

**SCHOOL COMMITTEE**  
**Regular Meeting – October 14, 2020**

A Regular Meeting of the Wayland School Committee was held remotely on Wednesday, October 14, 2020, at 5:00 P.M. broadcast by WayCAM in the Wayland Town Building.

*Present and participating remotely were:*

Jeanne Downs, Chair  
Ellen Grieco, Vice Chair  
Kim Reichelt  
Chris Ryan  
Kathie Steinberg

*Also participating remotely:*

Arthur Unobskey  
Superintendent  
  
Parry Graham  
Assistant Superintendent

Richard Whitehead  
Director of Student Services

Susan Bottan  
Director of Finance and Operations

Chair Jeanne Downs convened the open session at 5:08 p.m. WayCAM recorded the meeting and it was livestreamed via ZOOM. The meeting was conducted remotely due to the COVID-19 health pandemic and according to the revised open meeting law that allows remote participation. A roll call was taken:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Jeanne Downs, Chair	X	
Ellen Grieco, Vice Chair	absent	
Kim Reichelt	X	
Chris Ryan	X	
Kathie Steinberg	X	

**1. Superintendent Search:**

*Discussion of Focus Groups, Community Survey, Search Committee and Leadership Profile*

The survey is closed (197 completed surveys). The middle school focus group will be rescheduled to 10/20 at 7:00 p.m. and run by FMS. The student focus group is tentatively scheduled for 10/19 at 7:00 p.m., the Community/town volunteers is 10/22 at 7:00 p.m. Kathie will help Jeanne run the sessions. FMS will be in touch with Louise to speak to about the search.

Search Committee: PTO putting will be selecting parents for the committee; WTA was contacted to select teachers for the committee. Several applications from parents and some from community have been received. Deadline for applications is Friday. The search committee starts first week of November.

FMS has received 7 completed application packets for the position – they would prefer 20. The deadline is October 30.

**2. Comments and Written Statements from the Public:**

Jeanne read a comment from David Howe, 35 Peck Avenue to School Committee and Board of Health. He would like reconsideration of moving into hybrid mode on October 19, given the current COVID-19 high risk status of the city of Boston.

3. **Consent Agenda: (taken out of order)**

*Approval of Minutes: September 2, 2020 (revised), September 9, 2020 (revised), September 16, 2020 (notes), and October 8, 2020 (passed over):*

Upon a motion duly made by Kathie Steinberg seconded by Kim Reichelt, the Committee voted unanimously (4-0) to approve the consent agenda except for the minutes of 10/8/20, which were passed over. A roll call vote was taken:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Jeanne Downs, Chair	X	
Ellen Grieco, Vice Chair	absent	
Kim Reichelt	X	
Chris Ryan	X	
Kathie Steinberg	X	

4. **Review and Discussion of and Possible Vote to Send Draft Response to Attorney General regarding George Harris’s OML Complaint dated October 1, 2020: (taken out of order)**

Jeanne reviewed the revised response to the OML complaint. A discussion ensued about the OML and the unprecedented number of meetings and limited resources the Committee has. After today’s meeting, the Committee will be caught up with the minutes.

Upon a motion duly made by Kim Reichelt seconded by Chris Ryan, the Committee voted (3-1) to authorize Jeanne to send the response to the OML as amended. A roll call vote was taken:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Jeanne Downs, Chair	X	
Ellen Grieco, Vice Chair	absent	
Kim Reichelt	X	
Chris Ryan	X	
Kathie Steinberg		X

5. **Superintendent Update:**

*Continued Planning for Implementation of Staged Hybrid:*

Arthur thanked Susan, Parry, and Richard for their help in getting ready for hybrid model. He also thanked the school administrators, particularly the principals and assistant principals.

Arthur noted that emote education is going well. Several methods are being used to mitigate risk and create a healthy environment. Student attestation forms (Healthwatch is vendor) need to be completed before students enter buildings. Families will receive this tomorrow. Families will be called if form is not completed and administrators will be at each building each morning the first week to be sure. Parents will receive a receipt once form is completed. There could be gray areas – could have symptoms similar to COVID, but it is not COVID; someone could have been in contact who has COVID. The process will take time. Working through giving the classroom teacher a notification if there is an issue with a student. SC members can be at their liaison schools along with the administrators the first week. Arthur described the process if someone answers yes on one or more questions.

Arthur reviewed the document summarizing all health and safety implementations: cleaning, masking, outlining processes when ventilation issues arise and urgent cleaning issues. There is a rapid response team (Arthur, Louise, Ben, Susan) to address ventilation issues, including cleaning and sanitation in buildings. The classroom teacher will contact principal, principal texts Susan, and there will be discussion of the issue and then the rapid response team will be notified. The COVID Learning and Safety Team will assist Susan in this regard. Every call, every text and every issue will be tracked.

Other documents will address issues if a staff member and/or student is ill during the day. They will go to the health waiting room. A staff member calls the nurse, coverage will be accessed, and the staff member goes home. Arthur described the communication process to families and staff if there is a positive case and what the situation is in terms of close contacts to the person infected. The cohort at middle school and high school and the classroom at elementary schools will be identified and communicated, but not the person. Kim noted she had received emails from parents in terms of notifying them if someone in their child's class has the virus. A discussion ensued in terms of how to move forward. Arthur will report back.

**6. COVID-19 Response:**

*Discussion of Reopening/Closing Criteria, Decision Making and Possible Scenarios:*

The Board of Health went through the criteria and recommends starting hybrid mode on October 19. They will discuss communication re: COVID cases at tomorrow's meeting. The Committee reviewed the decision criteria for reopening and closing schools. Arthur noted there are three types of closures – 1) a closure that might involve a situation in just one classroom (could go remote); 2) building may need to be closed if a student tests positive and the town and school are notified just before the day starts so the day would be remote. The School Committee chair, BOH chair, Health Department Director and school nurse would have input; 3) longer term decisions where multiple students or teachers who confirm positive and it will be difficult to manage building. The School Committee and Board of Health would have input. Timing could be a factor in terms of a decision to close one or more buildings or classrooms. A discussion ensued about how hybrid has been in other districts and how systems in place are working in other districts. Early morning notification will be the same system as a snow day.

*Update on Staff and Student Health Attestation:*

Discussed earlier.

*Special Education Update:*

Richard reported that the Special Education department is getting ready to move into hybrid mode; had a good start and those students in buildings have done very well. Students have handled protocols very well. There are no significant issues around health and hygiene. There are no major issues with TCW kids.

*Ongoing Review Groups: Remote and Hybrid Curriculum Progress Committee and COVID Learning and Safety Committee:*

RLCPC: The second meeting took place last week. The group will identify certain student groups and the types of data they want to collect. They will have a timeline in terms of regular reports and recommendations to Admin Council and School Committee.

COVID Learning and Safety Committee: The group will schedule a meeting next Monday afternoon if possible.

*Feedback Mechanisms:*

This item was discussed earlier.

*Update on WRAP:*

WRAP is staffed according to family commitments and asking them to stay with the commitment. If there is room, a change can be made. The high school is not a separate program and instruction is being folded into the classrooms. *Elementary WRAP:* Parry sat in on a first grade class with Kathy Germaine and described the students' participation in the class. A discussion ensued about how many families want to switch to WRAP. It is an issue to switch back and forth to WRAP.

Commissioner guidance is that there needs to be a remote program and students should be able to switch into it, but there could be a waiting period. A discussion ensued about how quarantined students attend class remotely.

*Bus Schedules:*

There were many last minute changes to bus schedules this week. Susan met with First Student, routes are now being completed, website is being completed, bus passes are being prepared, a letter to families who registered for K-6 students and live more than 2 miles is being drafted; reimbursements are being organized for families who will not be able to receive bus service. Notices will go out in newsletters about refunds; seat assignments are being prepared. Some morning drop-offs are staggered. There is no expansion in the crossing guard staff.

*Review of Upcoming Communications and Listening Sessions:*

The attestation email will be sent Thursday. Calls are being made in terms of the importance of filling out the form. Also, there will be a communication about health and safety and COVID protocols.

*Updates: Ventilation, Testing, Health and Safety:*

*Ventilation:* waiting for the final report from Town and engineer possibly tomorrow.

*Testing:* no update but discussions ongoing – Kim and Eillen will be meeting with a working group tomorrow. A list of testing centers will be released to families.

Susan noted that they will monitor things every day and might need to shift and refine some practices in order for everything to run more smoothly. Chris asked about the 3 days of the week that students are home – how do we assess what is being done on those days? Arthur responded with the need to encourage outreach to students and parents and looking at data carefully in a timely manner. Staff will need to collaborate in this regard. Teachers have been creative in the remote model, but some students need more, particularly the younger kids.

*Ellen arrived at 6:42 p.m.*

Shifting to hybrid could be very challenging for some teachers.

*Next Steps:*

Discussed earlier.

**7. Financial Matters:**

*Discussion and Review of COVID Related Finances:*

Susan presented a summary spreadsheet. There are new unanticipated and unbudgeted expenses and a new source of funding. The substitutes budget was increased by \$58,000. Teachers have more personal days available to them, which is when subs are needed. There might not be illnesses, but if they have symptoms they may have to quarantine. Funding may be needed if there are new sections as a result of students moving back into buildings from WRAP. The heating systems will run through the night before dampers are open to get more fresh air into the buildings, which will increase utility costs. Increased expenses will be offset by a decrease in student bus riderships, which will yield savings in transportation. We are currently holding steady within the appropriated budget.

*FY22 Operating Budget and Capital Plan Guidelines and Timeline:*

Susan reached out to Brian Keveny who provided the budget development schedule for capital projects although it hasn't been revised yet. Susan has no new information. The revised budget timeline will be working through a very fast process. Susan prepared a draft budget schedule for the Finance Subcommittee. She noted that the governor released his revised budget which level funds Wayland's budget of \$5.3M Chapter 70 funds.

*Discussion of October 1, 2020 Enrollment Report:*

This item will be discussed at the next meeting.

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

Chris raised the topic of communication streamlining – having an ability for people to submit questions to a public live document. The Committee would then respond to questions and publish them so the community can see them. A discussion ensued. Chris will draft a proposal relative to the idea.

**9. Executive Session:**

Upon a motion duly made by Jeanne Downs and seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to enter Executive Session at 7:05 p.m. for the purposes of (a) discussing strategy with respect to collective bargaining with the custodial union (MA Laborers' District Council/Local 1116), 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; (b) discussing strategy with respect to collective bargaining grievance filed by Wayland Teachers Association, 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 (c) approving the following executive session minutes, as permitted by M.G.L. c.30A, §22: August 26, 2020, September 2, 2020, September 8, 2020, September 9, 2020, and September 16, 2020.

The School Committee will be joined by Arthur Unobskey, Superintendent, and Diane Marobella, recording secretary.

The School Committee will adjourn in Executive Session and will not reconvene in open session. A roll call was taken as follows:

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

**10. Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to exit executive session at 7:30 p.m. 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	
Kim Reichelt	X	
Chris Ryan	X	
Kathie Steinberg	X	

Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

*Corresponding Documentation:*

1. Agenda
2. Public Comments
3. Decision Criteria for Opening/Closing Schools
4. Draft of OML Response
5. Revised FY21 Budget Summary and Status – Draft
6. Minutes of September 2, 2020, September 9, 2020, September 16, 2020