

SCHOOL COMMITTEE
Special Meeting – October 7, 2020

A Special Meeting of the Wayland School Committee was held remotely on Wednesday, October 7, 2020, at 5:00 P.M. broadcast by WayCAM in the Wayland Town Building.

Present and participating remotely were:

Jeanne Downs, Chair
Ellen Grieco, Vice Chair (arrived at 5:12 p.m.)
Kim Reichelt
Chris Ryan
Kathie Steinberg

Also participating remotely:

Arthur Unobskey
Superintendent

Parry Graham
Assistant Superintendent

Richard Whitehead
Director of Student Services

Susan Bottan
Director of Finance & Operations

Also:

Allyson Mizoguchi, WHS Principal

Chair Jeanne Downs convened the open session at 5:04 p.m. WayCAM recorded the meeting and it was livestreamed via ZOOM. The meeting was conducted remotely due to the COVID-19 health pandemic and according to the revised open meeting law that allows remote participation. A roll call was taken:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Jeanne Downs, Chair	X	
Ellen Grieco, Vice Chair	absent	
Kim Reichelt	X	
Chris Ryan	X	
Kathie Steinberg	X	

1. Superintendent Search:

- Discussion of Focus Groups, Community Survey, Search Committee and Leadership Profile:
Jeanne updated the School Committee regarding the Superintendent search process. Thus far, four focus groups have taken place with about 10-18 participants in each group. FMS received a lot of feedback and the themes were similar in each group. The survey remains open and the information regarding the screening committee was published in the all-school newsletter, on the website, and via the list serve. Possible media outlets for the information is Enews, Wayland Voters Network, the Town Crier, Patch, and Facebook. The Committee discussed focus group training for its members.

Ellen joined the meeting at 5:12 p.m.

2. Consent Agenda (out of order):

- Approval of Minutes: August 26, 2020, September 2, 2020 (notes), September 8, 2020, September 9, 2020 (notes):

Upon a motion duly made by Kim Reichelt, seconded by Chris Ryan, the School Committee voted unanimously to approve the Consent Agenda. 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	
Kim Reichelt	X	

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Chris Ryan	X
Kathie Steinberg	X

3. **Administrative and Procedural Matters (out of order):**

- Review and Discussion of and Possible Vote to Send Draft Response to Attorney General regarding George Harris's OML Complaint dated October 2, 2020:
The School Committee reviewed the draft response written by Jeanne regarding George Harris's OML Complaint of October 1, 2020. Jeanne spoke to Mr. Harris and he agreed that the notes of the minutes can be approved prior to approving the final minutes in order to stay in compliance. They also discussed how to move forward in this process.

School Committee members expressed their opinions about the filing of an OML Complaint during a pandemic, especially since the Committee members, the administrators and many others are working extremely hard during this pandemic and doing what the spirit of the Open Meeting Law is encouraging everyone to do. A discussion followed, including an acknowledgement that the law was violated. It was noted that there were twenty meetings between July 29 and September 9. Jeanne will send the response to the Attorney General.

Arthur, Parry, Richard and Susan arrived at 5:20 p.m.

4. **Comments and Written Statements from the Public:**

Orla Daunt expressed her thanks and is optimistic that the High School hybrid model included the parents' and students' concerns, particularly in regard to the unstructured days. She asked that the structure is consistent in keeping students engaged with as much synchronous opportunities as possible.

Public comment was kept open for a few more minutes.

5. **Policy Matters (taken out of order):**

- Review and Possible Vote to Approve Revised EBCFA – Face Coverings:
Kim referred to the change in the policy to comply with DESE guidelines as approved by the Policy Subcommittee, including mask wearing if more than one staff member are together in a room.

Upon a motion duly made by Ellen Grieco, seconded by Chris Ryan, the School Committee voted unanimously (5-0), to approve Policy EBCFA as amended. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>
Jeanne Downs, Chair	X
Ellen Grieco, Vice Chair	X
Kim Reichelt	X
Chris Ryan	X
Kathie Steinberg	X

6. **Comments and Written Statements from the Public (continued):**

Alexia Obar, 18 Dean Road, is concerned about the requirement of a full high school day if there is no structure in place and suggested that the AAXBB schedule is changed. Ms. Obar asked if remote Wednesdays are considered school days and are included in the 170 school day requirement for this year. On a different note, she hopes that all rules are applied to choosing school council members.

Jeff Sklar, Brooks Road, made a public records request. He acknowledged his earlier request of the first set of minutes for school councils for each year going back to 2014. He is now requesting documents that reveal the names of the school council members, all letters, emails, documents and records sent to any school member for the past year. Mr. Sklar asked for members' names in 2019 – 2020 and the policies for electing members. Although he searched the website for information, he was unsuccessful.

Jeanne spoke in response to the last public comment. She informed the public that Allyson Mizoguchi continues to work extremely hard on this ongoing issue, including setting up a web page. Kim referred to the school council policy in terms of electing parents by the PTO. Allyson joined the meeting and spoke about the process of electing school council members, parents and teachers alike. A discussion followed. The Policy Subcommittee will review the current policy, including comparing other town policies.

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There was a pause due to the weather at approximately 5:40 p.m. as some members lost power. The meeting resumed at 5:52 p.m.

7. Discussion of High School Hybrid Mode:

Allyson Mizoguchi presented the status of the planning for the WHS reopening plan in which the district will transition from remote mode to hybrid mode on October 19. The guiding principles remain as student learning, equity, social emotional well-being, faculty growth and sustainability with an added principle of health and safety. Given the possibility of moving from one mode to another, consistency, clarity, and adaptability must remain in school practices.

Hybrid learning requires a more comprehensive understanding of the tools and technology, requires thoughtful planning, and empowers students to work at their own pace and to take ownership of their learning. However, it can be more difficult to hold students accountable and requires teachers and support to identify struggling students quickly. Hybrid learning requires creativity and collaboration in adapting lessons and activities and requires communication and partnership with parents.

Allyson described the WHS daily schedule in hybrid mode. There are two cohorts (A & B). Cohort A will be in school on Mondays and Tuesdays and Cohort B on Thursdays and Fridays. Each class has 80 minutes of in-person instruction per week, including transitions for cleaning and safe movement through buildings and ten-minute transitions between classes. Lunch is during 11:35 a.m. and 1:10 p.m. Daily advisories will not happen, but there will be an extended advisory on Wednesdays. Wednesdays are a “bridge day” which includes department meetings at the start of the day, the extended advisory at 10:00 a.m., scheduled and drop-in teachers’ office hours with struggling students, additional required small group meetings and supports, and a block for club meetings.

Allyson described the on-campus learning days for students, including health and safety protocols and the classroom setup with social distancing and students facing the same direction. During free blocks, students can use the library, commons, Academic Center, SLCs, and other student workspaces; however, 9th graders have study hall. Students can also meet with teachers either in-person or online. In addition, Allyson described the off-campus learning days during which students follow the in-person schedule, attendance is taken, and staff commits to keeping students engaged with some synchronous and independent asynchronous options. Examples of teaching and learning during hybrid include lesson objectives and activities as well as the method and pedagogy; Allyson provided those examples. She shared how student progress and engagement is tracked and the response moving forward by teachers for those students.

Chris asked why students would meet with a teacher in a ZOOM meeting during on-campus days, adding there is a concern that students are not engaged for three consecutive days a week, the decision process for allowing students to ZOOM into an in-person class, and attendance/check-ins. A discussion followed.

8. Discussion of Reopening/Closing Criteria:

Arthur presented protocols based on the Mass Department of Public Health and DESE criteria for responding to possible COVID cases in the schools in order to mitigate risks and to put procedures in place that will protect students and staff. Arthur also consulted with Wayland’s Department of Health. There will be student and staff daily tracking through the Healthwatch system, which is a web-based questionnaire.

A close contact is defined as anyone who has been within less than six feet of the infected individual for at least fifteen minutes after which the local health department engages in contact tracing, including notification, with those in recent contact. Names are not shared with anyone allowing for anonymity and confidentiality. Arthur described the strategy behind contact tracing – detect, trace, isolate, quarantine, and investigate.

There is a response framework/process if there is a possible case in the schools. If a student has symptoms during the school day, it is reported to the school nurse who will evaluate the symptoms and separate this person from others in the medical waiting room and will ultimately be sent home. All spaces occupied by the student will be cleaned and disinfected. The family follows up with the primary care doctor (PCP) who will determine a testing plan and follow up with a plan to have the student return to school. The PCP will continue contact with the school nurse. Arthur provided and explained several possible scenarios, including communication to the families of close contacts if there is a positive case or cases. If a staff member is symptomatic, he/she would call the school nurse for next steps.

If there are multiple cases present in the district, Arthur will meet with the COVID team. The Rapid Response Help Center and DESE will be consulted after which Arthur may close for one or two days. If it is necessary to close the buildings for a longer period of time, Arthur, in collaboration with the full School Committee and Board of Health, will decide on the

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length of the closure. A discussion ensued in terms of the process and the possible impact of large gatherings. Arthur discouraged out-of-school weekend parties or large gatherings (more than 10 and not socially distanced), as these events are super-spreaders and causing many exposures and school closings.

The School Committee will discuss its role in the process and procedures that were put in place by the Board of Health at the October 14 meeting.

9. Superintendent Update:

- Continued Planning for Implementation of Staged Hybrid:
This agenda item was discussed earlier in the meeting.

10. COVID-19 Response:

- Special Education Update:
Richard commented that staff is preparing for the hybrid model, and the in-person learning for some continues to be very beneficial for students and staff.
- Update on Student Health Attestation:
The health attestation is in place for staff and work continues for the students. They are developing protocols depending on the answers on the attestation form.
- Ongoing Review Groups: Remote and Hybrid Curriculum Progress Committee and COVID Learning and Safety Committee:
RHCPC: Parry will provide an update after tomorrow's RHCPC meeting. The focus of the group is to look at students who are struggling and putting support systems in place for those students. Parry suggested that it might be helpful to gather feedback from the kindergarten and first grade families and teachers, as more adult support/supervision is necessary at home. A discussion ensued about this feedback and response process moving forward.

COVID Learning and Safety Committee: Kathie and Jeanne would like to serve on this committee. Jeanne will follow up with WTA President Kori Rogers.

Feedback Mechanisms:
This was covered above.

- Review of Upcoming Communications and Listening Sessions:
This agenda item was passed over.
- Updates: Ventilation, Testing Health and Safety:

Ventilation:

The ventilation updates by the Town Administrator were not complete in time for this meeting. All schools are ready to open with only one space at Happy Hollow and one at the Middle School that cannot be used. All MERV 13 filters were retrofitted and inserted. The maintenance plan will go out to bid and be in place by October 19. All systems have run since September 14, although some rooms were temporarily shut off for a retrofit. Jeanne described the process for testing and rebalancing the systems. A discussion ensued about this process, including the temporary cold temperatures in the classrooms due to open dampers.

Testing:

Kim drafted a letter to families asking if they would like to voluntarily test their children and have the results before October 19 at an identified clinic after which they would notify the Board of Health about who was tested. The School Committee and administrators reviewed the letter. A discussion ensued in terms of the challenges to get tests and the limited time before October 19. The Committee agreed to move forward with this endeavor. Ellen and Kim will follow through with this effort.

Upon a motion duly made by Ellen Grieco, seconded by Chris Ryan, the School Committee voted unanimously (5-0) to authorize Kim and Ellen to send out a letter similar to what was reviewed tonight and contingent upon Board of Health approval and legal advice approval. A roll call vote was taken as follows:

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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Jeanne Downs, Chair	X	
Ellen Grieco, Vice Chair	X	
Kim Reichelt	X	
Chris Ryan	X	
Kathie Steinberg	X	

The Committee also discussed the possibility of getting a district testing program similar to that of colleges. Arthur and Ruth Mori are working on a document with additional explanations of responding to positive COVID cases to be posted together with the presentation.

Health and Safety:

There were no updates.

- Next Steps:
This agenda item was addressed in previous discussions.

11. Financial Matters:

- Discussion and Review of COVID Related Finances:
Susan noted that there is one change to the COVID funding budget and a change to the budget summary that occurred today. There were fewer expenses associated to the health screening app and those dollars shifted to the purchase and installation of partitions at three schools. Since Susan already notified DESE of the COVID finance budget, she will notify DESE of this change.
- Discussion and Possible Vote of Transportation Reimbursement for Families for FY21:
The budget summary status includes fee reimbursements for non-distant bus riders. Cohort A and B groups were prepared based on the registered 241 K-6 students who live more than two miles away from their schools, and nine buses were allocated for these students. As of yesterday, 102 withdrew their registrations leaving only six buses needed for in-district transportation. With six buses, there is no longer capacity to open up buses to fee-based riders. Currently, this results in a savings of \$290,000 leaving a reimbursement balance of \$158,000 for families.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the reimbursement for the transportation fees for the 2020-2021 school year. 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	
Kim Reichelt	X	
Chris Ryan	X	
Kathie Steinberg	X	

12. Administrative and Procedural Matters (continued):

- School Council Discussion:
This item was discussed during public comment.

13. Matters not Reasonably Anticipated by the Chair:

None.

14. 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 8:16 p.m. The School Committee will pass over (a) the custodial discussion and entered executive session for the purposes of (b) discussing strategy with respect to collective bargaining, grievance filed by Wayland Teachers Association, pursuant to M.G.L. c.30A, §21(a)(3), as a discussion in open session will have a detrimental effect on the negotiating position of the School Committee; and (c) approving the following executive session minutes, as permitted by M.G.L. c.30A, §22: August 26, 2020, September 2, 2020, September 8, 2020, and September 9, 2020.

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

The School Committee will adjourn in Executive Session and will not reconvene in open session. 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	
Kim Reichelt	X	
Chris Ryan	X	
Kathie Steinberg	X	

The Executive Session did not take place due to technical difficulties resulting from the earlier storm.

15. Adjournment:

The School Committee adjourned at 8:17 p.m. due to technical difficulties.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Public Comments
3. Accounts Payables Warrants
4. Minutes of August 19, 2020
5. School Physician Job Description
6. Resume for Dr. Ellen Mahoney
7. 2020 Student Activity Accounts
8. Apple MacBook 2020 Lease Quotes
9. FY21 Budget Summary & Status
10. FY21 Transportation Financial Summary
11. Decision Criteria for Opening/Reopening Schools
12. FDK Tuition FY20-21
13. FDK Tuition FY20-21 at \$2,300 Spreadsheet
14. FDK Tuition FY20-21 Other Scenarios
15. Tri-M Trunk or Treat 2020 Proposal
16. Ventilation and School Cleaning Update Spreadsheet
17. Executive Session Motion