

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – December 18, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, December 18, 2017, at 6:30 P.M. in the School Committee Room of the Wayland Town Building.

*Present were:*

- Ellen Grieco, Chair
- Jeanne Downs, Vice Chair
- Nate Buffum
- Kim Reichelt
- Kathie Steinberg

*Also:*

- Arthur Unobskey
- Superintendent

- Susan Bottan
- School Business Administrator

- Marlene Dodyk
- Director of Student Services

- Lea Anderson, BOS
- Ben Keefe, Public Buildings Director

*Finance Committee:*

- Dave Watkins
- Bill Steinberg
- Klaus Shigley
- George Uveges

The Chair convened the regular session at 6:34 p.m.; the meeting is being recorded by WayCAM.

**1. Executive Session I:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to enter Executive Session at 6:35 p.m. for the purpose of discussing with counsel strategy in the pending lawsuit titled *Stephen Cass v. Town of Wayland, et al, USDC D. Mass., CA No. 1:17-CV-1141*, as permitted by M.G.L. c. 30A, §21(3). A roll call vote was taken as follows:

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

The School Committee will be joined by Attorney Adam Simms, Arthur Unobskey, Superintendent of Schools, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session to conduct its regular meeting.

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

Molly Upton expressed her concern about the size of the first grade class at Happy Hollow School, given that first grade is a very critical year for students. In her opinion, there is an inequity in town, and she asked the School Committee to be cognizant of the change in the buffer zones, possibly have schools according to grade level and to focus on the must haves in the budget.

Steven Cliff Gordon commented that he will support the proposed fields in town and not the potential multi-million dollar library. He noted that he asked the Board of Selectmen to unbundle the capital requests so that all can be voted on separately based on their own merits. Mr. Gordon encouraged the School Committee to have further discussions in

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 18, 2017

this regard.

Tom Sciacca commented that he supports unbundled overrides and he supports the library, but he does not support the proposed fields. He referred to a chart that was distributed at the last School Committee meeting and, in his opinion, he sees a total lack of correlation between spending and results. Tom noted some examples on the chart for Wayland's peer towns – Acton and Weston – and commented that the district doesn't have to spend more to get more.

3. **Special Matter** (School Committee was joined by the Finance Committee):

(a) Presentation of the FY2019 Operating Budget – “Diving Deeper”:

As depicted by a child on a diving board, Arthur made the correlation that children need a strong platform that will support students when taking the dive to discover those things for which they are passionate, adding that this budget will provide nurture and challenge for all students and will accomplish the goal of the School Committee, which 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.”

Driven by the UNITED goals to engage students in the present and prepare them for the future, the Superintendent's FY19 recommended budget totals \$40,565,310, an increase of \$1,408,827 from the FY18 budget or a 3.60 percentage increase. Teaching and Learning priorities are the following.

**Using Data Wisely** – MUNIS will help to accurately predict future staffing costs, and the new SIS system will be used to generate reports and provide data for teachers, students and parents.

**Nurturing Early Childhood Development** – A portion of the new elementary counselor will be used for pre-school students.

**Infusing Technology and Design** – Continue the CONNECT Program at WHS, the FUSE program at WMS and WHS and to provide AV replacement throughout the district, which is no longer in the 5 year capital budget plan.

**Training Global Citizens** – Continue the work of the Diversity Committee at WHS, the Global Citizens Program at WMS, and the service projects and community meetings at the elementary schools. Greening stipends may be funded at the elementary schools.

**Elevating Achievement** – Add some staffing to the WHS Academic Center, provide an in-building substitute teacher at the MS, and continue the writing center at the MS.

**Deepening Wellness** – Continue with the Open Circle program, the Responsive Classroom, and programming for social and emotional learning.

Arthur reviewed those teaching and learning priorities that would be added to the budget and a change over the FY18 appropriated budget, such as 1.0 FTE TA in the high school academic center (\$25,800), a 1.0 FTE plus 2 days for a school-based substitute (\$38,700), 2 extra-curricular stipends for each elementary school (\$9,006), a salary adjustment for elementary principals (\$6,000), lengthen the Athletic Director's contract ten more days (\$5,000), lengthen the contract for the Guidance and Special Education department heads (\$3,280), provide a stipend for administrators who pursue a doctorate (\$3,000), and a shared 0.5 FTE wastewater treatment superintendent with the town (\$20,000). These initiatives total \$110,786.

Arthur explained the budget adjustments and savings that have been achieved by recalibrating non-personnel expense allocation at Loker School, recalculating special revenue fund indirect allocations, reducing transportation costs with the use of the WHS vans and the result of special education students staying in-district, as well as savings through resource allocation for special education staffing, ELL staffing and Global Citizens budgeting. Arthur elaborated on the 6 SPED in-district programs offered for 54 students resulting in a total savings of over \$2M.

The student/teacher relationships represent the strong foundation of the Wayland Public Schools, and the FY19 level service budget drivers are a big piece of the budget.

- Contractual obligations represent 2.2% of the budget (steps, lanes, longevity stipends, retirements wage adjustment)

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – December 18, 2017

- Increased Enrollment (0.8% increase) (regular and special education) will require the following for a total of \$121,200:
  - A teacher assistant for 1<sup>st</sup> grade at Happy Hollow
  - A 0.8 % FTE for 7<sup>th</sup> grade teacher at Middle School
  - An adjustment counselor at Claypit Hill due to state mandates
  - Specialists for PE and Music at Happy Hollow and Loker
  - Special Education teaching assistant due to state mandates
  - EL staffing, 1.2 FTE due to an increase in EL students (46% increase FY17 to FY19)
  - An 0.19 FTE school nurse for a special education need

Arthur explained the projected enrollment increase for FY19 to be 30 to 40 students, adding that it's possible more than 30 students could newly enroll in the middle school. He reviewed the FY19 unmet needs that included elementary chromebooks, an HVAC preventive maintenance system, a summer stipend for supplies ordering and receiving, an additional 0.5 FTE assistant principal to be shared with Happy Hollow (0.4 FTE) and the purchase of Technology Docusign, a software application that allows parents to sign documents online.

Finally, if required to achieve the FinCom guideline that seeks an overall budget increase of less than 3.5% over the FY18 budget, the following would be removed from the FY19 recommended budget for a total reduction of \$38,350:

- Reduce building sub hours at the middle school
- Eliminate a TA at the high school

The School Committee and Finance Committee asked Arthur questions regarding the elements of the FY19 recommended budget, such as the schedule for the middle school building sub, the administration's continued efforts to find savings in the school budget given the concern of an override a few years out, a request for a summary regarding the difference between personnel spending and other spending for facilities, SPED, general and SPED transportation, the policy regarding TA's and aides, the possibility of additional revenue generated as a result of increased enrollment, the additional FTE's for the elementary assistant principal, the potential risk of lack of funds to fund a new classroom due to increased enrollment, a request for a breakdown of unclassified expenses, such as capital projects, for which Susan explained those expenses as noted in the budget book.

It was also asked to communicate the policy for non-resident staff children and explain how it is managed. Arthur cited the school policy and it was noted that Chapter 70 funding is received for non-resident students. A discussion ensued in this regard. Ellen addressed the negotiations with WTA in terms of allowing certified staff's children to attend the Wayland Public Schools and added that the town receives a significant amount of good will in the process. Susan will provide a reconciliation showing the FY17 town appropriation at spring town meeting compared to what was requested for FY18 at special town meeting to meet contractual obligations (a handout was provided in this regard). Susan addressed the FTE's associated with the district TA's as reported in the Staff Deployment & Class Size Report and added that there are a total of 84 FTE's and about 85% of those are associated with special educational plans. Fees for families for transportation, athletics, high school parking fees, etc. were discussed, as well as the additional class supplies that continue to be purchased by teachers and the uncompensated hours that teachers work.

The process going forward for additional questions was addressed.

#### 4. Financial Matters:

##### (a) High School Master Athletic Plan Update:

- Communication with other Town Boards/Committees
- Resolution of Outstanding Order of Conditions
- Update on Owner's Project Manager and architect Selection Process
- Possible Vote to Appoint School Committee Designees to the PMBC
- Conservation Commission's Permit Requirements
- Draft Warrants for Annual Town Meeting
- Next Steps

Jeanne informed the Committee that the CPA application was submitted by Kathie and the memo from the School Committee was sent to the Board of Public Works for which Jeanne will follow up.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 18, 2017

Ellen commented that the Conservation Commission distributed a letter regarding its requirements in terms of the permitting process. The letter has been given to Weston & Sampson. As far as the outstanding field Order of Conditions, Ellen noted that there could be some site work required to resolve the outstanding Order of Conditions, adding that before money is spent for the design of the new athletic facility, as-built plans for the fields must be located to satisfy the DEP's requirements in closing out the old Order of Conditions, and could include a survey of the property to produce current as-builts in order to move forward. A discussion ensued in this regard.

The Board of Selectmen has approved the OPM to be LeftField, LLC for the fields and the High School Master Athletic Plan Project. Proposals for the architects are due by December 29<sup>th</sup>, and the Evaluation Subcommittee for these proposals must be appointed as the subcommittee will meet January 2<sup>nd</sup>. Ben recommends a four-person subcommittee to include him, Jeanne Downs, Susan Bottan, and Katherine Brenna. The contract language, taken from the RFQ, for the architect was discussed by the School Committee.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to appoint Jeanne Downs to the Evaluation Subcommittee.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to appoint Michael Hoyle and Jeanne Downs as the designees to the PMBC for this project.

Jeanne will bring the spring town meeting warrants to the January 2<sup>nd</sup> meeting for the School Committee's review. The warrant language was discussed as well as the timetable leading up to going to print on March 1. Jeanne will also provide a schedule for the athletic facility project, as the School Committee, sometime in January will decide on the in-fill of the stadium field and the options from which to choose.

(b) Finance Subcommittee Update:

- Loker Kitchen Update

Ben Keefe updated the School Committee regarding the Loker School kitchen. An architect has been selected, a tentative design has been submitted but has to be reworked, bids for the design work will be submitted by mid-March, and a firm estimate will be available by spring town meeting.

- Bus Parking Update

Susan updated the School Committee regarding the contract with HDR Holdings. She commented that zoning approval for a new sign will be submitted by end of January, the new sign will be designed and moved back 15 feet from the street, brush will be removed, and the existing space on the first floor of the building will be redesigned for the bus staff.

(c) Discussion of Budget Calendar, Budget Presentations, Finance Committee Guideline and Communication with Finance Committee:

Jeanne suggested that the a communication be sent from the School Committee announcing the dates of the school and COA budget presentations before holiday break and again on January 2<sup>nd</sup>, as well as a link to the budget information.

The School Committee reviewed a spreadsheet containing the capital projects that will be recommended by the Finance Committee with alternative funding and via warrant articles for spring town meeting. The spreadsheet also includes those capital projects that they do not recommend at this time, such as the middle school phone upgrade. Three projects were recommended to be moved into the operating budget. A discussion ensued in terms of these recommendations; however, further information is needed in order for the school department to move forward, particularly when some capital projects were postponed a few years ago.

(d) The Education Cooperative (TEC) Update, including Annual Report and Collaborative Status:

Jeanne reported that district assessments have been reduced due to the success of the TEC programs and encouraged committee members to review the TEC Annual Report.

5. **Educational Matters:**

(a) School Start Time Discussion and Consideration of School Committee:

Arthur suggested that the School Committee articulate its preferences in terms of which tasks the School Committee would like the newly formed task force to accomplish, so that he can group people based on the tasks at hand to work toward drafting a new school start time proposal. A discussion followed regarding the options to

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 18, 2017

consider, including the “flip” approach, starting K-12 grades at the same time of 8:30 a.m., or starting secondary grades past 8:30 a.m. Kim referred to Acton/Boxboro and Weston’s decisions and school start times for next fall. The Committee discussed bus transportation and athletics and class scheduling depending upon the recommendation. Ellen drafted some things to be considered by the task force:

- multiple options to implement school start times
- consider impact on student activities, athletic activities, and families
- consider data and practices of surrounding towns

Kathie asked for more information/data regarding elementary students’ productivity after lunch, as well as other data. More discussion followed; additional surveys will be implemented about childcare issues, as well as other issues.

(b) Presentation of Superintendent’s Priority Elements:

Arthur chose six elements that will be in line with his goals and his priorities. The School Committee will review and discuss on January 2<sup>nd</sup>.

(c) Receive and Discuss the 2017 Staff Deployment and Class Size Report:

There was no discussion regarding the 2017 Staff Deployment and Class Size Report.

(c) Hear Superintendent’s Report:

- School Visits
- Music Performances
- Schedule for School Committee Presentations: Connect (January 2), Writing Center (January 4)  
Arthur commented that 15 minutes will be needed for each presentation.

Arthur described how the students are engaged civically in the classrooms, such as the middle school activism project and the possibility of developing plans for the staff to engage their students in the town meeting process. Arthur also observed a high school visual arts class and observed the chorus prepare a song that was performed that evening.

Arthur announced that the Connect program will be presented to the School Committee on January 2<sup>nd</sup> and the Middle School Writing Center presentation on January 4<sup>th</sup>.

6. **Administrative/Procedural Matters:**

(a) Discussion of Open Meeting Law Response Process, including Possible Review of Spreadsheet and Discussion of Complaints Filed by George Harris on August 22, 2017, August 31, 2017 and June 7, 2017 (Alleging insufficient detail of executive session minutes), July 18, 2017 (Alleging failure to timely produce minutes), September 19, 2017 (Alleging insufficient detail in agenda), September 28, 2017 (Alleging failure to produce minutes in a timely manner), and November 3, 2017 (Alleging that proper procedure was not followed in responding to a previous OML complaint):

Ellen commented that George Harris’s September 19, 2017 OML complaint was not taken any further in the process.

(b) Review of Outstanding Document and/or Minute Requests:

None.

(c) Discussion regarding School Committee Schedule, including Presentation on New Programs Funded in FY17 Budget:

This agenda item was passed over.

(d) TEC Update, including Annual Report and Collaborative Status:

This was discussed earlier in the meeting.

(e) Review of Public Communications from the School Committee including Articles on eSchool Plus and on Social Emotional Support for Elementary Students, as well as Publication Policies of the Wayland Town Crier:

The School reviewed the eSchool Plus for language and content. Kim distributed two additional articles in terms of

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 18, 2017

an educational effort regarding school start times.

7. **Matters not Reasonably Anticipated by the Chair:**  
None.

8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated December 18, 2017, in the amount of \$271,040.92
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated December 18, 2017, in the amount of \$54,199.79
- Wayland Public Schools Payroll Warrant, dated December 20, 2017, in the amount of \$1,513,184.88

(b) Approval of Middle School Cape Cod Trip 2018

(c) Approval of Minutes:

- Regular Sessions of December 4, 7, and 11, 2017
- Regular Session of November 20, 2017 (re-vote for revision)

Upon a motion duly made by Ellen Grieco, seconded by Nate Buffum, the School Committee voted unanimously (5-0) to approve the Consent Agenda.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to enter Executive Session at 10:06 p.m. to discuss the open meeting law response process, including possible review of spreadsheet and discussion of Open Meeting Law complaints filed by George Harris on July 7, 2017 alleging insufficient detail in Executive Session minutes, July 18, 2017 alleging failure to produce minutes, both in violation of M.G.L. c.30A, §22, September 19, 2017 alleging insufficient detail in agenda in violation of M.G.L. c.30A, §20, September 28, 2017 alleging failure to produce minutes in a timely manner in violation of M.G.L. c.30A, §22, and November 3, 2017 alleging that proper procedure was not followed in responding to a previous OML complaint in violation of M.G.L. c.30A, §23(b), and approval of the following Executive Session minutes, as permitted by M.G.L. c.30A, §22: December 4, 2017. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	X	
Jeanne Downs, Vice Chair	X	
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 reconvene in open session for adjournment purposes only.

10. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to adjourn at 10:11 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 18, 2017

**Observers:**

Tom Sciacca, WVN  
Carol Plumb, WVN

**Corresponding Documentation:**

1. Agenda & Backup Information
2. The Education Cooperative FY2017 Annual Report
3. Accounts Payables & Payroll Warrants
4. Middle School Cape Cod Trip 2018 Proposal
5. Draft Fiscal FY2019 Capital Building Requests
6. Staff Deployment and Class Size Report 2017-2018
7. School Committee Articles re: eSchool Plus and School Start Times
8. Regular Session Minutes of November 20, 2017
9. Regular Session Minutes of December 4, 2017
10. Special Session Minutes of December 7, 2017
11. Special Session Minutes of December 11, 2017
12. Executive Session Motion