017

supports the change in start times.

The Committee discussed transportation logistics if the elementary schools started a half hour earlier than the secondary schools. A Superintendent's Task Force could be formed that will cover the balance between logistics, finances, and the desirability to the community. Paul will ask the Administrative Council for its input, and possibly present a draft for the Task Force, including the structure and potential members, on March 27th. Kim expressed her concerns with the mission of a Task Force. A discussion followed.

- (b) Review of March 27, 2017 Proposed Agenda:
This agenda topic was passed over.

8. **Policy Subcommittee Update:**

- (a) Review and Possible Vote to Approve the Following Policy:
- Policy ECAF – Security Cameras in Schools

Jeanne updated the School Committee regarding Policy ECAF (Security Cameras in Schools). It has gone out for public comment and two were received. Jeanne explained Paul and Brad's comments to be included in the policy.

Barb left the meeting at 9:44 p.m.; returned at 9:45 p.m.

Brad noted that the cameras on school property may be operational next week. Paul will send a communication regarding the cameras to the community.

Upon s motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve Policy ECAF – Security Cameras in Schools – as amended.

- (b) Review and Possible Vote to Put the Following Policies Out for Public Comment:
- Policy IMG – Service Animals
 - Policy JK – Student Discipline
 - Policy JLCA – Physical Examination of Students

Jeanne commented that Policies IMG, JK, and JLCA have been edited and reviewed by the Policy Subcommittee and school counsel. All edits have been incorporated.

Upon a motion duly made by Barb Fletcher, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to put out for public comment Policies IMG (Service Animals), JK (Student Discipline) and JLCA (Physical Examination of Students).

9. **Consent Agenda:**

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

- Wayland Public Schools Payroll Warrant, dated March 15, 2017, in the amount of \$1,354,201.96
- Wayland Public Schools Accounts Payables Warrant, dated March 13, 2017, in the amount of \$197,767.23

- (b) Approval of Minutes:

- Special Session of January 25, 2017
- Regular Session of January 30, 2017 (passed over)
- Special Session of February 21, 2017

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the consent agenda as presented.

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

None.

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – March 13, 2017

11. Executive Session:

For the record, the Chair announced that Agenda Item 9(b) will be passed over due to insufficient detail in the posting.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to enter Executive Session at 9:50 p.m. for 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. 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; discussing strategy with respect to and in preparation for negotiations with non-union personnel, as permitted by M.G.L. c.30A, §21(a)(2), 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; and approving minutes from prior Executive Sessions, as permitted by M.G.L. c.30A, §22 for the following meeting: March 6, 2017.

The School Committee will be joined by Paul Stein, 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.

12. Adjournment:

Upon a motion duly made by Barb Fletcher, seconded by Kim Jeanne Downs, the School Committee voted unanimously (5-0) to adjourn at 10:24 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

See attached list.

Corresponding Documentation:

1. Agenda & Backup Information
2. Interview Questions
3. Policies:
 - ECAF – Security Cameras in Schools
 - IMG – Service Animals
 - JK – Student Discipline
 - JLCA – Physical Examination of Students
4. Special Minutes of January 25, 2017
5. Special Minutes of February 21, 2017
6. Superintendent Finalist Site Visit Schedule
7. GIS Maps
8. School Start Times Appendix and Survey Results
9. Request for Proposals (RFP) Timeline re: School Bus Parking
10. Draft RFP
11. Schematic Design for Loker School Accelerated MSBA Project
12. Executive Session Motion