

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – March 11, 2019

A Regular Meeting of the Wayland School Committee was held on Monday, March 11, 2019, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Jeanne Downs, Chair
Nate Buffum (arrived at 8:21 p.m.)
Kim Reichelt
Kathie Steinberg

Absent:

Ellen Grieco, Vice Chair

Also:

Arthur Unobskey
Superintendent

Parry Graham
Assistant Superintendent

Richard Whitehead
Director of Student Services

Susan Bottan
Director of Finance & Operations

Chair Jeanne Downs convened the regular session at 7:02 p.m.; the meeting was recorded by WayCAM.

1. Comments & Written Statements from the Public:

Alexia Obar had several concerns regarding the change in school start times and the impact to the High School schedules. She also asked if there would be written policy in place clarifying the following: morning athletic practices, morning club meetings, and the number of times athletes will be released early and if work can be made up. Ms. Obar also wondered if the Water Warriors program will continue next year given the early release time of elementary students and the later release time for high school students, some of whom are coaches.

2. Educational Matters:

(a) Town Meeting Resolution by Middle School Students:

Introduced by Arthur, one member of the Town Meeting Club at the Middle School, student Joss O’Heron, and Wayland resident/parent, Kait Vanderstraeten, came before the School Committee to discuss the club’s Town Meeting resolution (Article E) for April’s Town Meeting. Part of the process is to inform the community and gain support for what they are advocating, which is a March 2020 multi-generational music festival. A committee would also be formed in an effort to follow through with the resolution. The plan is to have a free or low cost festival on a Friday or Saturday evening, possibly at the WHS Field House.

Two other Town Meeting Club students, Eliana Barenboym and Kyra Spooner were not able to attend this evening’s meeting. They would also present Article E during Town Meeting with Joss O’Heron.

(b) Professional Development Update, Discussion and Possible Vote to Approve Certain Extended Early Release Days for 2019-2020:

Given the upcoming change in school start times in September 2019 and the need for more staff professional development, particularly for elementary teachers, Parry proposed four Wednesdays for which there would be an earlier release time for students. Parry noted the professional learning opportunities currently in place for teachers, such as tuition reimbursement, workshops, conferences, summer work, and outside consultants.

The proposed release times are 11:30 a.m. for elementary students, 12:15 p.m. for Middle School students, and 12:20 p.m. for High School students and would build 2.5 hours of additional time to collaborate for in-depth work towards a multi-year curriculum plan for the next 10-15 years with a possible focus on one thing per grade level per year. This would create a total of ten hours of professional learning time. The four days, however, have yet to be determined, but could occur during the first half of the school year through late January.

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This proposal also presents some challenges in the following areas:

- Parents' adjustment to earlier release time and possible daycare needs
- BASE and staffing
- Learning hour requirements at Wayland High School
- Lunch would not be served

Parry is hopeful that a decision could be made by May; however, there is a lot of data and feedback to consider. A discussion followed, and the School Committee suggested that a pre-announcement be sent out informing parents of this proposal for planning purposes.

(c) Superintendent's Report:

School Visits:

Arthur shared an email that he and other Wayland/Watertown administrators received from a hockey referee who refereed the Wayland/Watertown hockey on February 28. He praised the students and coaches for their actions and behavior during the game. The referee added that it was the best hockey game he had the pleasure to referee in 20+ years.

Arthur announced that the Wayland boys' and girls' diving teams are both state champions. He congratulated the coaches and students.

Finally, Arthur attended the Massachusetts High School Drama Competition at Wayland High School at which WHS students were selected to move on to perform in the play "PRONOUN" in a condensed time frame of 40 minutes.

Happy Hollow Principal Update:

The two finalists selected by the interviewing committee accepted other positions, and the Happy Hollow Principal search has been reposted and reopened. Parry reviewed the timeline of the committee and the finalists' visits to Wayland. The goal is to make a decision before the April break. Arthur added that if the second round is not successful, Arthur will repost for an interim principal.

METCO Director Search Update:

The interviewing committee totaling 19 people was comprised of high school students, Boston and Wayland parents, administrators and staff, and a staff member of METCO, Inc. perused 47 resumes. After several initial interviews, the committee chose 4 finalists to come to Wayland to meet with parents, students, administrators and staff on March 18, 19, 21, and 22. On the evening of March 21, the finalists will meet with Boston parents at ABCD Dorchester. Arthur will have a decision shortly thereafter.

(d) School Start Times Update:

Arthur referred to the updated school start time progress chart on the school website. He is working with the YMCA and Wayland Recreation to help staff the programming for childcare needs. A childcare survey will be sent to Boston resident elementary parents for the purpose of getting a sense of how many will need childcare between the hours of 2:30 and 3:45 p.m. in Wayland. After much effort to find space in Boston, it has been a complicated process thus far.

Arthur addressed the earlier public comment regarding extra-curricular activities. The curriculum and athletic schedule will be finalized sometime in April and after April break, particularly for those games held at distant schools. A presentation will be made to the School Committee on May 6. Arthur does not anticipate a change in the scheduling of current morning clubs. A discussion ensued in terms of drafting policies and or procedures to address the schedules, including those with exceptions. The Policy Subcommittee will research other towns in this regard.

Susan added that registration for transportation is in progress, and the custodial schedules will be in line with the change in start times.

3. **Financial Matters:**

(a) Continued Review and Discussion of All School Budgets, Budget Drivers, Assumptions, Fees and Funding Sources and Requests for Information:

There are no updates on the FY20 operating budget. The fee schedule will be provided for the School Committee

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at its March 25 meeting for a discussion and possible approval by the Committee.

(b) Discussion regarding the Capital Budget:

Jeanne referred to the School Committee's vote at the February 25 meeting to defer the HVAC capital project for a year and swap the Loker roof project for the locker project. She explained the votes taken at that time and her subsequent conversation with the Chair of the Finance Committee regarding the approval of capital projects by the Finance Committee vs. the amount of each. Chief Houghton also confirmed that the locker project could wait a year, given the great condition of the schools.

Kathie updated the School Committee regarding the draft warrant from the Finance Committee listing those capital projects that were started in prior years and have not been completed. This information is reported to the town, but the list is not accurate and includes the Loker kitchen and Loker windows and doors. Susan and Ben Keefe are working together to correct this information in time for the warrant, as there is a concern of having the adequate funding for the approved projects. Susan explained the discrepancies further and the process moving forward.

(c) Discussion and Review of FY19 Fast Facts Document:

The School Committee discussed the possibility of updating the FY19 Fast Facts for FY20 to include additional information regarding SPED students, transportation and costs, as well as the growth data for the EL population. Susan will prepare the FY20 Fast Facts.

(d) OPEB Status Update:

Susan noted that, according to legal counsel, it is not acceptable to transfer OPEB parity funds from the revolving funds into the town's general fund, as the special revenue funds are controlled by the School Committee and cannot be moved at Town Meeting without the School Committee's approval. Therefore, the transfers will be postponed for now. The warrant article will be rewritten, as current revolving funds/fees can only cover the current year expenditures, not prior years. There is the possibility that members of the former OPEB Committee may come before Town Meeting regarding this matter. This issue will be addressed again sometime in the future by the Town Administrator.

(e) Bus Parking Update:

Susan reported that the Town Administrator and the Town Planner have worked out an arrangement with MASS Department of Transportation regarding their location on Boston Post Road in Sudbury for bus parking. At no cost to the School Department for a lease or site development, the buses will park at that site for the next two years once the site is ready. In the meantime, the buses can remain at the current location. To prepare the site for parking and to move the office trailer will total about \$60,000, for which \$25,000 to move the trailer will be funded by the Town and MASS DOT will cover the remaining cost of site preparation. Susan confirmed that the old town landfill is not feasible at any time due to many reasons, and the Town Administrator will work to find a permanent location for the buses.

(f) High School Master Athletic Plan:

- Project Status
- Budget Update
- Warrant Article

Jeanne attended the last PMBC meeting at which the "add alternates" were discussed. Jeanne explained what the "add alternates" mean in terms of the bidding process and the management of the project budget. She further described the bids, including the "add alternates" which are in a specific order and are about 9% of the project: Chapter 30 (visitor bleachers, tennis court lights, and the reinforced turf access to the softball field) and Chapter 149 (ticket concession stand). A discussion ensued about the bids and the process going forward.

Jeanne and Kathie attended a Finance Committee meeting at which they answered questions from the Finance Committee regarding the project. The Finance Committee did vote 7-0 to support the project. Jeanne added that Boosters will fundraise for the concession stand.

4. **Finance Subcommittee Update:**

(a) Review of Financial Assistance Form:

The Financial Assistance Application Form was revised by Susan this year asking parents to include documentation verifying their yearly income rather than list income on the form. The financial assistance guidelines have changed

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to correspond with the new Federal income guidelines. Because families must submit documents with the form, the application process is still done on paper vs. being done online.

5. **Administrative/Procedural Matters:**

(a) Discussion and Review of Superintendent Evaluation Schedule and Process:

The Superintendent Evaluation Subcommittee met to discuss the Superintendent's evaluation schedule and process. The staff survey with current updates will be done in April. Arthur will provide binder/documentation on April 29. The School Committee will discuss half of the Superintendent's goals on May 6 and the second half on May 20. The remainder of the evaluation in terms of elements and ratings will be done in June. It's possible that an additional day meeting will be added for this purpose and to meet the State's submission deadline of June 30.

(b) Review and Discussion of any Outstanding Document and/or Minutes Request:

There have been no outstanding document and/or minutes requests since the last meeting.

(c) Review and Discussion of any Outstanding Open Meeting Law Matters:

- OML Complaint of February 26, 2019

Jeanne noted that the reason for the most recent Open Meeting Law Complaint on February 26, 2019 was non-specificity on the School Committee agendas related to a January public records request. She discussed this with the Attorney General's office, and it was recommended by the attorney that if a specific request was being discussed, the date should be noted on the agenda.

The School Committee reviewed the draft response to the Attorney General for the Open Meeting Law Complaint. Changes were recommended to the response. The Committee also discussed the purpose of the agenda topics under administrative/procedural matters in terms of general updates of requests vs. specific dates of requests.

(d) Discussion of School Committee Communications and Information for The Buzz:

Arthur will appear on The Buzz Wednesday evening to discuss the "State of the Schools." Kim will also prepare a school report for the following evening that will include an update on school bus parking, the Middle School students' Town Meeting Resolution, and the status of information on the Superintendent's contract.

6. **Policy Subcommittee Update:**

(a) Review of the Following Policies:

- CB – School Superintendent
- CBD – Superintendent's Contract
- CBI – Evaluation of the Superintendent
- CE – Administrative Councils, Cabinets and Committees
- CH – Policy Implementation
- CHA – Development of Procedures
- CHC – Procedures Dissemination
- DB – Annual Budget

The School Committee reviewed the recommended changes to the policies.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to put the listed policies out for public comment.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated March 11, 2019, in the amount of \$400,955.24
- Wayland Public Schools Payroll Warrant, dated February 27, 2019, in the amount of \$1,461,218.83

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

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

None.

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9. **Adjournment:**

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to adjourn at 9:05 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Corresponding Documentation:

1. Agenda & Backup Information
2. Accounts Payable & Payroll Warrants
3. FY2019 Fast Facts
4. 2019-2020 Financial Assistance Application Form
5. Summary Five-Year Capital Improvement Requests for FY20
6. OML Complaint of February 26, 2019
7. Draft Response to the Attorney General re: the 2/26/19 OML Complaint
8. Policies: CB – School Superintendent; CBD – Superintendent's Contract; CBI – Evaluation of the Superintendent; CE – Administrative Councils, Cabinets and Committees; CH – Policy Implementation; CHA – Development of Procedures; CHC – Procedures Dissemination; DB – Annual Budget