The meeting was called to order at 11:35 AM. Those present included Chair Melissa Martin, Vice Chair Linda Chow, Secretary Matt Kelley, and members Sharon Gray and Jim Roberti.

**CONSENT AGENDA**

Ms. Martin separated approval of the June 18, 2019 open session minutes from the consent agenda. The Committee reviewed the approval lead time for various types of field trips, as described in Policy IJOA – Field Trips, noting that the two trips presented for approval were past the required lead time for out-of-state field trips. Upon a motion by Ms. Gray, seconded by Mr. Kelley, the Committee *unanimously VOTED* suspend the time period required for approvals of out-of-state field trips outlined in policy IJOA for the duration of the current meeting. Upon a motion by Mr. Kelley, seconded by Mr. Roberti, the Committee *unanimously VOTED* to approve the consent agenda, as modified. One edit was made to the June 18, 2019 open session minutes to note Mr. Roberti’s absence from that meeting. Upon a motion by Mr. Kelley, seconded by Ms. Gray, the Committee *VOTED 3-0, with two abstentions*, to approve the June 18, 2019 open session minutes, as amended.

**EXECUTIVE SESSION**

At 11:45 AM, Ms. Martin entertained a motion to enter executive session in order to comply with M.G.L. c. 30A § 22 to review minutes from the June 18, 2019 executive session, announcing that the committee would return to open session at the conclusion of the executive session.

**MOVED**: Mr. Kelley; **SECONDED**: Ms. Gray; **ROLL CALL**: Ms. Martin – Yes, Ms. Chow – Yes, Mr. Kelley – Yes, Ms. Gray – Yes, Mr. Roberti – Yes.

**MOTION CARRIED**: Yes – 5, No – 0.

The Committee returned to open session at 11:50 AM.

**SCHOOL COMMITTEE OFFICE HOURS AND PTO VISITS**

Ms. Martin led a discussion related to the scheduling of School Committee office hours and PTO visits for the coming school year. In the past year, monthly office hours had been scheduled for alternating Thursday mornings and Thursday evenings. Ms. Martin pointed out that Thursday evenings likely would conflict with School Building Committee and/or Permanent Building Committee meetings. The Committee agreed to schedule office hours for alternating Wednesday evenings and Thursday mornings.

The Committee also discussed scheduling of visits to meetings of all of the various PTOs, in particular to discuss the FY21 budget process and the Hardy, Hunnewell, and
Upham facilities projects. There was agreement to attempt to schedule visits as early in the school year as possible.

**REPORTS**
Ms. Martin and Ms. Chow reported on an FY21 budget planning meeting they had recently attended with members of the Board of Selectmen, the Advisory Committee, the School Department, and the Department of Public Works. Proposals were discussed for developing a budget process that would provide greater transparency and allow for input from the various Town departments earlier in the process.

Ms. Chow reported that the Playing Fields Task Force is continuing to work on developing options for the location of the potential Sprague Field Lacrosse Practice Wall. Results will be brought back to the Committee for discussion, potentially at the first meeting of the school year.

Ms. Gray reported on the work and meeting schedule of the School Building Committee, particularly questioning what kind of information, and in what format, the Committee was interested in seeing in order to review and ultimately approve the Feasibility Study Report for the Hunnewell project. In order to meet a timeline for a potential December 9, 2019 Special Town Meeting, the Committee would need to approve the report by August 6, 2019, prior to the Permanent Building Committee receiving and acting on the report on August 8. Mr. Roberti was in favor of scheduling a meeting on August 1 to receive a presentation from the project team. Ms. Gray was going to further consider the work plan for the SBC and then make a proposal for the Committee to meet.

Ms. Martin reported on the steam pipes project at the Middle School, reporting that the existing heat exchangers had been removed, which means that the new system must be, and is expected to be, in place by October 15 for the winter heating season.

**WPS ADMINISTRATIVE RETREAT**
The Committee joined the second day of the WPS Administrative Retreat. The session was led by Cris Waldofogel of PBLWorks (formerly the Buck Institute for Education) and covered planning for continued work on project-based learning in the District. The group watched a video, “Where Do Good Ideas Come From?”, by Steven Johnson; reviewed sample project ideas provided by PBLWorks; discussed what work products to look at to best evaluate success or failure of projects; discussed development of school-based calendars of target milestones for the coming year; and participated in a charrette protocol to review ideas for proposed strategies to work on PBL in the coming year.

*Ms. Chow left the meeting at 3:00 PM.*

The group watched a video, “Embrace the Shakes”, by Phil Hansen.

*Mr. Roberti left the meeting at 3:55 PM.*

**ADJOURNMENT**
At 4:00 PM, upon a motion by Mr. Kelley, seconded by Ms. Gray, the Committee unanimously VOTED to adjourn.

Respectfully submitted,

Matt Kelley
Secretary

DOCUMENTS AND EXHIBITS USED
June 6 Open Session minutes
June 18 Open Session minutes
Field Trip Approval Form: Camp Caribou, ME – Wellesley Football
Field Trip Approval Form: Kimball Union Academy, NH – Cross Country