

MINUTES – WAYLAND SCHOOL COMMITTEE
Budget Work Session/Regular Meeting – January 11, 2018

A Budget Work Session/Regular Meeting of the Wayland School Committee was held on Thursday, January 11, 2018, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Jeanne Downs, Vice Chair
Nate Buffum
Kim Reichelt
Kathie Steinberg

Absent:

Ellen Grieco, Chair

Also:

Arthur Unobskey
Superintendent

Brad Crozier
Assistant Superintendent

Susan Bottan
School Business Administrator

Also:

Christie Harvey, Claypit Hill Principal
James Lee, Happy Hollow Principal
Brian Jones, Loker Principal
Leisha Simon, Director of Technology and Accountability
Bethann Monahan, K-12 Technology Coordinator/Computer Teacher

Vice Chair Jeanne Downs convened the regular session at 7:04 p.m.; the meeting is being recorded by WayCAM.

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

There were no public comments or written statements.

2. **Special Matters:**

(a) World Language Immersion Program:

Brad brought the School Committee up to date regarding the World Language Immersion Program. The FY18 budget provided for a .35 FTE position to include leadership and curriculum development. The job was posted in June 2017. There were few applicants, even though Brad reached out to state organizations and other school districts, and the hiring team conducted some interviews. However, the position was not filled. At the beginning of this school year, Brad and Arthur discussed the process going forward and made the decision to hire an outside consultant to provide leadership to the teachers and families involved, to organize the structure of the program, including the lottery, and to make presentations to those interested community groups. In terms of the curriculum piece, another consultant would be hired. The interview process for these two consultants is ongoing with the goal of implementing this program in the fall of 2018. Brad explained the funding from the FY2018 budget and the deadline in terms of Kindergarten registration. Brad will update the School Committee sometime in February.

(b) Budget Work Session – Review of Budgets for Elementary Schools and Technology:

Leisha and Bethann updated the School Committee regarding Technology accomplishments, goals, the RSM and town network CIP, and the challenges facing the department.

Information Technology:

- Completed 1:1 initiative for teachers and secondary students
- Six iPads in K-2 classrooms, including the goal to provide twelve
- Shared Chromebook carts in Grades 3-5
- Computer labs for specialized programs at Middle School

The new initiatives this year include School Messenger (communication system and new website upgrade) and

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eSchool Plus. The Student Data Privacy initiative is ongoing, and Leisha explained The Education Cooperative's plan, in conjunction with the Wayland Public Schools, to build out a Massachusetts group whereby resources will be shared for this initiative. Leisha added that sixteen states are involved in this initiative. Eighty-seven vendor contracts are active, 27 have declined, and there are 7 new requests. The School Committee asked questions regarding the approval process, access by teachers, students and parents, and electronic signatures, all explained by Leisha and Bethann. Another goal is to develop a sustainable leasing option for the purchase of AV equipment in the classrooms.

Instructional Technology:

The focus is on Technology Digital Literacy – the Computer Science and Innovation Plan – and on blended and personalized learning, including problem/project based learning. Leisha noted that the district is involved in a fellowship program with the Highlander Institute and in collaboration with The Education Cooperative to build teacher skills in personalized and blended learning. Leisha elaborated on the goals of the fellowship program.

RSM Update and Town Network CIP:

Leisha referred to the McGladry Report that identifies necessary improvements and updates to the technology infrastructure. Since the publication of the report, new firewalls and new storage have been installed and the department is currently installing new server replacements and virtual computers in all offices, and a new patch management system. The CIP in the FY19 capital budget is to update the network infrastructure. Leisha provided statistics of shelf life of the existing infrastructure, adding that the network provides Internet and telephone service for the town and schools. Leisha identified the needs and priorities related to network hardware and technology, as well as the challenges facing the department, such as time for professional development and providing device needs for the students. However, 74% of the device needs for students have been met. Leisha answered questions from the School Committee regarding the budget going forward.

Elementary Schools:

The School Committee asked the principals for a wish list of items that are not included in the FY19 recommended budget. They are as follows:

- A writing coach for students and to provide professional development for teachers
- A full-time equivalent assistant principal for both Claypit Hill and Happy Hollow
- More technology to assist the teachers and students and to enhance the curriculum

As expressed by the principals, the following are concerns related to the budget:

- Class size, particularly in first and second grade, and the adult to student ratio
- Space constraints in all elementary schools
- Lack of storage space at Happy Hollow
- Recertification of teachers as a result of the increased EL population

The principals described the use of technology by students in the classroom, particularly in Kindergarten. Jim and Brian expressed their appreciation for the elementary teacher stipends donated by PTO for the gardens, compost pile, drop-in art, and before school fitness. Happy Hollow School is hoping to form a technology club for 5th graders. Christie noted that parents volunteer for the programs offered at Claypit Hill. Adding these elementary stipends to the operating budget would ensure these programs continue.

(c) Discussion of Budget Drivers, Assumptions, Fees and Funding Sources, and Requests for Information:

Susan updated the School Committee regarding inclusion of the capital items into the operating budget. As reported by the Finance Director on behalf of the Finance Committee, the following projects will not be supported by the FinCom:

- Custodial equipment
- Furniture replacement
- Happy Hollow floor tile
- Middle School phone upgrade

The Loker kitchen and the wastewater plant project are items that will be included in the omnibus budget. The School Committee has not received a formal notification regarding the budgets.

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3. **Financial Matters:**

(a) High School Master Athletic Plan Update:

- Communication with other Town Boards and Committees
- Resolution of Outstanding Order of Conditions
- Update on Owner's Project Manager and Architect Selection Process
- Conservation Commission's Permit Requirements
- Draft Warrants for Annual Town Meeting
- Review of Project Timeline
- Next Steps

Jeanne updated Kim on the discussions regarding the High School Master Athletic Plan at the last two meetings. The School Committee reviewed the changes Jeanne made to one of the warrant articles and suggestions were made to incorporate more changes. The article will be submitted on January 16 and will be reviewed by the Finance Committee and town counsel.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to support the warrant article as drafted for the High School stadium complex renovation to be co-sponsored with the Recreation Commission.

Kathie informed the School Committee that the CPC voted to fund \$350,000 towards the construction of Phase 2 of the stadium complex renovation project. Due to the impending article deadline, the School Committee discussed whether they would be the CPC's co-sponsors on one or both articles. Kathie stepped out of the meeting at 8:18 p.m. to call the chair of the CPC for clarification. This discussion will continue when Kathie returns.

4. **Educational Matters (*taken out of order*):**

(a) Hear Superintendent's Report:

- School Visits
- Civic Engagement

Arthur visited Jay Moody's elective invention class in which students' projects are displayed. Arthur described one invention – washing the under carriage of a vehicle while recycling water. This type of class focuses on personalized learning.

Arthur described the work in the district involving civic engagement, as it is a focus state-wide in the new forthcoming social studies standards. There are community service projects at Happy Hollow, fifth grade leadership at all elementary schools, and those at the Middle and High Schools. Arthur explained his plan for students to draft and present a warrant article at Town Meeting.

5. **Financial Matters (*continued*):**

(a) High School Master Athletic Plan:

Kathie returned at 8:23 p.m. and informed the School Committee of the CPC chair's recommendation regarding the article process, which is to submit two different articles. However, they can be combined by the CPC as deemed appropriate.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to support and submit article for the High School tennis courts, softball field reconstruction, which is Part 2 of the high school improvement plan, as drafted to be co-sponsored with the Community Preservation Committee.

Kathie will set up a meeting with Conservation Commission to review the Order of Conditions; Ben Keefe and Ellen will attend the meeting. In an effort to communicate with the Board of Health and possibly receive an opinion on field materials from them, Kathie recommended that the School Committee send a letter/memo to them containing the information that the School Committee has reviewed thus far prior to its decision as to the type of field to support. A discussion ensued in terms of the Board of Health's participation during this process.

Jeanne described the purpose of the debt exclusion letter and the process being undertaken, according to policy, to put debt exclusion on the ballot by the Town Administrator. The School Committee reviewed the letter for language

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and content and additional recommendations were made to be included in the letter. A discussion ensued regarding the proposed language in the letter from the School Committee.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to approve and send the debt inclusion memo to the Board of Selectmen as drafted.

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

Susan updated the School Committee about her meeting with Nan Balmer and Brian Keveny regarding the Finance Committee's request in a memo dated January 11, 2018 for the town and school department to reduce the FY2019 budget by \$901,329. This will bring down the combined town and school budget to a 3.5% increase. Susan and the School Committee reviewed a chart of FY18 approved funding and FY19 requested funding for both the town and school department that was included in the letter. It covers personnel and non-personnel funding, as well as that contained in the chart as "unclassified." Susan added that of the \$20M in unclassified, more than \$10M appears to be from the school department. She asked for clarification and a reconciliation of this unclassified amount, but one was not available. Susan noted that a portion of the \$10M could include long-term debt for school related projects, school bus parking and Minuteman High School. However, she would like more information regarding revenue projections and any anticipated changes in revenue.

Susan asked the School Committee for its guidance moving forward in terms of a response, particularly since this issue is time sensitive. The Committee discussed possible reductions to the school budget without affecting contractual obligations and state mandated services, how it would impact the budget and school programs, last year's budget process, and reviewed the budget guideline and process for this year that was requested by the Finance Committee from the beginning of budget deliberations. Susan provided the Committee with a breakout of costs for things such as healthcare, transportation, and Minuteman High School. The Committee's consensus was that it needs more clarification on the guideline, a breakdown of the unclassified funds, the expectations of the school department, and the timing of this budget reduction request.

5. **Administrative/Procedural Matters:**

(a) Review and Discussion of any Outstanding Document and/or Minute Requests:

Jeanne informed the School Committee that KP Law has asked for one set of minutes. Jeanne will work on this request.

(b) Discussion regarding School Committee Schedule, including Presentation on New Programs Funded in FY18 Budget:

There was no discussion.

(c) Discussion of Articles on Sleep:

Given the School Committee's concern about the possibility of information regarding school start times impacting the discussions in a negative way, Kim explained the purpose of the articles she wrote regarding the positive impact of sleep for students. The Committee discussed how to advocate and disseminate information to the public in such a way that does not appear biased, one-sided, or agenda driven. Nate suggested that the Committee contact a peer community who has been through this process and ultimately implemented a change in school start times.

Arthur informed the School Committee that there will be an article forthcoming in the Town Crier regarding the school start time process in Wayland.

(d) Review of Public Communications from the School Committee:

There was no discussion.

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

None.

7. **Executive Session:**

There was no executive session, given that the January 2, 2018 Executive Session minutes were approved on January 10th.

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8. **Adjournment:**

Upon a motion duly made by Kim Reichelt, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to adjourn at 9:55 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Kori Rogers, WTA

Corresponding Documentation:

1. Agenda
2. Draft Debt Inclusion Memo
3. Draft High School Stadium Warrant Articles