

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 11, 2019

A Budget Hearing/Regular Meeting of the Wayland School Committee was held on Monday, February 11, 2019, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Jeanne Downs, Chair
Nate Buffum
Kim Reichelt
Kathie Steinberg

Absent:

Ellen Grieco

Also:

Arthur Unobskey
Superintendent

Parry Graham
Assistant Superintendent

Richard Whitehead
Director of Student Services

Susan Bottan
Director of Finance & Operations

Also:

Patricia Keefe, Wayland School Communities Program Director

Chair Jeanne Downs convened the regular session at 7:04 p.m.; the meeting was recorded by WayCAM.

1. Comments & Written Statements from the Public:

Boston resident Shavon Drayton commented on the METCO Director Search process, as well as other staff searches. She asked that all search processes take a more thoughtful approach in that location is considered not only for Wayland staff and residents, but for Boston residents as well.

Tom Sciacca asked many questions of the School Committee in terms of the budget and as something for the School Committee to think about: 1) How do we know what is right in terms of the budget? 2) What are the goals/criteria when you know you have enough? 3) What would constitute a truly adequate budget?

Jeanne read an email as requested by Wayland resident Mary Ann Borkowski. She wrote about the search for the METCO Director and the importance of including as many Boston resident parents as possible, as they would represent the diverse views within the parent group. Ms. Borkowski added that it is important to schedule the meetings at times and places that support this group's ability to participate in this process.

Chair Jeanne Downs opened the FY20 School Budget Hearing at 7:15 p.m. and stated that Massachusetts law mandates that the School Committee hold a public hearing on its proposed budget.

2. Special Matter – School Budget Hearing:

(a) Presentation of School Committee Recommended FY20 Budget:

The School Committee's budget goal is "to fully support the academic and social/emotional growth of our students, while respecting the fiscal restraints facing Wayland residents and needs of other Town departments."

Upon completion of its budget process, the School Committee voted to recommend an FY20 operating budget of \$41,919,750, which is \$1,395,715 or 3.44% more than the FY19 operating budget. This includes an FY20 personnel budget increase of \$1,145,140 and an FY20 non-personnel budget increase of \$250,575. The FY20 voted budget does meet the Finance Committee's budget guideline and will educate 23 more students in FY20 for a projected total of 2,270 students.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 11, 2019

The School Committee reviewed the UNITED system-wide goals with a focus long-term on Elevating Achievement and Deepening Wellness Skills and Insights as identified by the Superintendent. Enrollment projections were developed and the administration reviewed related staffing, as reviewed during the presentation, and met with each building principal and Program Directors over the course of three meetings. The Committee conducted several community outreach meetings, met with the Finance Committee, and discussed the recommended budget at five or more meetings before conducting a vote to approve the FY20 recommended budget.

Jeanne explained the FY20 FTE staffing in terms of adjustments, enrollment, and state-mandates. The changes/additions in FTE's total a 1.38 FTE. The administrators responded to a question from a resident regarding the 1.0 FTE that was eliminated from the Claypit Hill fifth grade but not shown on the chart. Total FY18 revenue, the last year documented, was \$51,564,258 and received from State and Federal sources.

A demographic profile of peer communities was presented that included per pupil expenditure and other information. Wayland appeared 9th out of 13 communities in terms of the average tax bill and 7th for per pupil expenditure. A question was posed regarding the student/teacher ratio in Wayland's schools.

The FY20 capital improvement requests were reviewed that included, but not limited to, the High School athletic complex renovation, communication controls/intercom systems at the three elementary schools and the Middle School, a Happy Hollow fire alarm control panel/smoke detection system, and rooftop air handling unit replacement at Loker, Claypit Hill, and the Middle School. The total FY20 capital requests are \$9,265,250. Several of the requests have been delayed for years, and the School Committee supports the completion of these projects. There are projected capital requests through FY23 for the schools with the total request decreasing from year to year. Susan addressed the methodology in determining Pegasus's contribution to some of the capital projects and utilities during the months that the Pegasus summer camp is held at Claypit Hill School.

Although not included in the budget presentation, Jeanne noted the list of unmet needs that include Full Day Kindergarten, additional FTE's for the EL Coordinator, an additional .5 FTE for the Claypit Hill Assistant Principal, Teacher Assistants in first grade, a K-12 Library Media Center chairperson, a middle school night custodian, technology devices, an elementary writing coach.

Finally, the Wayland Public Schools' successes include the Spanish Immersion Program, the WHS CONNECT Program, the WMS writing center, the elementary FOSS science curriculum, media production, and the Loker kitchen.

(b) Open Discussion regarding School Committee Recommended FY20 Budget:

A discussion ensued between the School Committee, administrators, and the audience. Some of the topics included the increase in the EL population, unanticipated needs, the need (or not) to continue some programs at the High School, Full Day Kindergarten, and long-term strategic budget planning.

In response, Arthur described what is being done and will be done to address the initiative to hire teachers of color and those who can relate to the language barriers of the students. Kathie thanked the organizations for funding the existing pilot programs.

Chair Jeanne Downs closed the FY20 School Budget Hearing at 8:13 p.m.

4. Financial Matters:

(a) Discussion and Possible Vote to Transfer Funds from Non-Personnel and Personnel for Claypit Hill Staffing:

Arthur addressed the rising FY20 5th grade class at Claypit Hill School and its potential class size if this grade level is reduced by one section. The current School Committee class size guideline for 4th and 5th grades is 25, and the belief by administrators is that the students' educational experience can be outstanding, even if the guideline is surpassed by one student. Arthur noted that this rising 5th grade class is unique and has specific unusual needs that must be addressed, as confirmed by teachers and Student Services Director and Assistant Director. Therefore, Arthur is recommending that the existing four sections remain for those students entering 5th grade in September.

Richard commented that he and the Claypit Hill principal will be meeting with 4th grade teachers to discuss students' individual needs, classroom needs, and the grade as a whole as they transition into 5th grade. He elaborated on what these discussions will include.

Susan addressed the funding of this staffing proposal for FY20 commenting that \$100,000 was added to the

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 11, 2019

facilities budget for some school maintenance projects. Susan proposed that the maintenance projects be reduced by \$68,000 and delayed a year, so that funds from three areas can be transferred into the personnel budget of Claypit Hill. Susan recommended that the School Committee delay its vote until after Town Meeting, as the Special Education tuition budget is running below the amount of projected expenses. Susan explained her methodology in this regard and a discussion followed. Richard addressed possible outcomes if more tuition money was needed before the end of this school year. Arthur responded to what can be learned from this decision, so that a similar situation can be avoided in the future.

(b) Continued Review and Discussion of All School Budgets, Budget Drivers, Assumptions, Fees and Funding Sources and Requests for Information:

There are ten school capital items being voted by the Finance Committee, including \$7.75M for the High School field projects. However, the Finance Committee is deferring the Loker roof because of the application process for a MSBA reimbursement. The Loker parking lot and the Loker tiling, which is being done in two phases, will also be deferred. Kathie elaborated on the school capital requests and the application and construction timeline of the Loker roof. Because the Loker roof was leaking during back to school night, it is the opinion of the School Committee that the project is significant and pressing. A discussion ensued, and the Committee agreed to ask the Board of Selectmen to be put on its agenda to address the urgency of the Loker roof.

(c) Discussion and Possible Vote to Approve Special Revenue Funds:

The School Committee reviewed the revised spreadsheet prepared by Susan to reflect annual OPEB costs and healthcare benefits costs.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to approve the Special Revenue Fund budgets as presented tonight, except for Full Day Kindergarten.

Upon a motion duly made by Kim Reichelt, seconded by Jeanne Downs, the School Committee voted (3-1) (Kathie opposed) to approve the Special Revenue Fund budget as presented tonight for Full Day Kindergarten.

(d) OPEB Status Update:

There was no new information at this time; however, Louise Miller is working with Town Counsel in this regard.

(e) High School Master Athletic Plan:

- Project Status
- Budget Update
- Warrant Article

Jeanne informed the School Committee that the Permanent Municipal Building Committee (PMBC) performed a thorough review of the third party estimate for the High School Master Athletic Plan and the Loker field project. Jeanne elaborated further on the PMBC's review and noted that the project cost for the High School Master Athletic Plan remained at \$7.75M. She also brought the School Committee's questions about the project and possible savings to the PMBC. A discussion followed on the status of the project.

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

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated February 11, 2019, in the amount of \$353,705.76
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated February 11, 2019, in the amount of \$75,059.86
- Wayland Public Schools Payroll Warrant, dated January 30, 2019, in the amount of \$1,470,743.61
- Wayland Public Schools Payroll Warrant, dated February 13, 2019, in the amount of \$1,456,449.27

(b) Approval of Minutes:

- Regular Session of January 14, 2019
- Special Session of January 15, 2019
- Regular Session of January 17, 2019
- Regular Session of January 28, 2019

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 11, 2019

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

6. Educational Matters:

(a) Receive and Discuss the FY2019 Staff Deployment and Class Size Report:

Parry reviewed the FY2019 Staff Deployment and Class Size Report with the School Committee with details of what the report is, how the report is organized, trends and patterns, and how the district's assets are deployed throughout the district. The report shows all FTE's and personnel assignments, current and historical class sizes, subjects, and multiple trends over time. Parry commented on class sizes in general and the importance of having high quality teachers in Wayland, adding that there is an overall pattern of maintaining reasonable class sizes. Parry noted that the report's goal is to document proactive transparency and accountability.

Kathie pointed out that some WSCP employees also work for the Wayland Public Schools, but these employees are funded through fee-based programs, grants, and other sources.

Jeanne thanked Susan Bottan for all her help during the budget process and with the budget presentation.

(b) Hear Superintendent's Report:

- *School Visits*

Although the district is working through some challenging issues, staff and families remain confident and enthusiastic. Arthur met with the families of the rising fifth graders at Claypit Hill to talk about the issues that were discussed this evening and the district's next steps.

Arthur met with METCO families regarding the METCO Director search to discuss the search in terms of the characteristics and qualifications of the next Director, as well as the logistics of the committee meetings so that as many parents and students can be involved in the hiring process.

Finally, Arthur attended a meeting with junior Boston students and their parents at which a consultant was present to assist these families with the process of financing a college education.

Arthur attended the performance "Seussical" this week.

- *Update on METCO Director Search*

Arthur reported on the hiring process and timeline for the METCO Director search. After the Search Committee reviews the resumes, there will be two afternoons of semi-finalist interviews in March. The finalists will spend a day in Wayland as well as an evening in Boston to meet with the Boston families. Arthur addressed some of the issues raised by Boston parents regarding the search, such as the expectation of having a strong representation of Boston families. It was suggested that this process was being rushed, but Arthur disagreed because three other school districts are also looking for a METCO Director. A discussion ensued in this regard.

(c) School Start Times Update:

- *Childcare Proposal*

Arthur thanked Pat Keefe, WSCP Director, for her continued leadership of BASE and for being open and working to expand BASE to address the waiting list due to the change in start times in September. Recreation Director Katherine Brenna is also working with Pat and Arthur in this regard.

The challenges being faced because of the change in start times is maintaining a high quality program, meeting the needs of the current waiting list of about 80 children, meeting predicted additional needs for 40-50 children, hiring sufficient staff of about 25 to meet this need, and acquiring enough space to accommodate the program. Being considerate of teachers' classrooms after school and limiting the number of locations for parents' convenience is included in this process.

The goal is to combine the efforts, experience, and skills and resources of BASE and Recreation to develop programming and to recruit staff, while maintain the basic structure of BASE. Arthur commented on the structure of BASE and the incorporation of Recreation after-school programming falling under WSCP's umbrella with Pat Keefe supervising their work. Kindergarten through third grade will remain at each

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 11, 2019

elementary school and Grades 4 through 8 will remain at the Middle School.

Pat reviewed and explained the afternoon schedules for Kindergarten through eighth grade BASE programs, starting with check in time and ending with the final pick up time. It is anticipated that the number of Middle School students in the BASE program will decrease, given the later dismissal of the school day.

The timeline of the sign-up process was reviewed as follows:

- April 8-14 – online registration for returning and FY19 waitlist families
- April 26-30 – online registration for new and Kindergarten families
- May 1 – notification of families who registered

Pat is also in the process of doing a preliminary recruitment in anticipation of the next school year, but this process has its own challenges. Pat elaborated on the recruitment process and the staffing challenge before the start of school. Arthur commented on a Plan B if the district's staffing needs are not met.

7. **Administrative/Procedural Matters:**

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

Arthur updated the School Committee on the most recent public records request. The process is moving along.

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

None.

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

Kim will submit the support organization article to the Town Crier by the end of this week, and she will send an update to The Buzz.

8. **Policy Subcommittee Update:**

(a) Review of the Following Policies:

- XXXX – Anti-Fraud Policy
- JEB – Entrance Age
- BEDH – Public Comment at School Committee Meetings
- CB – School Superintendent
- CBD – Superintendent's Contract
- CBI – Evaluation of the Superintendent
- CE – Administrative Councils, Cabinets, and Committees
- CH – Policy Implementation
- CHA – Development of Regulations
- CHC – Regulations Dissemination
- DB – Annual Budget
- DBC – Budget Deadlines and Schedules
- DBD – Budget Planning
- DBJ – Budget Transfer Authority
- DD – Funding Proposals and Applications
- DGA – Authorized Signatures
- DJE – Bidding Requirements
- DK – Payment Procedures
- DKC – Expense Reimbursements
- FABE – Education Opportunities for Military Children J
- FABF – Education Opportunities for Children in Foster Care

Kim read the current Policy JEB (Entrance Age) and noted the proposed changes to the policy. A discussion ensued regarding those students who move into the district beyond Kindergarten, but do not meet the age criteria.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to put Policy JEB as discussed out for public comment.

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 11, 2019

The remaining list of policies will be discussed at another meeting. Kim noted that the Anti-Fraud Policy is new from the Department of Education, and Policy BEDH (Public Comment at School Committee Meetings) for which Kim will follow up on the status of this policy in Natick.

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

None.

10. **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 9:53 p.m. to approve the January 14, 2019 Executive Session minutes, as permitted by 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	absent	
Nate Buffum	X	
Kim Reichelt	X	
Kathie Steinberg	X	

The School Committee will be joined by Arthur Unobskey, Superintendent of Schools, and Diane Marobella, recording secretary. The School Committee will exit Executive Session for adjournment purposes only.

11. **Adjournment:**

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to adjourn at 9:56 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Katherine Bassick, 6 Barley Lane
Karen McFarlane, 53 Sears Road
Tom Sciacca, WVN
Shavon Drayton, METCO
Melissa Spilman, Claypit
Amanda Fiori, Claypit
Alissa Duffy, Claypit

Corresponding Documentation:

1. Agenda & Backup Information
2. Accounts Payable & Payroll Warrants
3. Email from Wayland Resident and Read during Public Comment
4. FY20 School Budget Presentation
5. FY20 School Committee's Recommended Budget Booklet
6. 2018-2019 Staff Deployment & Class Size Report
7. Proposed Transfers within FY20 Budget for Claypit Hill Staffing
8. FY20 BASE Recommended Budget
9. FY20 Building Use Recommended Budget
10. FY20 Pegasus Recommended Budget
11. FY20 Food Service Recommended Budget
12. FY20 Full Day Kindergarten Recommended Budget
13. FY20 TCW Recommended Budget
14. Regular Session Minutes of January 14, 2019

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 11, 2019

15. Special Session Minutes of January 15, 2019
16. Regular Session Minutes of January 17, 2019
17. Regular Session Minutes of January 28, 2019
18. Executive Session Motion