

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – December 4, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, December 4, 2017, at 7:00 P.M. in the Senior Center of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Jeanne Downs, Vice Chair
Nate Buffum
Kim Reichelt
Kathie Steinberg

Also:

Arthur Unobskey
Superintendent

Brad Crozier
Assistant Superintendent

Susan Bottan
School Business Administrator

Marlene Dodyk
Director of Student Services

The Chair convened the regular session at 7:02 p.m.; the meeting is being recorded by WayCAM.

1. **Executive Session I:**

Discussion with Counsel regarding Strategy in the Pending Lawsuit Titled *Stephen Cass v. Town of Wayland, et al.*, USDC D. Mass., CA No. 1:17-CV-11441, Pursuant to M.G.L. C.30A, §21(3):

Ellen informed the audience that the first Executive Session was cancelled because the attorney was ill.

2. **Special Matters:**

(a) Budget Forum with Q & A Session:

Arthur presented "Building the FY19 Budget." Arthur commented that the UNITED goals are the framework that builds the budget. The budget is primarily focused on providing level services and building the priorities as a secondary focus, all the while keeping in mind the FinCom guideline of less than a 3.5% budget increase over the FY18 operating budget.

Using Data Wisely – MUNIS will help to accurately predict future staffing costs, and the new SIS system will be used to generate reports and provide data for teachers, students and parents.

Nurturing Early Childhood Development – A portion of the new elementary counselor will be used for pre-school students.

Infusing Technology and Design – Continue the CONNECT Program at WHS, the FUSE program at WMS and WHS and to provide AV replacement throughout the district, which is no longer in the 5 year capital budget plan.

Training Global Citizens – Continue the work of the Diversity Committee at WHS, the Global Citizens Program at WMS, and the service projects and community meetings at the elementary schools. Greening stipends may be funded at the elementary schools.

Elevating Achievement – Add some staffing to the WHS Academic Center, provide an in-building substitute teacher at the MS, and continue the writing center at the MS.

Deepening Wellness – Continue with the Open Circle program, the Responsive Classroom, and programming for social and emotional learning.

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Arthur explained the budget adjustments and savings that have been achieved by recalibrating non-personnel expense allocation at Loker School, recalculating special revenue fund indirect allocations, reducing transportation costs with the use of the WHS vans and the result of special education students staying in-district, as well as savings through resource allocation for special education staffing, ELL staffing and Global Citizens budgeting.

The FY19 level service budget drivers are a big piece of the budget and include:

- Contractual obligations (steps, lanes, longevity stipends, retirements wage adjustment)
- Increased Enrollment (regular and special education) will require the following:
 - A teacher assistant for 1st grade at Happy Hollow
 - A 7th grade teacher at Middle School
 - An adjustment counselor at Claypit Hill
 - Specialists for PE and Music at Happy Hollow and Loker
 - Special Education teaching assistant
 - ELL staffing, 1.2 FTE

Finally, Arthur noted that the town and schools will hire a wastewater treatment superintendent jointly as part of the facilities budget.

Q & A Session:

Arthur was asked to clarify the monetary increase that is driven by enrollment.

Win Calder and Deborah Niles of the Green Team asked the School Committee to introduce environmental education in the schools and to include the funds to do so. Mr. Calder noted that the teachers do get some financial support from the school PTO's and the principals' discretionary funds, but it not enough to implement a stipend position for an environmental steward at each school. The faculty is very willing to take on this role to work in the areas of recycling and energy conservation, as it is important to empower children with an understanding of how important the earth is and how this education can be used to everyone's advantage.

Rebecca Lloyd is a PTO volunteer and the environmentalist volunteer at Claypit Hill School. Although she is thrilled to be managing and operating the garden, it is a lot of work for one person. She described the wonderful experiences of the students in this regard.

Tom Sciacca supports the efforts of the Green Team, as he believes the problems associated with climate change need to be solved. He referred to an article in the Times about climate change, the carbon present in the atmosphere, and the ways in which carbon can be moved to the soil. Tom also supports a pre-school counselor because, as he has said many times, the early foundation for children is very important. He urged the School Committee to set a limit with priorities in the budget because 3.5% is about 1.5% more than the rate of inflation and the schools have become a larger part of everyone's budget over the years.

(b) Discussion of School Start Times:

Arthur read a statement to the School Committee and audience noting that he is recommending that his October 30, 2017 recommendation for school start times be put on hold and to keep start times as they are for the fall of 2018. Arthur explained why he is taking this action at this time and his plan to move toward a new proposal to be implemented in the fall of 2019, with possible School Committee approval in late spring of 2018 or fall of 2018. Arthur asked the School Committee for its guidance in developing a new proposal.

Ellen thanked Arthur for his flexibility in considering other options.

As a member of the School Committee and a strong advocate for a change in school start times, Kim presented the three options before the Committee, the compelling research, and the concerns raised by teachers and parents. Kim commented that the first commitment is to provide a healthy and productive environment for the students and if the first recommendation does not move forward, she advocates for an 8:30 start time for secondary students.

A discussion ensued and the School Committee agreed that the science and research is convincing enough that a change should be made. Members made suggestions for the process to move forward, including that they take a leadership role during this process.

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- Speak to other School Committees and Boosters organizations in other towns
- Consider more creative scheduling for the school calendar and professional development
- Consider a district-wide start time for students K-12
- Study transportation more closely

The School Committee will draft a set of guidelines for the newly reconstituted task force that Arthur will form.

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

Maureen Devlin agrees that the science and research is convincing, but she is pleased that the October 30th recommendation is on hold in order to come up with a solution that will benefit elementary students as well as secondary students. Maureen thanked everyone for working toward a solution and Kim Reichelt for spearheading this issue.

Jenny Silberman asked that the next recommendation get as close to 8:30 a.m. for secondary students as possible. However, in her opinion, there will be substantial pushback from the athletic department. She also agrees that there is a cultural shift.

As a member of the task force, Sejal Sirinivasan commented that according to research, an 8:30 start time or close to it is better for secondary students, and their natural wakeup time is closer to 8:00 a.m. She noted that it is unfortunate that there is not much research for elementary students; however, parent surveys are helpful in this regard. Sejal realizes the complexity of this issue, mostly because money is necessary to find a solution, particularly for transportation. She encouraged the School Committee to seek a permanent solution, and commented that it is important to clarify the purpose of the task force, as that will determine who will serve on the task force.

Jeanne asked about the new configuration of the task force and if it was necessary to identify very specific tasks. Arthur responded in terms of his plan to organize a task force moving forward. A discussion ensued in this regard.

Kori Rogers, teacher and WTA President, asked that the task force communicate to the community and teachers on a regular basis in order to allow for a two-way interaction during the vetting process. She offered the WTA's support and help during this process.

Ellen commented that she believes that athletics is an important and valuable part of education and needs to be considered appropriately during this process.

4. **Financial Matters:**

(a) High School Master Athletic Plan Update:

- Communication with Town Boards/Committees
- Resolution of Outstanding Order of Conditions
- CPA Funds Application
- Update on Owner's Project Manager Process
- Next steps

Jeanne commented that the Finance Subcommittee agreed that the work going forward for the High School Master Athletic Plan should be discussed and coordinated only by the School Committee. Jeanne will remain as the School Committee member to communicate with other town boards and committees.

Jeanne distributed a draft memo from the School Committee to the Board of Public Works regarding the outstanding order of conditions on the existing turf field. Some changes were made to the memo. Ellen is working with Weston & Sampson and Ben Keefe and commented that the DEP has asked Weston & Sampson for a written communication regarding those items that need to be addressed before moving forward, including the as-built plans. A discussion ensued in this regard, including the process that was followed ten years ago when the original turf field was built. Jeanne will send the memo to the Board of Public Works. Ellen and Kathie will attend the Conservation Commission meeting on December 7th.

Kathie noted the process followed in order to receive a new order of conditions for a new turf field. The School Committee reviewed the CPA Funds application cover sheet and narrative. The application for the design funds is due by December 15th.

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Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to authorize the Chair to sign the project application cover sheet for the Community Preservation Act for the High School Master Athletic Plan.

Jeanne updated the School Committee on the owner's project manager process. One candidate has been chosen from the four that were evaluated. Authorized by Nan Balmer, Ben Keefe will offer the position and negotiate with the candidate. Susan explained the process in signing the standard contract, including submitting the contract to four Selectmen for review before proceeding. A discussion ensued regarding the School Committee's role, if any, during the OPM hiring process and moving forward once the OPM has been hired.

Next steps will include two public meetings to discuss the design process and the types of turf available for the new field. Two articles will be drafted for spring town meeting and are due in January.

(b) Discussion of Budget Calendar, Budget Presentations, Finance Committee Guideline and Communication with Finance Committee, including Proposed Presentation for December 11, 2017 Joint Meeting:

The School Committee will meet with the Finance Committee, but the time will be confirmed. The School Committee reviewed the presentation to the FinCom that will include, but will not be limited to, employment contracts and contractual obligations, staffing, enrollment, EL proficiency levels and guidelines, staffing impact guided by enrollment and why it fluctuates, savings incurred by keeping Special Education students in-district, resource redeployment and reallocation and peer comparative data for taxation. Marlene provided additional information related to Special Education services.

A discussion ensued regarding the risks taken last year in the budget that will not be recommended this year because state funding has decreased and the Circuit Breaker has been reduced.

It was confirmed that the elementary school budget presentation will be January 9, 2018 in the evening.

(c) Finance Subcommittee Update:

- High School Master Plan
- Loker Kitchen
- Meeting with Finance Committee
- Budget Book

All of the bullet points were discussed earlier in the meeting with the exception of the Loker School kitchen. Susan informed the School Committee that she and Arthur met with Ben Keefe regarding the timeline of deliverables for the project and will meet again next week.

(d) Discussion and Possible Approval of Invoices for the Loker School MSBA Accelerated Repair Project:

- CBI Consulting
- Colliers International

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the invoices for CBI Consulting in the amounts of \$10,000, \$25,360, and \$12,500 and Colliers International in the amounts of \$4,549 and \$3,455.

5. Educational Matters:

(a) Presentation of Superintendent's Goals:

Arthur commented that the feedback he received from the Superintendent Evaluation Subcommittee has been incorporated into his goals. He provided the School Committee with a brief overview, including his key actions, timelines and benchmarks, of the following goals.

- Student Learning Goal
- Professional Practice
- District Goal A – evaluation of principals
- District Goal B – budget preparation
- District Goal C – provide effective support to kindergarten and first grade teachers regarding the implementation of the district's new phonics program, along with the Assistant Superintendent, ELA Literacy Coordinator, Special Education Director and Principals

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A discussion followed regarding the elements and standards related to the Superintendent's goals.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the Superintendent's goals for FY2018.

(b) Hear Superintendent's Report regarding School Events and Ongoing Initiatives:

- Walk throughs of Loker, WMS and WHS
- Parent, Staff, and Student Surveys
- Civic Engagement

Arthur described his school and classroom visits to Loker School, Wayland Middle School and Wayland High School, including the Latin classes at the secondary level.

Arthur reported that 1700 parent, staff and student surveys have been collected and he will meet with the focus groups within the next few days to review the surveys.

Lastly, Arthur is preparing an article for the Town Crier describing the new standards for civic education.

6. **Administrative/Procedural Matters:**

(a) Discussion of Open Meeting Law Response Process, including Possible Review of Spreadsheet and Discussion of Complaints Filed by George Harris on August 22, 2017, August 31, 2017 and June 7, 2017 (Alleging insufficient detail of executive session minutes), July 18, 2017 (Alleging failure to timely produce minutes), September 19, 2017 (Alleging insufficient detail in agenda), September 28, 2017 (Alleging failure to produce minutes in a timely manner), and November 3, 2017 (Alleging that proper procedure was not followed in responding to a previous OML complaint):

The School Committee discussed the process by which it follows in response to the OML complaints. Kim distributed an updated spreadsheet that tracks all of the OML complaints, requests and responses which is now current and complete based on those complaints that have been filed with the Attorney General. The School Committee discussed and reviewed the chart, including the chronological timetable of some of the OML complaints.

Information related to specific complaints will be discussed in Executive Session.

(b) Review of Outstanding Document and/or Minute Requests:

None.

(c) Discussion regarding School Committee Schedule, including Presentation on New Programs Funded in FY17 Budget:

- Writing Center
- Connect Program
- Foreign Language

These programs will be scheduled for January 2nd and 4th of 2018. Arthur will report on foreign language.

(d) Review of Public Communications from the School Committee including Articles on *eSchool Plus* and on *Social Emotional Support for Elementary Students*, as well as Publication Policies of the *Wayland Town Crier*:

Kim will present an article on "eSchool Plus" for review and discussion on December 18th. Ellen will draft an article on "Social Emotional Support for Elementary Students." Ellen will contact the editor of the Town Crier to ask about the non-publication of an earlier article submitted by Kathie in late October.

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

Before sending an email to staff and parents regarding school start times, the plan to move forward in terms of the formation of another task force, and the work involved toward a recommendation that is different from the October 30th recommendation, Arthur asked the School Committee for guidance and clarification. Ellen will review the original task force charge.

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8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated December 4, 2017, in the amount of \$418,122.59

(b) Approval of Minutes:

- Regular Session of November 14, 2017
- Special Session of November 16, 2017
- Regular Session of November 20, 2017

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to enter Executive Session at 10:33 p.m. to discuss and possibly approve the ratification of the Food Service Memorandum of Agreement and vote to authorize the Chair to sign the Memorandum of Agreement, 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; discuss three residency matters, pursuant to M.G.L. c.30A, §21(a)(7), in order to comply with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the Massachusetts Right to Privacy Law, M.G.L. c.214, §1B; discuss Open Meeting Law Complaints filed by George Harris on July 7, 2017 alleging insufficient detail in Executive Session minutes, July 18, 2017 alleging failure to produce minutes, both in violation of M.G.L. c.30A, §22, and September 19, 2017 alleging insufficient detail in agenda in violation of M.G.L., c.30A, §20, and September 28, 2017 alleging failure to produce minutes in a timely manner in violation of M.G.L. c.30A, §22, and November 3, 2017 alleging that proper procedure was not followed in responding to a previous Open Meeting Law complaint in violation of M.G.L. c.30A, §23(b); and approval of the following Executive Session minutes, as permitted by M.G.L. c.30A, §22: November 20, 2017. A roll call vote was taken as follows:

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

The School Committee will be joined by Arthur Unobskey, 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.

10. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to adjourn at 11:01 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Maureen Devlin, Happy Hollow
Kori Rogers, WTA
Deborah Niles, Happy Hollow
Wynn Calder

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Kristy Hartono, Parent/ELL District-wide Coordinator K-12
Jenny Silberman, Wayland
Tom Sciacca, WVN

Corresponding Documentation:

1. Agenda & Backup Information
2. Superintendent's Statement re: School Start Times
3. Additional Research re: School Start Times
4. Superintendent's FY18 Proposed Goals
5. Draft Memo to the Board of Public Works
6. Wayland Community Preservation Act Project Application
7. Draft Finance Committee Presentation
8. OML Complaint Status Worksheet
9. Draft Article re: New Student Information System
10. Accounts Payables Warrant
11. Memo re: Loker School Invoices from CBI Consulting and Colliers International
12. Regular Session Minutes of November 14, 2017
13. Special Session Minutes of November 16, 2017
14. Regular Session Minutes of November 20, 2017
15. Executive Session Motion