

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – April 8, 2019

A Regular Meeting of the Wayland School Committee was held on Monday, April 8, 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:*

Arthur Unobskey  
Superintendent

Parry Graham  
Assistant Superintendent

Richard Whitehead  
Director of Student Services

Susan Bottan  
Director of Finance & Operations

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

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

Mike Lowry, Chairman of the Board of Public Works, came before the School Committee on behalf of the Board to ask for the School Committee's support of a Town Meeting Automatic Meter Reading warrant article. Mr. Lowry explained the benefits of having automatic meter readings, including the detection of water leakage in homes and public buildings, adding that the WHS septic treatment facility could be at risk. Mr. Lowry also noted that sometime in the future water usage in public buildings and on fields will be billed.

Alexia Obar asked if there were any decisions regarding the location of the WHS graduation. She is concerned about the lack of communication to families so plans can be made in terms of invited guests. Ms. Obar also asked about the status of the Water Warrior Program next year because of the school start time change, the status of a potential Happy Hollow bus being eliminated, a policy for before school activities, and a possible survey to determine coaching staff next year. Finally, she is concerned about scheduling late games from 4:30 on, citing the health and safety risks when there is no time for warm-ups.

**2. Matters not Anticipated by the Chair (taken out of order):**

Given the time sensitive nature of Mike Lowry's request and public comment, the School Committee discussed its support of the Board of Public Works' Automatic Meter Reading warrant article. Questions were asked of Mr. Lowry as well. Mr. Lowry noted that the Board of Selectmen, the Recreation Commission and the Finance Committee are supporting this article. The Commonwealth will now require meter readings to be done quarterly instead of the current semi-annual readings. There is one person who manually reads meters, but the added frequency will require a second person in Wayland. The water usage guideline as outlined by the Commonwealth is 65 gallons per day per person. The Water Enterprise Fund, to which taxpayers pay into, will pay for this proposal.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to support Article 12 Automatic Water Meter Reading.

**3. Educational Matters:**

(a) Learning Walks Update:

As explained by Parry, a team of three participates in the learning walks to better understand the students' jagged learning profiles as a way to meet students' needs for the purpose of elevating achievement. Early on into this process, the learning walks provide a qualitative and authentic method of examination into current and potential future practices. Upon completion of the learning walks, the team meets with the principal to pass on that which they have observed in the classrooms. This method, however, is only one way to elevate achievement.

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Thus far, a learning walk team observed The Children’s Way classrooms to witness teacher-child interactions that encourage curiosity and/or problem solving and FOSS science lessons were observed at the elementary level, which were followed by a meeting with elementary principals to analyze the observations and look for common patterns in the data. A middle school curriculum coordinator meeting was observed and they have discussed standards based grading, particularly within each department. Some decisions must be made for the entire school, however, such as the design of the report card. At the high school level, each department is in the process of identifying student groups that they want to observe, but may not conduct learning walks until the next school year. Parry elaborated on the types of student groups that may be included in the learning walks.

The common thread throughout this process has been “engagement” with students. Although different from level to level, academic engagement and social and emotional engagement can work parallel to one another. Parry described engagement across two dimensions, as well as the commonalities that surfaced during discussions and within the FOSS example.

The next steps may include inviting Kindergarten teachers to visit The Children’s Way, the K-5 principals would share some takeaways with staff for the purpose of involving teachers in the learning walks, standards-based grading across different departments will continue to expand at the Middle School, and the High School will incorporate learning walks into the work of different departments to develop a plan.

### (b) Superintendent’s Report:

#### *School Visits:*

Arthur spoke about his visit to an 8<sup>th</sup> grade math class in which students were given online materials to help with their individual tasks. The math teacher offered to help students, but one student chose to challenge herself in a way to figure out the task on her own. This is an example of deepening innovative practices that challenge students in a way that provides nurturing as well and allows students to struggle while providing the tools to forge through their struggles.

#### *Graduation Ceremony Update:*

Arthur updated the School Committee on the logistics of the graduation ceremony. Other options are being considered, but he should have a decision by May 2. The status will be communicated to families of seniors in terms of the ceremony and the rollout of construction of the athletic project once a contract is signed. A discussion followed Arthur’s update.

#### *Water Warriors:*

Working with staff and volunteers, there is an effort to develop a childcare plan for one hour allowing Boston students to stay in Wayland. Some students, however, would lose the opportunity to participate in a spring sport and Water Warriors at the same time. Arthur explained the complexity of the scheduling process. He is confident that there will be sufficient volunteers to run the program.

#### *Happy Hollow Bus:*

Susan noted that a town-owned bus will no longer need to make an elementary run next year. The bus will be used to make a morning run into Boston to pick up elementary students and then transport students from Claypit Hill Elementary School to the Middle School in the afternoon.

#### *High School Clubs and Programs:*

In response to an earlier public comment, Arthur addressed this topic. Clubs and programs will continue in the mornings, including the opportunity for extra help. However, no new clubs or programs will be added in the morning. In terms of sports schedules, the fall schedules will be available at the end of April, adding that some away games will be scheduled at 5:00 p.m. and morning practices are not anticipated. The Athletic Director will present the sports schedule on May 6. In regards to changes in coaching, Arthur is unaware of any changes.

#### *Diversity Update:*

It is important that all students feel welcomed and have access to all the same opportunities. As discussed in administrative meetings, the approach to diversity must be personalized through richer offerings for students, offering appropriate professional opportunities for staff, recruiting more diverse candidates, identify achievement and gender gaps, and create a parent group who would advocate for issues of equity. Arthur elaborated on the plan moving forward.

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(c) School Start Times Update:

Work continues to recruit staff for the BASE program with the help of the YMCA. The sign-up for BASE for those currently in the program and those on a waitlist is on April 26, and it should be known by May 6 if the needs will be met.

Arthur responded to questions regarding the process to ensure that teachers will have time to prepare for the next day, given that approximately two to three classrooms will be needed each day in the elementary and middle schools. Arthur is also hearing from parents about their concerns resulting from the time change.

### 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.

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

The School Committee reviewed draft Town Meeting FY20 budget comments for factual information, content and verbiage. The Committee discussed the type of information to include in the High School Athletic Complex Renovation Presentation, including a brief slide presentation. Jeanne will prepare the presentation for the April 22 meeting for the Committee's review.

(c) Review and Discussion of Fast Facts Document:

The School Committee reviewed the Fast Facts document that contains a lot of information related to the schools. Susan will revise the enrollment information related to class sections, and will add that school buildings make up 70% of square footage of all town buildings. A discussion ensued about the history of The Children's Way around the time of when it was first established under the state statute. Susan will research the history further. She will also research the EL population comparing statistics for last year, this year and next year's projections.

(d) Possible Vote to Accept the PTO Kanter Fund Grant in Support of the China Exchange Program:

Susan updated the School Committee on the funds donated by the Kanter Fund in support of the China Exchange Program. The funds were controlled by the PTO, but would now like to grant the funds to the Wayland Public Schools. With the approval of the School Committee, a revolving fund could be set up specifically for these funds.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee unanimously voted (5-0) to accept the Kanter Fund Grant in support of the China Exchange Program.

(e) OPEB Update:

Jeanne updated the School Committee on her discussions in regard to OPEB parity payments by The Children's Way with Cliff Lewis, a former member of the OPEB Committee. It is Mr. Lewis's opinion that the School Committee could work out a plan for The Children's Way to make its payments, although legal opinion is not in favor of these payments. A discussion ensued in this regard.

(f) High School Master Athletic Plan:

- Project Status
- Budget Update
- Warrant Article

Jeanne updated the School Committee regarding the received bids for the master athletic project, including the difference between the vertical bids and the horizontal bids. The Permanent Municipal Building Committee will review the bids at its next meeting. Jeanne noted possible options if the bids remain over the total estimate of the project. For the average taxpayer, their average tax bill over the period of 20 years, will increase by about \$133.00 per year. The project must pass by a two-thirds vote at Town Meeting.

### 4. **Finance Subcommittee Update:**

(a) FY2018 Audit Results:

In an annual audit of the approximate \$616,000 Federal Grant conducted by Melanson & Heath there were no findings. The second audit is the End-of-the-Year Report in which there was one finding related to the Loker Windows and Doors project. Susan explained this finding further. The change was made and submitted to DESE.

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The third audit currently being done will look at the student activity accounts.

(b) Results of Moody's Rating Review:

For the last three years, Wayland had a AAA rating with a negative outlook. As a result, Susan and administrative town staff participated in a conference call with Moody's at which time Moody asked questions about revenue, expenditures, pensions, capital, etc. Susan noted that Moody's evaluators commented that they were impressed with the level of academic achievement, the level of teacher quality, and the level of high performing arts which are all indications of a AAA rating. As a result, the negative rating was removed.

5. **Administrative/Procedural Matters:**

(a) 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.

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

There are no outstanding Open Meeting Law matters at this time. A discussion ensued regarding the purpose of this agenda item. When there is a specific complaint, it will be noted on the agenda.

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

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

(d) Discussion and Review of Superintendent Evaluation Schedule and Process (taken out of order):

Since the School Committee submitted the Admin Council survey regarding Arthur's evaluation, ten responses have been received thus far. Jeanne will attend the next Admin Council meeting to observe Arthur as the facilitator of the meeting and to speak to the administrators regarding this process.

As part of the evaluation process, each member will interview certain people for the purpose of gathering objective information within a certain topic. The interviews will be a verbal conversation in person or by phone and/or an observation. Each member shared his/her topics as they relate to Arthur's goals. The School Committee will produce one factual page based on the interviews/observations for its May 6 meeting.

6. **Policy Subcommittee Update:**

(a) Review of Policies to Put Out for Public Comment:

- BEDH – Public Comment at School Committee Meetings
- DIF – Anti-Fraud and Whistleblower Policy

This agenda item was passed over until April 22.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated April 8, 2019, in the amount of \$247,766.98
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated April 8, 2019, in the amount of \$42,271.75
- Wayland Public Schools Payroll Warrant, dated April 10, 2019, in the amount of \$1,447,768.60

(b) Approval of Minutes:

- Regular Session of March 25, 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 without the minutes of March 25, 2019.

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

Ellen commented that the town-wide PTO has requested access to information for the purpose of a student directory. A discussion ensued regarding student/family privacy. Susan will research the policy/procedure in this regard.

9. **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 9:23 p.m. for the purposes of voting to approve the following Executive Session minutes:

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February 25, 2019 and March 25, 2019 as permitted by M.G.L. c.30A, §22. The School Committee will pass over Item (a) (Impact Bargaining with the WTA).

Arthur asked the Chair not to pass over Item (a). She re-read the motion to enter Executive Session for the purposes of discussing strategy with respect to impact bargaining with the WTA, as permitted by M.G.L., c.30A, §21(a)(3) and to approve the following Executive Session minutes: February 25, 2019 and March 25, 2019, 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	X	

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. This sentence was amended to exclude Susan Bottan from Executive Session.

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

**10. Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 9:53 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

**Corresponding Documentation:**

1. Agenda & Backup Information
2. Accounts Payable & Payroll Warrants
3. Article 12 – Automatic Water Meter Reading
4. Fast Facts for Town Meeting
5. Melanson & Heath Auditors’ Report
6. Draft Budget Comments for Town Meeting
7. Suggested Verbiage for Interviews/Calls/Observations re: Superintendent’s Evaluation
8. Executive Session Motion