

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – May 7, 2018

A Regular Meeting of the Wayland School Committee was held on Monday, May 7, 2018, at 7:00 P.M. in the School Committee Room 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

Marlene Dodyk
Director of Student Services

Susan Bottan
School Business Administrator

Chair Ellen Grieco convened the regular session at 7:03 p.m.; the meeting is being recorded by WayCAM.

1. **Special Matters:**

(a) Joint Meeting with Wayland High School Student Representatives:

The School Committee met with Jeff Prince, Vice President of the Class of 2018, and Jaelyn Wang, President of Student Council. Both are seniors and will be attending college in the fall. Each student spoke about their student government experiences and their personal student experiences at Wayland High School.

Some of the positive personal experiences include good communication and collaboration with teachers, great support in guidance and the availability of help, the collaboration with peer students, and receiving an education in a smaller high school. Some of the not so positive personal student experiences include the college decision process as it can be difficult to navigate, being in a high achieving environment, and lack of sleep. Jeff and Jaelyn felt that it is important to balance everything out and to make time for non-school work activities.

In terms of their student government experiences, they both enjoy their roles but agree that there is some work to be done in several areas. According to Jaelyn, the role of Student Council has not been made clear, as it has become more about event planning. He would like to see Student Council take on more of a leadership role and become involved and provide input to the school administrators in both the positive and negative events that occur in school. For instance, there was no student involvement in the organization of the student walkout in March.

In his capacity as Vice President of the Class of 2018 since the end of his freshman year, Jeff would like to see the payment process for planned events become more streamlined and that should include a meeting at the beginning of the school year for students regarding the payment and fundraising process as a way to improve communication in this regard. He also suggested regular meetings with the administration and planning more organized advisories as a way to get more input from students as well as their point of view and perspective regarding specific class issues.

A discussion ensued between the students and the School Committee. Both Jeff and Jaelyn believe that the elimination of the Weighted GPA will not make much of a difference in the college application process. They also expressed that all WHS students are accepting of each other, no matter what. Nate recommended that those students who participate in student government become involved in civic engagement, particularly at Town Meeting. Both students described which groups and/or people influence their decisions and both agreed that their peers play a big role; however, pressures can come from oneself as well. In response to a question, Jeff and Jaelyn had some advice for elementary students as they prepare for middle school and then high school, such as engage and try and ask questions.

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- (b) Discussion regarding Superintendent's Annual Performance Evaluation, with a Focus on Priority Standards 3 and 4 and Goals 3 and 4 (Efficiency and Effectiveness of Operations), including Feedback on all Aspects of the Superintendent's Performance:

The School Committee reviewed the scheduled discussions of Arthur's evaluations moving forward.

Ellen distributed a 360 evaluation form to the Committee before she left the meeting for a brief time at 7:58 p.m.

Upon a motion duly made by Kim Reichelt, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to resume Agenda Item 1(b) when Ellen returns to the meeting.

2. Comments & Written Statements from the Public:

There were no comments or written statements from the public.

3. Financial Matters:

- (a) High School Master Athletic Plan:

- Design Update
- Communication with other Town Boards and Committees
- Resolution of Outstanding Order of Conditions
- Update on Owner's Project Manager and Architect Selection Process
- Conservation Commission's Permit Requirements
- Draft Warrants for Annual Town Meeting
- Review of Project Timeline
- Next Steps

Weston & Sampson drafted a tentative schedule of the master athletic plan going forward. The design development will take place between now and June 15. Jeanne listed the items that will be included, such as the possibility of adding more bathrooms and the Loker School and high school neighbor meetings. The construction bid documents phase will be June 18 to August 23 and includes hearings, permitting, appeals, and bid advertising.

Jeanne noted that there will be a public meeting regarding the design development for the high school neighbors sometime in June, possibly held at the High School. The three proposed dates are June 5, 11, and 13; however, the Strings Concert is June 5.

Ellen returned at 8:04 p.m.

The School Committee discussed reaching out to the abutters of the project within a certain mile radius, as well as the Conservation Commission's process and timeline, including those responsible to follow through with ConCom's concerns. Jeanne noted that Ben Keefe will be attending the ConCom meetings.

4. Special Matters (discussion resumed):

- (a) Discussion regarding Superintendent's Annual Performance Evaluation, with a Focus on Priority Standards 3 and 4 and Goals 3 and 4 (Efficiency and Effectiveness of Operations), including Feedback on all Aspects of the Superintendent's Performance:

Related to Goal 3, Arthur described the principals' evaluation process as regulated by DESE, beginning with classroom observations at the beginning of the school year, gathering of data, and final evaluations during the months of April, May and June. The administrators have discussed the evaluations in terms of the impact and the prioritization of the process, which they feel warrants more face to face time with teachers at the end of the school year. The administrators reviewed many options in an attempt to develop a more proficient and efficient evaluation process. A discussion ensued in terms of the district's possibilities in alleviating the pressures of the process, while still fulfilling the state's regulations.

Goal 4 relates to the budget process. Arthur communicated his experience during the FY2019 budget process. Considering this was his first budget process, he praised the collaboration with the central office administrators in their assistance during the process. Arthur expressed his commitment to working with the town in terms of budgeting, forecasting and revenue projections to ensure consistency in the process. Arthur stressed the importance of building a framework for the budget early on to address fiscal responsibility for the teachers and students. Arthur addressed his role in advocating during the budget process for funding to enhance existing

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programs and/or adding new programs, adding that communication from the School Committee was very clear. However, the process was rushed towards the end which made it difficult to continue as planned.

The Superintendent Evaluation Subcommittee, Jeanne and Ellen, discussed using a 360 evaluation review this year as a tool, which was provided by MASC, to evaluate Arthur. Ellen described the process using this review form, which the subcommittee will revise to reflect Wayland. There will be anonymity for those who provide input. The public nature of the comments was discussed. The administrators, central office staff, one elementary teacher per grade, and some classroom staff from the middle and high schools may be asked to participate. A discussion ensued in terms how to proceed with this new evaluation process. Kathie suggested that since this is new to the School Committee that the responses are limited to a smaller group, such as from the administrators and central office staff. The School Committee agreed that the Superintendent Evaluation Subcommittee should proceed in organizing the 360 evaluation review.

5. **Financial Matters (discussion resumed):**

(a) Finance Subcommittee Update:

- School Bus Parking
- Audit Reports, including Possible Vote to Add New Form to Student Activity Account Guidelines
- FY2020 Budget Planning
- Q3 Financial Report

Susan updated the School Committee regarding school bus parking beginning July 2019. The Mass DOT land in Sudbury is being considered and Mass DOT has discussed providing conceptual drawings for the potential parking site with some town officials. Although the land preparation costs have not been determined, they will be part of the 2020 budget, and the annual lease will be entered into and paid by the town. Susan noted that the School Committee is unable to enter into a lease. Susan confirmed that HDR Holdings is aware of the school department's decision not to contract with them for bus parking and has accepted this decision.

The old landfill property is also being considered as a manicured and landscaped entry space into Wayland, and other uses for this property are currently being discussed. Parking school buses on this land might not fit into the latest plan. The DPW and the Planning Department will work together on future uses of this land.

Susan informed the School Committee about the results of the Student Activities Account Audit, the Federal Grants Audit, and the EOY Audit. There was one finding in the EOY Audit in terms of Pegasus and The Children's Way reporting and one finding in the Student Activities Account Audit; Susan explained and added that the district is getting better each year in this regard.

Jeanne reported on a recent FY2020 budget planning meeting that was attended by some members of the Board of Selectmen, the Finance Committee, some School Committee members, Arthur, Susan Bottan, Nan Balmer, and Brian Keveny. They discussed the budget process going forward and how it can be improved.

The Q3 Financial Report was passed over and will be on the next agenda.

6. **Educational Matters:**

(a) Hear Superintendent's Report:

- School Visits
- Update regarding the Assistant Superintendent Search

Arthur described his visit to an 8th Grade English class, including the reading topics and the student collaboration.

Ten semi-finalists have been chosen to interview for the Assistant Superintendent position on May 15 and 16 with the search committee. The committee will recommend four finalists to Arthur.

7. **Administrative/Procedural Matters:**

(a) Discussion regarding Role of Subcommittees in Relation to School Committee, including Role of Finance Subcommittee:

Ellen expressed her concern that if School Committee members don't attend subcommittee meetings, particularly the Finance Subcommittee meetings, members may not be fully informed about the topics discussed. Jeanne

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described why the Finance Subcommittee was formed four years ago, including its mission and goals. The School Committee discussed the Finance Subcommittee's mission going forward. Jeanne distributed the goals of the Finance Subcommittee. Those members not on the Finance Subcommittee appreciate its work and the process as it exists now. This discussion will continue at future meetings.

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

There are no document and/or minutes requests at this time.

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

Ellen informed the School Committee that she and Lea Anderson were invited to appear on The Buzz with George Harris to discuss outstanding Open Meeting Law complaints. She shared her potential response to Ken Isaacson with the School Committee. The School Committee suggested that the following school topics should be discussed on The BUZZ: school bus parking, language immersion, social and emotional health and wellbeing, the arts in Wayland, successful audit reports, and the proposed playing fields.

(d) Continued Discussion regarding Appointment of a Liaison to The Buzz:

Kim will be the communications liaison to The BUZZ.

(e) Continued Discussion regarding Reach Out from Wayland Town Crier:

This agenda topic was incorporated into the following discussion.

(f) Review of Public Communications from the School Committee: Article on Guidance Services for Elementary Students:

Nate distributed his article to the School Committee for its review and commented that he contacted the elementary principals regarding social and emotional learning. The article is titled, "Addressing the Increased Social and Emotional Needs of our Elementary School Students." Nate will send this article on behalf of the entire School Committee to the Town Crier for publication.

8. **Policy Review:**

(a) Review Policy Updates for Policies Updated by MASC in Sections A and B:

Kim reviewed the changes and updates made by MASC in Sections A and B in terms of how they could be integrated into the School Committee's policies before presenting them to the School Committee for its discussion and review. Some minor changes were made to MASC's updates in the following policies: ACE (Nondiscrimination on the Basis of Disability), ADC (Smoking on School Premises), BBA (School Committee Powers and Duties), BBBA/BBBB (School Committee Member Qualifications/Oath of Office), BDD (School Committee-Superintendent Relationship), BDE (Subcommittees of the School Committee), BDF (Advisory Committees to the School Committee), BEDA (Notification of School Committee Meetings), BEDB (Agenda Format), BEDH (Public Participation at School Committee Meetings), BHE (Use of Electronic Messaging by School Committee Members), BIA (New School Committee Member Orientation), and BIBA (School Committee Conferences, Conventions, and Workshops).

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to put policies in Sections A and B out for public comment.

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

Marlene informed the School Committee about a voluntary program called Mass Heartbeat in which students can have an ECG which screens cardiac health. The cost is \$35.00 to those who want to participate and requires parental consent. The parents and the students' physicians will receive a copy of the report/results. Currently Hopkinton and Natick Public Schools have implemented this program, which was developed by two physicians who are former Hopkinton students. The School Committee asked who owns the ECG and wants to be sure that students' medical information is not being collected by the program.

Arthur commented that ACE Reports will not be presented this year. There will be presentations by the principals regarding the work that is being accomplished in the schools. Administrative Council will discuss its reporting format going forward at its summer retreat.

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10. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated May 7, 2018, in the amount of \$302,523.31
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated May 7, 2018, in the amount of \$26,284.77
- Wayland Public Schools Payroll Warrant, dated May 9, 2018, in the amount of \$1,440,055.73

(b) Approval of WHS Football Training Camp at Camp Caribou in Winslow, Maine

(c) Approval of Minutes:

- April 23, 2018

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

11. **Executive Session:**

Upon a motion made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to enter Executive Session at 10:13 p.m. to possibly review, revise, redact and/or release Executive Session minutes regarding the Committee's March 31, 2017 (#2) and May 8, 2017 (#2) Executive Sessions, as permitted by M.G.L. c.30A, §22(f) and (g); and to approve Executive Session minutes of April 23, 2018, as permitted by M.G.L. c.30A, §22. 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 to possibly vote to release the revised Executive Session minutes of March 31, 2017 (#2) and May 8, 2017 (#2).

12. **Potential Vote to Release Revised Minutes for May 8, 2017 Executive Session #2:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to release the amended March 31, 2017 (#2) Executive Session minutes. No changes were made to the May 8, 2017 minutes.

13. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 10:01 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Carole Plumb, Bald Rock Road
Bill Cossart, Boosters
Tom Sciacca, WVN

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Corresponding Documentation:

1. Agenda and Backup Information
2. Accounts Payables & Payroll Warrants
3. Memo regarding Melanson & Heath Audits Year Ended June 30, 2017
4. Proposed Student Activity Account Form
5. Draft Collins Report regarding Financial Management Structure Review
6. Draft Collins Report regarding Review of Financial Policies and Procedures
7. Draft Evaluation Form for Superintendent of Schools
8. 2017-2018 Goals for Finance Subcommittee
9. Proposed Email Response to The Buzz
10. Section A of the Policy Manual
11. Draft Article for the Town Crier – Addressing the Increased Social and Emotional Needs of Our Elementary School Students
12. WHS Field Trip Request for Camp Caribou, Maine
13. Special Session Minutes of April 3, 2018
14. Special Session Minutes of April 5, 2018
15. Regular Session Minutes of April 23, 2018
16. Executive Session Motion