

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 12, 2018

A Regular Meeting of the Wayland School Committee was held on Wednesday, December 12, 2018, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Jeanne Downs, Chair  
Ellen Grieco, Vice Chair  
Nate Buffum (arrived at 8:01 p.m.)  
Kathie Steinberg

Absent:

Kim Reichelt

Also:

Arthur Unobskey  
Superintendent

Parry Graham

Assistant Superintendent

Richard Whitehead

Director of Student Services

Susan Bottan

Director of Finance & Operations

Also:

Carol Martin, Chair Finance Committee

Steve Correia, Finance Committee

Kelly Lappin, Finance Committee

Klaus Shigley, Finance Committee

George Uveges, Finance Committee

Dave Watkins, Finance Committee

Chair Jeanne Downs convened the regular session at 7:01 p.m.; the meeting was recorded by WayCAM.

1. **Special Matter:**

(a) Presentation of Superintendent's Recommended FY2020 Budget:

Arthur began his presentation by thanking those staff, including Susan Bottan, Parry Graham, and Richard Whitehead, all whom worked collaboratively with him to develop the FY20 recommended budget.

The theme of what represents the district's work this year is "Notice Every Child, in Every Classroom, Every Day" by elevating achievement and deepening wellness skills and insights. To continue this theme and go even deeper in this regard, a Theory of Practice was created to carry this work through the next three years so that Wayland's graduates 'will have the academic skills and emotional resilience to become engaged citizens and lifelong learners.' Arthur elaborated on the purpose of the Theory of Practice, which also relates to the School Committee's goal and mission.

The FY20 recommended budget is \$41,919,750, which is an increase of \$1,395,715 from the FY19 appropriation or a 3.44% increase. When adding the town assumption of wastewater operations, the increase represents a 3.86% increase which is slightly less than the 3.9% agreed upon at the fall summit.

Elevating Achievement will be attained by determining and implementing effective, innovative practices throughout the District and within the context of the School Improvement Plans, and the district will engage in a study of social-emotional programming that will focus on outcomes, pathways, and resources, as explained by Arthur.

Included in the budget process was to address learning priorities and looking at what is working; thus, developing and incorporating Wayland Public Schools Foundation, PTO, and volunteer pilots, which may result in adding FTE's or programming as noted in the presentation. Arthur commented on the School Committee's decision to change the

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school start time in September 2019 to address students' social and emotional wellbeing in terms of how it could affect the FY20 budget.

Other budget drivers include contractual obligations, mandated services, enrollment (staff reductions & increases), and adjustments to the budget, such as the town assumption of wastewater operations. Arthur explained the reasons for staff reductions and increases. Although the proposed FY20 budget meets the needs of the school district, there are some unmet needs which will be evaluated and studied more closely before including them in the budget. These unmet needs include, but are not limited to, an FTE increase for the EL Coordinator, increasing the assistant principal at Claypit Hill to a 1.0 position, first grade teaching assistants, and a district-wide Media Center chairperson.

Arthur concluded that the recommended FY20 budget maintains current effective practices and supports the implementation of the change to school start times, it strengthens and supports the work in SEL and academic growth, and it practices fiscal responsibility.

The Finance Committee members asked questions related to the budget in areas of staffing and hiring, the Spanish Immersion Program, enrollment projections, enrolled students of Wayland staff, METCO students, resources to expand the wellness program, maintenance costs, and movement of funds for the wastewater treatment plant.

With the assistance of Susan Botton, the School Committee and Finance Committee reviewed the Executive Summary that included the following as requested by the Finance Committee: reconciliation between FY19 and FY20 of any incremental increase related to personnel and non-personnel; requests related to enrollment in terms of how it impacts staffing; a breakdown of the 2020 budget by object code; and information related to staffing, including salaries.

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

Carol Plumb was interested in knowing how the change in school start times will affect the budget and if there will be assessments and measurements going forward that will indicate the success or non-success of this change. She also requested that the School Committee keep the public informed of what success may look like.

Tom Greenaway thanked the School Committee for everything they do for the school district. He added that his four children are doing very well as a result.

3. **Educational Matters:**

(a) Hear Superintendent's Report:

- School Visits

Arthur described his experience in a fifth grade class in which they conducted an experiment on solutions, his visit to a third grade class in which there were discussions about various subjects, a first grade class in which they were estimating the length of thread using blocks, as well as a visit to a Kindergarten class. Arthur noted that in all of these classrooms, everyone was engaged and enjoying the work they were doing. Arthur also attended the Happy Hollow/Loker combined strings performance featuring students, and also included the building principals performing on the triangle.

- Discussion regarding Hiring Process for New Happy Hollow Principal

Arthur and Parry informed the School Committee about the inclusive process of hiring the next Happy Hollow principal, including the steps to be taken and the timeline. The position will be posted the first week of January, and at the conclusion of this hiring process, a new principal will be announced in March.

(b) Discussion & Update regarding School Start Times:

Arthur presented a Start Time Planning chart and updated the School Committee regarding his and other administrators' work regarding childcare programming, professional development, the sports schedule, and bussing. He provided detail for this ongoing work, as well as timelines, noting that bus registrations will begin March 1 through April 12 and bus routes will be developed from April to mid-May.

Jeanne noted that the Dover school district is looking into changing school start times.

4. **Financial Matters:**

(a) Presentation of Support Organizations FY18 Year End Report:

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The School Committee reviewed the Support Organizations' FY18 Year End Report as prepared by Susan, which includes all generous donations and contributions to the Wayland Public Schools.

(b) Presentation and Discussion of Support Organizations FY19 Budget:

After reviewing the support organizations' FY19 budget according to School Committee Policy, Susan will report back with their actual expenditures.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to accept the Support Organizations Year End Report and the FY19 budgets.

(c) Discussion of Budget Presentations in January:

The School Committee discussed its budget presentations as follows:

- Council on Aging – January 9 @ 1:30 p.m.
- Happy Hollow School – January 9 @ 7:00 p.m.
- Wayland High School – January 11 @ 7:45 a.m.

A communication was sent regarding the scheduled presentations.

(d) High School Master Athletic Plan:

- Discussion and Possible Vote to Approve Allocating FY19 Operating Funds to Contract with an Independent Cost Estimator for the WHS Stadium Project
- Project Update

Jeanne noted that at the last PMBC meeting, the Owners' Project Manager presented a new budget for the athletic plan that was higher than originally presented. Additionally, the Planning Board has presented its concerns regarding the handicap ramp and elevator, the parking lots for the basketball and tennis courts, the close proximity of the outfield of the softball field to the track, the hard scape, and the storage under the bleachers. If an elevator is added, there will be an additional cost of \$60,000, plus the original cost of \$70,000 for the ramp. It will be the School Committee's decision to make regarding the elevator and the ramp.

The Committee discussed the possibility of conducting a third party cost estimate review for the Loker Field and High School project as recommended by the Town Administrator and Owners' Project Manager. The cost for this would be \$20,000 and would be shared by the Recreation and School Departments. Susan confirmed that the School Committee can provide half the funds for this third party cost estimate review.

Upon a motion duly made by Ellen Grieco, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to hire an independent cost estimator.

A discussion ensued in terms of the cost and benefits of this service.

The School Committee continued its discussion regarding the elevator and ramp and whether to move forward with both, although project costs keep escalating. The Committee agreed to include the elevator.

5. **Administrative/Procedural Matters:**

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

None.

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

Jeanne commented on the most recent Open Meeting Law violation as determined by the Attorney General.

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

Jeanne will be the spokesperson for the School Committee when speaking to the press. Jeanne reminded the Committee to be sure that the proper channels have been followed when approached by a parent regarding a specific school matter, particularly if someone is asking for a Committee member's assistance.

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

None.

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7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated December 12, 2018, in the amount of \$324,084.53

(b) Approval of Declaring Technology Equipment as Surplus

(c) Approval of Declaring Furniture as Surplus

(d) Approval of WHS NAfME All Eastern Festival Trip for Participants

(e) Approval of Minutes:

- Regular Session of December 3, 2018

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the exception of the December 3, 2018 minutes.

8. **Executive Session:**

The executive session was passed over.

9. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to adjourn at 8:52 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

**Observers:**

Carol Plumb  
Tom Greenaway

**Corresponding Documentation:**

1. Agenda
2. Support Organizations' FY18 Year End Report
3. Support Organizations' FY19 Budget
4. Accounts Payables Warrant
5. Regular Session Minutes of December 3, 2018