

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – March 25, 2019

A Regular Meeting of the Wayland School Committee was held on Monday, March 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

*Absent:*

Kathie Steinberg

*Also:*

Arthur Unobskey  
Superintendent

Parry Graham  
Assistant Superintendent

Richard Whitehead  
Director of Student Services

Susan Bottan  
Director of Finance & Operations

*Also:*

Leisha Simon, Director of Technology & Digital Learning  
Bethann Monahan, K-12 Technology & Digital Learning Department Head, WMS Fuse MA Fellow  
Eva Urban, WHS Social Studies Teacher & WHS Fuse MA Fellow and Coach  
Meg Smallidge, Fuse MA Program Mgr., Highlander Institute

Chair Jeanne Downs convened the regular session at 7:05 p.m.; the meeting was recorded by WayCAM.

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

None.

**2. Educational Matters:**

(a) The Fuse Fellowship Presentation:

The Fuse Fellowship was funded by The Education Cooperative and then supported by a Wayland Public Schools Foundation grant for a .2 coach at Wayland High School and eventually being included in the operating budget. FUSE is directly linked to the goal of deepening Social Emotional Learning and academic growth. Arthur elaborated on the process, adding that this helps teachers to identify students' jagged profiles. Fuse provides support to teachers through coaches with a focus on blended and personalized learning.

The Fuse Fellowship was introduced to Wayland 18 months ago through the Highlander Institute in Rhode Island. The Fellowship is in 8 of the 14 TEC districts. Leisha summarized the Highlander Institute's mission which is to focus on student personalized learning and to develop pedagogy in the classroom to meet the students' needs. To achieve this goal, Fuse provides 200 hours of professional development to those who want to become trained Fuse 'Fellows' teacher coaches in participating school districts. They work with 'Lighthouse' teachers in Wayland and other districts that become focused on blended and personalized learning methodologies. Leisha explained further these shifting methods of teacher directed learning to student directed learning.

As a Fuse MA Fellow and coach, Eva Urban Hughes works with four WHS teachers and four Needham High teachers. She described the process and survey taken about 18 months ago when Fuse was introduced to Wayland. Wayland's vision and priority practices were developed to help students gain ownership of their learning through a more personalized learning experience. Eva described how this personalized learning experience was approached and how those teachers were recruited to become Lighthouse teachers. She focused on one WHS Lighthouse physics classroom that uses flex models, a station rotation model for small group instruction, and the

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flipped classroom. Eva also described how personalized learning functions in her history class of 25 students as opposed to smaller classrooms.

To measure the success of Fuse, surveys collect data at the beginning of the school year and again at the end of the school year. Bethann described the survey process in more detail. She also described curriculum lessons and one of the Fuse models used in middle school lighthouse classrooms – Rachel Barker's 6<sup>th</sup> grade Social Studies class, Daniel Fernandez Devila's 7<sup>th</sup> grade Spanish class and Leigh Netcoh's 8<sup>th</sup> grade Spanish class.

There is a Fuse Wayland vision moving forward into 2020 for Cohort 2 within the high school and elementary schools. It is anticipated that there will be 2 new Fellows, as well as the current two – Bethann and Eva. There will be 16+ Lighthouse teachers, the vision and priority classroom practices will be identified, blended and personalized classroom practices will continue, as well as the use of technology and digital learning resources to enhance teaching and learning.

(b) Superintendent's Report:

*School Visits:*

PRONOUN will compete in the Massachusetts High School Drama Festival on Friday, as 14 schools remain in the competition out of 112 schools.

Arthur announced that Middle School teacher Jennifer Nichols was awarded the Mary L. Johnson Travelship this year and noted that many of past year's recipients were in attendance.

Arthur visited Ms. Elliot's second grade class at Claypit Hill School and described the classroom math lesson in recomposing numbers. Math coach Becky Lepow was also instrumental with this lesson.

*METCO Director Search Update:*

Arthur described the METCO Director search facilitated by Allyson Mizoguchi with a Search Committee made of Wayland and Boston parents, administrators, teachers, students and staff. Four finalists were chosen, but ultimately three were invited to spend a day in Wayland. Arthur hopes to make an announcement by the end of this week regarding a new METCO Director.

The Happy Hollow search has been reopened and the first round of interviews will take place next week. Finalists will be chosen and will be invited back to Wayland during the week of April 8. The goal is to choose the next Happy Hollow principal before spring break.

(c) School Start Times Update:

Arthur commented that there is an expected increase in the demand for childcare, and there is a continued effort to work with the YMCA, BASE and the Recreation Department to accommodate the need. After issuing a survey to Boston families, only seven responses have been received to date. Arthur has also met with concerned parents regarding the increased cost of childcare due to the change in start times, adding that the cost structure of BASE may not change.

The athletic schedule will be ready on April 22, and Arthur will provide the link to the schedule on the progress chart.

(d) Spanish Immersion Update:

Given that the Spanish Immersion program is moving from Claypit Hill to Loker School in August 2019, 20 out of 22 students will stay in the program for first grade. There is also a waiting list for first grade. Some parents will meet to discuss the possibility of forming a Parent Advisory Council for this program, as well as a possible summer program within Pegasus. To make the summer program work, a minimum of ten kids would have to sign up.

This year's Kindergarten classroom teacher will remain with next year's Kindergarten Spanish Immersion class for which a lottery was held. Twenty-two students were chosen out of 27 creating a waitlist for next year. Parry described how this year's registration process differed from last year.

A discussion ensued about the time frame in terms of developing potential policies/procedures that could help to navigate through the process of creating before and after school schedules for all extra-curricular activities. Kim reported on the research she has done thus far in this regard. She also met with Allyson to discuss scheduling.

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Arthur suggested that athletic procedures be drafted by Allyson and Heath. This topic will be discussed further on May 1 at which time Arthur will have additional information in this regard.

3. **Financial Matters:**

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

There are no updates on the FY20 operating budget. The Fast Facts document will be reviewed on April 8.

(b) Preparation for Town Meeting, including Budget and High School Athletic Complex Renovation Presentations:

Jeanne will have a draft budget presentation and a High School Athletic Complex Renovation presentation for the School Committee to review at its April 8 meeting.

(c) Discussion and Possible Vote to Approve FY2020 Fees:

Susan updated the School Committee on the following changes to fees: The Full Day Kindergarten fee will be \$2,700 for the next school year, and there will be a 3% increase in Pegasus tuition. Although BASE appears to have a fee increase, it is due to additional structuring of hours. Susan explained the restructuring of BASE hours at the elementary level. Nate asked about comparative data from other communities in terms of after school programming. Susan will work with Heath Rollins regarding hockey and sailing fees and present some proposals in this regard going forward.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted (3-0-1) (Ellen abstained) to approve the fees.

(d) Discussion and Possible Revote of FY2020 OPEB Annual Transfer from Special Revenue Funds:

Susan informed the School Committee that the Finance Committee voted to reduce the contribution to OPEB trust from about \$800,000 to \$551,000. This would amount to \$831 per FTE for an annual total of \$40,669 for each one of the schools' six special revenue funds.

Upon a motion duly made by Kim Reichelt, seconded Nate Buffum, the School Committee voted unanimously (4-0) to approve the OPEB revised annual transfer as described in this document.

(e) Receive and Discuss the FY2019 Q2 Financial Report:

The Q2 Financial Report includes the period from October 1 through December 31. All financial obligations are expected to be met within the FY19 budget appropriation of \$40,524,035. At the end of Q2, the report showed about a \$300,000 surplus in personnel costs. Susan explained why there was a surplus. However, the surplus in personnel costs is being offset by a \$280,000 shortfall on the non-personnel side which is being driven by mostly maintenance and operations projects. Susan noted that about 580 maintenance projects were completed last year and this year, during the same period, only 320 have been completed thus far.

Susan commented on the possible implications regarding maintenance projects expected for 2021. There are a large number of projects that need to be completed sooner rather than later, such as carpet removal and replacement of HVAC systems and the PA system at Loker.

(f) Review of The Education Cooperative Annual Budget:

The Education Cooperative's budget is reviewed annually by the member school districts. Richard reviewed and described TEC's services and programs that are successfully provided to member districts, particularly in Wayland. Richard considers TEC to be a great support system.

The budget for this is \$895M to accommodate a total of 85 students. Jeanne noted that TEC fees are increasing by 1.3% for 14 member districts. Wayland's assessment will be lower than the \$13,768 per district, as it based on the number of students.

(g) High School Master Athletic Plan:

- Project Status
- Budget Update
- Warrant Article

Jeanne reported that the bids have gone out and will be opened next week.

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4. **Administrative/Procedural Matters:**

(a) Discussion and Review of Superintendent Evaluation Schedule and Process:

The School Committee discussed its schedule for evaluating the Superintendent. Arthur will present his binder to the School Committee on April 29 with the intent of having goal discussions on May 6 and May 29 and followed by discussions regarding the elements at the June meetings. A confidential administrative survey will be sent to the administrators on March 27 and will be closed on April 5. Ellen explained the survey process further.

In addition, the five School Committee members will choose a topic for which they will interview and observe those who work in this specific area. Each member will then draft a one-page assessment of only the facts presented which will be discussed on May 6. A discussion ensued in terms of the purpose and the anonymity of the interviews and/or observations, as well as the administrative survey distribution process. Ellen will attend Admin Council on March 26 to briefly explain the survey process.

Jeanne – Supervision of Administrative Staff  
Ellen – Instructional Leadership/Curriculum Development  
Kim – Community Engagement  
Kathie – Management of High Visibility Matters  
Nate – Financial Management/Budget and Facilities

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

There have been no outstanding document and/or minutes requests since the last meeting.

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

- OML Complaint of February 26, 2019

The response to the OML Complaint of February 26, 2019 was sent by Jeanne on March 13 to the Attorney General's office and George Harris, with copies to the School Committee.

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

Kim will write a summary of this evening's meeting for The Buzz.

(e) Review of Summer Meeting Schedule:

The School Committee reviewed its summer meeting schedule and meetings are as follows:

June 24 @ 10:00 a.m. (discussion re: Superintendent's evaluation)  
July 1 @ 10:00 a.m. (finalize Superintendent's evaluation)

Regular Meetings:

July 15 @ 10:00 a.m.  
August 12 @ 10:00 a.m.  
August 26 @ 7:00 p.m.

6. **Policy Subcommittee Update:**

(a) Approval of Policy JEB – Entrance Age:

There were no changes or public comments received for Policy JEB since it was put out for public comment.

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to approve Policy JEB.

(b) Review of Policies and Possible Vote to Put Out for Public Comment:

- BEDH – Public Comment at School Committee Meetings
- DD – Funding Proposals and Applications
- DIF – Anti-Fraud and Whistleblower Policy
- EBAB – Pest Management Policy
- EDC – Authorized Use of School-Owned Materials
- EEAA – Walkers and Riders
- EEAEA – Bus Driver Examination and Training

Most of the aforementioned policies have minor word changes and are MASC driven, with the exception of Policies

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BEDH and DIF. Policy DIF was given to the Policy Subcommittee by Susan Bottan as a result of DESE’s financial audits and is an entirely new policy. Susan explained the origination of Policy DIF. Kim will speak to MASC for clarification of these two policies. They will be discussed at the next School Committee meeting.

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to put Policies DD, EBAB, and EDC out for public comment.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated March 25, 2019, in the amount of \$495,786.01
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated March 25, 2019, in the amount of \$5,225.74
- Wayland Public Schools Payroll Warrant, dated March 19, 2019, in the amount of \$1,518,167.89
- Wayland Public Schools Payroll Warrant, dated March 27, 2019, in the amount of \$1,479,150.54

(b) Approval of Minutes:

- Regular Session of February 25, 2019
- Regular Session of March 11, 2019

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

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

Ellen raised some concerns regarding the high school graduation. Arthur will report back to the School Committee at a later date.

9. **Executive Session:**

Upon a motion duly made by Jeanne Downs, Seconded by Nate Buffum, the School Committee voted unanimously to enter Executive Session at 9:41 p.m. for the purposes of discussing strategy with respect to impact bargaining with WTA, as permitted by M.G.L. c.30A, §21(a)(3) and will pass over the Executive Session minutes because it wasn’t noticed properly. 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, Parry Graham, Assistant Superintendent, Susan Bottan, Director of Finance and Operations, and Diane Marobella, recording secretary.

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

10. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to adjourn at 10:19 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

**Corresponding Documentation:**

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1. Agenda & Backup Information
2. Accounts Payable & Payroll Warrants
3. Fuse Wayland Presentation
4. FY19 Q2 Financial Report
5. The Education Cooperative FY20 Budget Proposal
6. Policies: JEB (Entrance Age), BEDH (Public Comment at School Committee Meetings), DD (Funding Proposals and Applications, DIF (Anti-Fraud and Whistleblower Policy), EBAB (Pest Management Policy), EDC (Authorized Use of School Owned Materials)
7. Regular Session Minutes of February 25, 2019
8. Regular Session Minutes of March 11, 2019
9. Executive Session Motion