

MINUTES – WAYLAND SCHOOL COMMITTEE  
Special Meeting – November 4, 2016

A Special Meeting of the Wayland School Committee was held on Wednesday, November 4, 2016, at 9:00 A.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair (by remote)  
Barb Fletcher, Vice Chair  
Jeanne Downs  
Kim Reichelt  
Kathie Steinberg

Also:

Paul Stein  
Superintendent

Susan Bottan  
Business Administrator

Vice Chair Barb Fletcher convened the special session at 9:02 A.M. and noted that the meeting is being recorded by WayCAM. Barb commented that Ellen Grieco sent notification that she could not attend due to illness, but she did participate remotely.

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

There were no comments or written statements from the public.

2. **Financial Matters:**

(a) Discussion regarding Position on Cap for Charter Schools:

Kim researched the appropriate way to discuss and approach this topic, adding that there isn't much of a financial impact to Wayland. She described how other towns took a position as noted by MASC. The School Committee agreed that it would take a position on the election ballot question regarding a cap on charter schools.

Paul commented on his position stating that he is opposed because it does affect the budget process. The finance structure is a concern, as charter school funding chips away at the base of support of the public schools. The Committee disagreed with the funding mechanism of this question, adding that there is no cap and no controls in place.

Upon a motion duly made by Kim Reichelt, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to officially adopt a position against Ballot Question #2 for the upcoming November 8, 2016 election. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair (by remote)	X	
Barb Fletcher, Vice Chair	X	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

The School Committee reviewed an email communication sent to the Committee members to understand how to inform the Wayland community of the School Committee's vote. Kim will notify the MASC that the Wayland School Committee voted not to support Question #2.

3. **Administrative/Procedural Matters:**

(a) Continued Discussion regarding Superintendent Search Process and Timing, including Selection of Screening Committee and Possible Vote to Select a Search Firm:

Barb repeated the names of the search firms that the School Committee is considering to conduct the superintendent search: NESDEC, MASC, Future Management Systems, Hazard, Young and Attea, and Ray and Associates. Kathie commented that she called Dover-Sherborn to inquire about its engagement of NESDEC to conduct its search. Kathie informed the Committee that Dover-Sherborn had a positive experience, even though two searches were done. Kathie explained why they did not choose the other firms. The decision was to hire an

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interim superintendent, as this was the best solution to fit Dover-Sherborn’s needs.

The School Committee discussed hiring an interim vs. a long-term superintendent. Kathie noted that in order to hire an retired educator as an interim, a waiver would have to be obtained from the state with proof that Wayland could not find a qualified candidate. Other searches taking place currently are in the towns of Groton-Dunstable and Hudson. Paul weighed in on the interim process.

The Committee identified important criteria for the firms that are being considered.

- Possesses regional experience and expertise
- Performs a community outreach that includes focus groups and a screening committee
- Performs an extensive background search of the finalists

Susan informed the Committee about her conversation with Future Management Systems regarding community outreach. They have eliminated this process as part of their base business, but for an additional cost of \$5,000, they would include it at the Committee’s request. The decision was narrowed to three firms – NESDEC, Future Management Systems, and Hazard, Young and Attea. The Committee discussed the pros and cons for each firm resulting in the decision to hire NESDEC to conduct the search.

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to select NESDEC as the search firm for the superintendent search. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair (by remote)	X	
Barb Fletcher, Vice Chair	X	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

The Committee will try to have an organizational meeting with NESDEC the following week. Barb distributed the application for the Screening Committee from the prior search and described what is involved in forming focus groups. Barb described the role of the focus groups and the questions that will be discussed during the meetings, as the overall goal is to collect as much information as possible. She identified the groups that could make up the focus groups, including administrators, teachers, municipal and school staff, parents and non-parents. The formation of the screening committee process was also discussed.

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

(a) Discussion and Possible Vote to Approve Pinck & Co. Invoice for Payment related to the Claypit Hill Windows Repair Project/MSBA Accelerated Repair Program:

Jeanne noted that this recent invoice from Pinck & Co. was reviewed by the Permanent Municipal Building Committee and they recommend that the invoice is approved by the School Committee.

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the Pinck & Co. invoice for \$6,473.50 that was for the Claypit Hill windows and doors project. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair (by remote)	X	
Barb Fletcher, Vice Chair	X	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

(b) Discussion and Possible Vote to Approve and Authorize the Chair and Superintendent to Sign the Following Documents related to the Claypit Hill Windows Repair Project/MSBA Accelerated Repair Program: Change Order by Lockheed Window Corp (Chair signature):

Jeanne commented that the change orders for the Claypit Hill windows and door project totals \$32,000 of which \$30,000 was the purchase of extra paint. The Permanent Municipal Building Committee reviewed the change order and recommends approval by the School Committee.

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Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the Change Order for the Claypit Hill windows and doors project and authorize Ellen to sign on behalf 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 (by remote)	X	
Barb Fletcher, Vice Chair	X	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

*Total Project Budget Project Funding Agreement after Bid Adjustments:*

Jeanne explained that this document was previously approved by the School Committee, but the wrong form was attached. The new form has been provided and must be signed by the Chair and the Superintendent again.

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to authorize Ellen on behalf of the School Committee and Paul as Superintendent to sign the corrected Total Project Budget Project Funding Agreement after bid adjustments for the Claypit Hill windows and doors project. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair (by remote)	X	
Barb Fletcher, Vice Chair	X	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

*MSBA Request for Reimbursement:*

Ben Keefe provided the School Committee with this request, which is the second reimbursement for this project. Jeanne noted that the reimbursement rate is correct and non-eligible items have been removed.

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the MSBA reimbursement request and authorize Ellen to sign on behalf of the School Committee subject to Jeanne's discussion with Ben Keefe to confirm the amounts. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair (by remote)	X	
Barb Fletcher, Vice Chair	X	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

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

The Committee discussed if the School Start Time meetings should be posted as a School Committee meeting. Since a quorum will be present, the meetings will be posted for November 9<sup>th</sup> and 29<sup>th</sup>.

6. **Adjournment:**

Upon a motion duly made by Kim Reichelt, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to adjourn at 10:45 a.m. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair (by remote)	X	
Barb Fletcher, Vice Chair	X	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

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Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

**Corresponding Documentation:**

1. Agenda & Backup Information
2. Documents related to the Claypit Hill Windows & Doors Project
  - Pinck & Co. Invoice
  - Lockheed Window Corp. Change Order
  - Total Project Budget Project Funding Agreement after Bid Adjustments
  - MSBA Request for Reimbursement
3. Documents related to the Superintendent's Search
  - Information regarding Focus Groups
  - Search Committee Application