

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 25, 2019

A Regular Meeting of the Wayland School Committee was held on Monday, February 25, 2019, 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
Kathie Steinberg

Also:

Parry Graham
Assistant Superintendent

Richard Whitehead
Director of Student Services

Susan Bottan
Director of Finance & Operations

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

1. Comments & Written Statements from the Public:

There were no comments or written statements from the public.

2. Educational Matters:

(a) Elevating Achievement Update:

Parry announced that the Loker School held its official ribbon cutting ceremony for the kitchen this morning. He thanked the Food Service Director Cheryl Judd and her staff, Ben Keefe, Susan Bottan and the School Committee who all played a part in this project from the beginning.

As one of the prioritized UNITED goals, Parry updated the School Committee regarding Elevating Achievement. Principals have identified areas of focus to target student achievement in many ways, such as the use of Learning Walks. Consultant Ruth Chapman is facilitating this effort. As participants of Learning Walks, a small group of educators enter a classroom or professional meeting to conduct an informal observation followed by a debriefing session during which the group attempts to find common experiences and patterns across multiple classrooms. The information culled from the debriefing is then shared with the principals.

The elementary schools focus on the FOSS (science) lessons, and The Children's Way's focus on teacher/child interactions that fosters curiosity and problem solving. The Middle School is focusing on expanding its efforts using standards based grading, and the High School is working on a department focus allowing each department to develop its own driving questions. Once the information is received by the principals, they will determine the next steps in this process. Parry elaborated on this process and gave an example of the Claypit Hill Learning Walk. A discussion followed.

(b) Deepening Social Emotional Learning Update:

Richard updated the School Committee on the district's efforts regarding Social Emotional Learning (SEL). The SEL District Committee has met twice and is comprised of faculty, community members and a School Committee member and is working on a vision and mission statement. The SEL parent subcommittee has met once and it is working on parental concerns, a mission and vision.

The schools have completed their self-assessment process which is connected to this year's grant for safe and supportive environments. The schools looked at and rated the following areas: leadership, infrastructure and culture, professional learning opportunities, access to resources and services, teaching and learning that fosters safe and supportive environments, policies, procedures and protocols, and family engagement.

Next steps include developing a district report based on the individual school self-assessments which will include an action plan for the district and recommendations for professional development and curriculum. A vertically aligned

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 25, 2019

SEL framework will be outlined, while at the same time asking each school to be responsive to their own unique needs. Richard elaborated on these district-wide efforts. The final report will be presented to the School Committee in June 2019.

Richard announced that there will be three applicable upcoming public programs in Wayland on February 27, March 6, and April 10.

3. **Financial Matters:**

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

It was noted that the draft operating budget was approved by the Finance Committee. The School Committee discussed the FY19 Fast Facts document for Town Meeting, and the Committee agreed to publish the same, but updated document, this year.

(b) Discussion and Possible Revote to Approve the Capital Budget:

Jeanne provided some insight into the recent Finance Committee's decision to ask the School Committee to cut its capital budget. Some capital projects will be funded by other means, but FinCom wanted to fund others with \$1.5M debt exclusion which is not possible. As a result, the request was made to cut the school capital budget by \$255,000. Jeanne explained the concern moving forward in terms of the town's financial health and its AAA bond rating.

Susan and Ben Keefe recommend postponing the following capital projects for one year to accommodate FinCom's request:

- Rooftop air handling units and exhaust fans
- Loker School lockers to accommodate the funding of the design of the Loker roof, if MSBA approves funding for the Loker roof, which is of a time sensitive nature.

A discussion ensued regarding the importance of establishing a sound and confident capital planning process in order to avoid consistent yearly postponements which results in increased maintenance and project costs, while keeping in mind the town's financial ability to fund all of the capital projects per the five-year capital plan. It was noted that Arthur, Susan, Ben Keefe, and Louise meet bi-weekly to review school projects with the goal of placing town projects on the same path as the schools.

Susan noted that the projection of the design fee is ten percent of the cost of the project. However, last fall it was projected to be twenty-five percent. If it is, in fact, ten percent, there would be \$200,000 remaining in the capital budget which would cover the replacement of all elementary lockers and possibly replacing some of the Middle School lockers.

Upon a motion duly made by Kathie Steinberg, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to defer the air handling capital improvement project for Claypit Hill, Loker, and the Middle School, as recommended by Susan Bottan.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to include the design fees for the Loker roof in the capital budget, as described by Susan Bottan tonight.

Upon a motion duly made by Kathie Steinberg, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to phase the locker project at the elementary schools and the Middle School to the extent needed to meet the capital improvement allocation.

The School Committee discussed verbiage for a statement that will be prepared by Ellen for the Finance Committee in terms of the School Committee's vote and its thoughts regarding the capital projects.

(c) OPEB Status Update:

There was no new information at this time; however, Louise Miller continues to work with Town Counsel in this regard. The concern is that the deadline for the warrant language regarding OPEB parity is March 4th. It was recommended that the School Committee postpone its vote to transfer funds to cover the OPEB parity payments. The Committee discussed the language to include in the warrant, such as "Until this issue has been resolved by

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – February 25, 2019

Town Counsel, payment will be postponed.” The information that was received by the DOR and DESE will also be included. Susan and Louise will work together in this regard.

(d) High School Master Athletic Plan:

- Project Status
- Budget Update
- Warrant Article

The State Plumbing Board approved the 50% variance for the bathroom project that was in the budget and based on the original seating and storage design of the bleachers. There will be 18 bathrooms – 12 female and 6 male. Jeanne explained the formula used to determine the number of bathrooms.

The School Committee and Recreation Commission have been invited to a Finance Committee meeting to discuss the High School Master Athletic Plan and the Loker Field Project. Jeanne read the questions that may be asked of the Committee. A discussion ensued regarding next steps if the High School project is defeated at the polls and Town Meeting.

4. **Administrative/Procedural Matters:**

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

Jeanne informed the School Committee that she responded to George Harris regarding his public records request.

(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 draft an update of this evening’s meeting for The Buzz.

5. **Policy Subcommittee Update:**

(a) Review of the Following Policies:

- IHBF – Home/Hospital Educational Services
- JA – Student Goals and Objectives
- JA-E – Student Policies Goals
- JB – Equal Educational Opportunities
- JI – Student Rights and Responsibilities

Kim commented that after putting these policies out for public comment, there was no public comment received.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the following policies as amended: IHBF (Home/Hospital Educational Services), JA (Student Goals and Objectives), JA-E (Student Policies Goals), JB (Equal Educational Opportunities), JI (Student Rights and Responsibilities).

6. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated February 25, 2019, in the amount of \$302,609.40
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated February 25, 2019, in the amount of \$6,440.96

(b) Approval of Minutes:

- Special Session of February 5, 2019
- Regular Session of February 11, 2019

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 correction of the typo error as mentioned by Kathie.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 25, 2019

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

None.

8. **Executive Session:**

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to enter Executive Session at 8:39 p.m. to review Executive Session Minutes for release, October 15, 2018, December 3, 2018, and January 2, 2019, as permitted by c.30A, §22, and to approve the February 11, 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	X	
Nate Buffum	X	
Kim Reichelt	X	
Kathie Steinberg	X	

The School Committee will be joined by Diane Marobella, recording secretary. The School Committee will exit Executive Session for a possible vote to declassify Executive Session Minutes as listed on the agenda.

9. **Possible Vote to Declassify Executive Session Minutes as Listed on the Agenda:**

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to declassify the Executive Session minutes as redacted and discussed: October 15, 2018, December 3, 2018, and January 2, 2019.

10. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 8:50 p.m.

Respectfully submitted,

Jeanne Downs, Chair
Wayland School Committee

Corresponding Documentation:

1. Agenda & Backup Information
2. Accounts Payable & Payroll Warrants
3. Social Emotional Learning Presentation
4. Summary FY20 Capital Improvement Projects
5. Summary Five-Year Capital Improvement Requests for FY20
6. Policies: IHBF (Home/Hospital Educational Services), JA (Student Goals and Objectives), JA (Student Policies Goals), JA-E (Student Policies Goals), JB (Equal Educational Opportunities), JI (Student Rights & Responsibilities)
7. Regular Session Minutes of February 5, 2019
8. Regular Session Minutes of February 11, 2019
9. Executive Session Motion