

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

A Regular Meeting of the Wayland School Committee was held on Wednesday, September 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
Kim Reichelt

Absent:

Kathie Steinberg

Also:

Arthur Unobskey
Superintendent

Parry Graham
Assistant Superintendent

Susan Bottan
Business Administrator

Richard Whitehead
Director of Student Services

Also:

Ben Keefe, Public Buildings Director

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

1. Comments & Written Statements from the Public:

Sejal Srinivasan reported on school start time updates both locally and nationally. California made history, as state legislation was passed that mandates state wide high school and middle schools to begin school no earlier than 8:30 based on the research presented and parents', physicians', and educators' support. This bill may be signed by Governor Brown as early as September 30. The following towns have made a change or are committed to making a change to their start times: Acton/Boxboro, Weston, Burlington, Melrose, Stoneham, Watertown, and Winchester. The towns of Cohasset, Mashpee and Lexington are in the process of reaching a decision soon in terms of a possible commitment in making a change. Finally, Harvard University is requiring all incoming freshmen to complete a 45-minute online course regarding sleep health.

2. Educational Matters:

(a) Hear Superintendent's Report:

Review of Administrative Retreat:

The Administrative Retreat was held on August 21 and 22 at the Framingham State University Alumni House. Arthur described the administrators' goals and activities during the retreat. A consultant worked with the administrators to help them understand what they hope to achieve and gather from their bi-weekly meetings. Arthur briefly explained the results of this exercise in Admin Council's first meeting of the school year. As a district, the primary focus will be on the following two goals.

Deepening Wellness:

Richard spoke about a goal of the district this year – Social Emotional Learning (SEL) using the "Habits of Mind." Social Emotional Learning is becoming more important going forward and will eventually become a part of the accountability measures from DESE. Using the "Habits of Mind", the district would like to find ways to consolidate and develop strategies and practices from pre-school to 12th grade. Consultant and psychologist, Angela DeSilva, worked with the administrators at the retreat in terms of developing an SEL program in Wayland. Richard noted Ms. DeSilva's work from the past few years in this area. There are five Core Competencies, developed by CASEL (Collaborative for Academic Social & Emotional Learning) that were adopted by DESE as the standard. The Core Competencies are self-management, self-awareness, responsible decision making, relationship skills, and social

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awareness. Richard commented that they can be somewhat vague, so the goal is to find a framework that is practical, applicable, and easily understood by faculty, students, and parents. Thus, Richard became interested in the “Habits of Mind” which also connect directly and practically with the CASEL Guide of the Core Competencies.

As written by authors Arthur Costa and Bena Kailick, the “Habits of Mind” are an identified set of 16 problem solving life related skills, necessary to effectively operate in society and promote strategic reasoning, insightfulness, perseverance, creativity and craftsmanship. They can give a student the skills to work through real life situations using awareness, thought, and intentional strategy in an effort to gain a positive outcome.

Richard will develop an SEL Committee for the purpose of determining a path towards coherence in Wayland’s SEL programming, as the goal is for all students to be able to manage and develop the 16 “Habits of Mind,” that include, but are not limited to, persistence, managing impulsivity, thinking flexibly, and taking responsible risks. A two-year rolling program via a grant in the amount of \$20,000 is available for trainings, stipends, and other program related expenses. The deadline to apply for this grant is September 20th.

Elevating Academic Achievement:

Parry spoke about a second district-wide goal of the Superintendent’s and the administrators’ – “notice every child, every day.” The more children are noticed, the more is known about their skills and knowledge, and the better their instructional needs can be met. The book, “The End of Average” and authored by Todd Ross, was read by the administrators in preparation for the retreat goal discussion. Parry explained the context of the book, adding that the book focuses on unlocking an individual’s potential by embracing those qualities that makes him/her different and is known as jagged profiling. In other words, there is no such thing as average.

One of the most important skills for students is the ability to read and to comprehend what is read. However, students read at different levels from Pre-K to 12th grade, but particularly at the elementary level because teachers continue to capture reading data on their students. At a practical level, different tools are used to extract data but are housed in different places and can be challenging in terms of the time involved to develop a profile for each student. The ELA coordinator Karyn Saxon is developing a data analysis tool that extracts information from different places and presents in a more manageable way.

From an individual school level perspective, the principals are looking to identify and institutionalize effective practices within their schools that help to better understand who the students are at each level. As an example, the Middle School has been working on standards-based reporting in Math with the intent of applying this type of reporting to other subjects. Once principals decide on their focus for this year, consultant Ruth Chapman will work with the principals to develop “learning walks” which looks at data and provides answers to pending questions. Parry described how the “learning walks” will be approached and implemented in the schools. Because there are different areas of focus, this approach could play out differently in the schools, but still fits with the over-arching umbrella of “noticing every child, every day.”

A discussion ensued regarding the “Habits of Mind” in terms of the student who only thinks for himself and does not follow the main path. Richard commented that the list is still evolving and there is reason to think beyond the current list. In addition, Jeanne asked how one rationalizes between grades and standard-based reporting in the upper grades. Parry described how the complexities of standards based reporting works in comparison to a numerical grading system, adding that students should know how to make the shift from one to another. Ellen advocated for standards based reporting at the Middle School noting that it is a more rigorous grading system.

Results of Retreat:

- Developed a deeper district capacity for leadership
- District-wide focus on just two goals
- School Improvement Plans will include the other four UNITED goals, and they will be presented on October 29
- A district-wide Social Emotional Learning Committee will be formed
- Will conduct “learning walks”

Start of School:

Arthur shared highlights from each school during the opening of school on September 4th.

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(b) Continued Review of School Start Time Proposals:

Arthur stated that it is important to the principals that the message is conveyed to parents that a change in school start times will become a reality. There are two scenarios being considered that includes a 7:45 a.m. start time for elementary schools and 8:30 a.m. for the high school and middle schools, including AM or PM professional development. Based on certain transportation efficiencies, the elementary start time could change slightly to 7:50 or 7:55 a.m. which could also alter PD times. Also, the high school and middle school could begin at 8:35, depending on possibly shrinking the 10-minute transition from Period 1 to Period 2. Arthur presented and explained the anticipated challenges as well as the possible mitigations to overcome those challenges.

Challenges:

- Professional Development (PD) schedule
- Make elementary start time as late as possible, so bus pick up can be later
- Boston elementary early bus pick up
- Boston families' after school care for younger siblings
- Meeting the staffing needs of increased use of afternoon BASE

Mitigations:

- Add an additional day or days for PD to accommodate the annual hours needed
- Develop transportation efficiencies to allow for a later elementary pick up
- Add a second elementary bus for METCO
- Develop relationship with Boston Boys & Girls clubs to ensure after school spots for Boston students
- Administrators will assist Pat Keefe in recruiting BASE staff

Currently, professional development is scheduled for 90 minutes per week. However, the start time change will reduce PD by 15 minutes for middle and high school teachers. Several options were discussed that could address this challenge, including an earlier dismissal on a few Wednesdays a year.

The principals have asked Arthur, including one School Committee member, to present the start time options to school staff. The schedules were discussed as well as the format (9/17 – Middle School at 3:00 pm; 9/26 – High School at 1:15 pm; October 1, 2, and 3 at elementary schools). The public forums/presentations with parents and staff were scheduled (parents on 10/10 at 10:00 am and 10/17 at 7:00 pm; teachers on 10/15 at 4:00 pm; Boston parents on 11/5). The type of information to include was discussed. After these presentations, the survey will be available for staff and the School Committee vote/decision will take place on November 19th.

Susan reported that Transfinder cannot gather data at this time for Wayland due to a project they have taken on with Houston Public Schools. She is looking into hiring another consultant; however, Transfinder already has Wayland's internal data in its system. Susan will provide internal data for the September 24th meeting, and it is hopeful that Transfinder can provide a more extensive report outlining different scenarios in early November.

It was suggested that the secondary students be informed of this change after a decision is reached and to possibly add the sleep research and the benefits of sleep to the wellness curriculum. Arthur commented that the teachers have requested some sort of tracking of students in terms of whether the start time change made a difference. A discussion ensued.

Jeanne noted that positive feedback was received from parents after receiving the school start time article/communication. Kim commented that there are few elementary studies in this regard, but those studies that do exist show little or no impact from the change. However, educators do note that elementary students are more energized in the morning, there are fewer meltdowns in the afternoon, and there are fewer behavioral issues overall.

3. **Financial Matters:**

(a) Review of Special Revenue Funds:

This agenda item was passed over.

(b) Discussion of Capital Plans:

Susan updated the School Committee on the Capital Needs Assessment Final Report for each school provided by On-Site Insight, including a capital account status report for capital, operations and maintenance planning. The

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purpose of these reports is to ensure that the schools are and, continue to be, clean and safe learning environments. The company looked at each site, exterior and interior, landscaping, parking, and chemical and electrical systems. As a result of the data collected, On-Site Insight came up with industry averages and prepared a 20-year plan for life expectancy for the chemical and electrical systems, as well as a replacement schedule and costs.

Susan and Ben Keefe reviewed the data from On-Site Insight and compared it to the data that already existed. They prepared a sample draft of a 5-year capital plan that includes data from other sources, such as last year's capital plan approved by School Committee, input from principals about their facility needs, the School Dude maintenance work order system, and ongoing trends, i.e. building codes, etc. Susan noted the following assumptions: 1) capital is defined as a five or more year life expectancy; 2) \$25,000 or more; 3) the town will have agreed to take \$100,000 from the capital fund and put it into the operating budget for tiling projects, furniture and equipment replacement; and 4) that the network upgrade will continue to be assumed by the town.

A discussion ensued about the third assumption. Susan noted the 3 new projects added to the 5-year plan. Susan was asked how the capital projects could be affected if the High School Athletic Plan is approved at Town Meeting, adding that \$1M has been allotted for both town and school capital projects, but this amount may not be realistic.

Although the deadline to submit the Capital Plan is September 21st, an extension has been granted to September 25th. The School Committee will vote on the Five-Year Capital Plan on September 24th.

Ben Keefe joined the meeting at 8:41 p.m.

In terms of the landscaping at the schools, Ben commented on the status of the "rain gardens" located in the high school teacher parking lot which are part of the best practices for the storm water management system; Ben explained. He hopes to put the maintenance of the "rain gardens" in the budget, as the DPW does not have the manpower to maintain them. Weston & Sampson will make a recommendation in terms of the number of hours that are required to maintain the whole system.

Susan reported on the projected costs for the FY2019 Capital Improvement Plan in comparison to the FY2020 projected Capital Plan. Administrative Council will also review the FY2020 Capital Improvement Plan in terms of each school's needs for the purpose of ranking the projects by building. Susan recommended that the School Committee vote in October to close the Middle School phone upgrade account in which the current balance is \$211.00.

Order of Conditions under High School Master Athletic Plan was taken out of order; Ben updated the School Committee. Ben recently received a Certificate of Compliance for the existing turf field from the Department of Environmental Protection (DEP) after the DEP walked the entire field and determined there were no issues and the town was in compliance. This closes out the DEP's superseding Order of Conditions that were incomplete for the 2010 construction of the field only. A discussion ensued about the Conservation Commission's outstanding "Chapter 194." issues; Ben explained. Ellen cited the related issues.

(c) Update regarding Loker Kitchen Project (out of order):

Ben Keefe updated the School Committee regarding the Loker kitchen project. The changes made to the original floor plan, the redesign of the hood, and accommodating the actual sizes of the equipment required approval from the architect. The bids will soon be awarded, and a later completion date of mid-October is anticipated. Ben also confirmed that the Board of Health has approved Cheryl Judd's process of preparing lunches at the high school and delivering them to Loker.

(d) Discussion of FY2020 Budget Guideline: See agenda item 3(e) below.

(e) FY2020 Budget Planning/Financial Summit Update:

During a meeting with Lea Anderson, Cherry Karlson, and Ellen and Susan, they reviewed the agenda for the financial summit. Susan noted that the Finance Director will facilitate the summit and will present some slides at the summit. Susan will present School Committee slides. Although the budget schedule is the same as last year, it is expected that there will be some discussion surrounding the budget guideline.

Ellen left the meeting at 9:04 p.m.; returned at 9:05 p.m.

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(f) High School Master Athletic Plan:

- Warrant Article Update:
One article was submitted in the amount of \$6.65M.
- Funding Sources:
The CPC voted to contribute \$400,000 to Phase 2 of the project, \$175,000 will come from the Recreation Turf Fund, and the Boosters will fundraise for the concession stand.
- Order of Conditions:
Jeanne confirmed that the Superseded Order of Conditions for the existing turf field was closed as discussed during the capital plan discussion.
- Possible Vote to Approve Project as Recommended by PMBC:
Jeanne commented on the bidding timeline.

Upon a motion duly made by Ellen Grieco, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to support the High School Master Athletic Plan Project as recommended by the Permanent Municipal Building Committee as submitted for Town Meeting.

The School Committee discussed whether another meeting with the neighbors was needed. It was decided to move forward with another meeting; a date will be determined.

(g) Finance Subcommittee Update:

- FY20 Budget Planning and Forecast

This agenda item was passed over.

4. **Administrative/Procedural Matters:**

(a) Possible Vote to Approve the Director of Finance & Operations' Contract:

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to approve the contract for the Director of Finance and Operations.

(b) Review and Possible Vote to Approve Annual Town Report:

Ellen will prepare the report and send to the School Committee for its discussion on September 24th.

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

Jeanne noted that Cory Spaulding continues to ask questions and send requests. Jeanne called Attorney Kevin Bresnahan regarding Ms. Spaulding's most recent questions and is waiting to hear from him.

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

None.

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

Jeanne noted Ken Isaacson's request for School Committee updates for The Buzz programming. Kim will provide him with the updates with the stipulation that they will not be rewritten without School Committee approval.

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

None.

6. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated September 12, 2018, in the amount of \$462,847.14
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated September 12, 2018, in the amount of \$5,511.87
- Wayland Public Schools Payroll Warrant, dated August 30, 2018, in the amount of \$1,450,127.93
- Wayland Public Schools Payroll Warrant, dated September 12, 2018, in the amount of \$1,522,908.83

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- (b) Approval of Minutes:
- August 20, 2018

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to approve the Consent Agenda.

7. **Executive Session:**

Upon a motion duly made by Jeanne Downs, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to enter Executive Session at 9:26 p.m. to approve Executive Session minutes of August 20, 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>
Jeanne Downs, Chair	X	
Ellen Grieco, Vice Chair	X	
Nate Buffum	X	
Kim Reichelt	X	
Kathie Steinberg	absent	

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

The School Committee will reconvene in open session for adjournment purposes only.

8. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to adjourn at 9:30 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Sejal Srinivasen

Corresponding Documentation:

1. Agenda and Backup Information
2. Habits of Mind Document
3. On-Site Insight School Capital Needs Assessment Final Reports
4. Capital Project Funds – Status of Special Revenue Accounts
5. Summary Five-Year Capital Improvement Plan FY2020 to FY2024
6. Director of Finance & Operations' Contract
7. Capital Improvement Plans – Current and Projected
8. Accounts Payables & Payroll Warrants
9. Regular Session Minutes of August 20, 2018
10. Executive Session Motion