

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – April 23, 2018

A Regular Meeting of the Wayland School Committee was held on Monday, April 23, 2018, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Jeanne Downs, Vice Chair
Nate Buffum
Kathie Steinberg

Absent:

Kim Reichelt

Also:

Arthur Unobskey
Superintendent

Brad Crozier
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Susan Bottan
School Business Administrator

Chair Ellen Grieco convened the regular session at 7:02 p.m.; the meeting is being recorded by WayCAM.

1. Special Matters:

- (a) Discussion regarding the Superintendent's 3-Year Strategic Goals: Priority Standards 1, 2, and 3 and Goals 1, 2, and 3:

Arthur explained the format of the binder he prepared for the School Committee containing evaluation materials as designed by the Massachusetts Model System for Educator Evaluation. Arthur described the goal setting process that was undertaken with the administrators and as noted in his Entry Report.

Arthur answered questions from the School Committee related to Priority Standards 1 and 2 and Goals 1 and 2 and in related topics regarding the focus groups and surveys for the school start times proposed change and the Superintendents' Mentoring Program in which Arthur participates.

The School Committee discussed the Committee's superintendent evaluation process going forward, including the timeline of past evaluations.

2. Comments & Written Statements from the Public:

Jenny Silberman commented that she is in support of a change in school start times and is available to assist with the process.

Tom Sciacca recalled that the previous superintendent's mentor/coach attended many School Committee meetings. Since the School Committee will discuss The Buzz and the Town Crier this evening, Tom informed the School Committee of the reasons why he no longer writes for The Buzz and why the editing process of his articles was unacceptable to him.

3. Financial Matters:

- (a) Discussion of Long Term School Bus Parking Options:

Susan updated the School Committee on the long-term school bus parking options regarding the MASS DOT space located on Boston Post Road in Sudbury and the old dump site on Boston Post Road in Wayland. A small group of town and school officials will be meeting to discuss these options in terms of the possibilities of school bus parking at each site.

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(b) Update on Planning around School Start Time Change:

Arthur reviewed the timeline surrounding the school start time change proposal for the fall of 2019. After specific groups have brainstormed the advantages and challenges of the proposed change, Arthur will present proposed options to the School Committee in June whereby the high school's and middle school's start time would be 8:30 a.m. Arthur recommended that the School Committee engage in a public forum(s) to receive the input of the public followed, in time, by a School Committee vote.

(c) Review of The Education Cooperative FY2019 Budget:

As a collaborative district of The Education Cooperative (TEC), the bylaws state that each School Committee must review TEC's annual proposed budget. Jeanne reviewed some highlights of the budget, including an increase of 2.5% in the member assessment for 14 districts from FY2018 in the amount of \$202,000, resulting in an overall assessment to the Town of Wayland of \$14,800. Jeanne also noted that tuition this year increased by 2.4%. Marlene explained the cost benefits to send our students to TEC as it is always the first choice, depending upon students' needs.

(d) Discussion and Possible Revote to Approve Student Activity Clubs for SY2017-2018:

Susan explained when the School Committee voted at the beginning of the school year to approve the student activity clubs, two clubs were missing from the list – the Debate Club and the MVP Program. Susan asked the School Committee to vote again to include these two clubs.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to approve the amended list of student activity accounts for FY18.

(e) Discussion and Possible Vote to Approve the 2018-2019 Financial Assistance Application Form and Guidelines:

The Finance Subcommittee reviewed the financial assistance guidelines at its last meeting and made some recommendations to the form. The School Committee reviewed the updated form and guidelines, as it does annually. Susan explained the \$15,000 assistance financial limit and the benefits to families when there is more than one child, as well as the difference between Full Day Kindergarten financial assistance and BASE and Pegasus financial assistance. Susan added that Full Day Kindergarten financial assistance has increased somewhat since 2014.

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to approve the 2018-2019 Financial Assistance Application Form and Guidelines as amended and as presented by Susan Bottan.

(f) High School Master Athletic Plan:

- Design 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

Despite the postponement of a Town Meeting vote to move forward with the High School Master Athletic Plan, Weston & Sampson is still on schedule for the design process. The timeline has not yet been confirmed. Ellen updated the School Committee about her conversation with Carolyn Murray regarding the debt exclusion vote for the project at fall town meeting. The debt exclusion would still apply as long as the project didn't change. Ellen elaborated on the discussion, particularly if advice is needed from the Department of Revenue.

A discussion ensued about the process related to the recommendation of the infill of the artificial turf field. Kathie had some suggestions regarding the process moving forward in regards to meeting the Order of Conditions. The School Committee will consult with the Conservation Commission and the Board of Health regarding this project. The Committee also discussed post construction monitoring of the wells, the watershed, and the maintenance of the facility in terms of with whom the responsibility will lie. Jeanne will research the School Committee's concerns further.

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- (g) Finance Subcommittee Update:
- Student Activity Accounts
 - Financial Assistance Guidelines
 - FY2020 Budget Planning

Student activity accounts and financial assistance guidelines were discussed earlier in the meeting. Jeanne commented that the Finance Committee discussed the 2020 budget planning process, including the possibility of holding a financial summit.

4. **Educational Matters:**

- (a) School Choice Discussion, including Timing of Hearing:
Arthur explained Policy JFBB pertaining to School Choice, as well as the hearing process as determined by the DESE. According to the DESE, unless a public school district holds a public hearing and votes to opt out of School Choice, the district is obligated to participate. A discussion ensued regarding state funding under School Choice and the process once a student is accepted to the Wayland Public Schools. The public hearing will be May 21st.
- (b) Discussion of Participation in METCO 50th Anniversary:
The School Committee took a poll to determine if members could attend the 50th METCO Anniversary celebration on April 29, 2018.
- (c) Hear Superintendent's Report:
- School Visits
 - Assistant Superintendent Search

Arthur publicly thanked the custodial staff for their hard work cleaning the buildings over vacation week. Arthur updated the School Committee about the Assistant Superintendent search process and the timeline. He described the qualities that he is looking for in the finalists once chosen by the search committee. Arthur and Susan are working together to structure Central Office to work as efficiently as possible. Susan described this effort going forward, which will include structure and alignment to attain efficiencies and to build on the work that has been accomplished.

5. **Administrative/Procedural Matters:**

- (a) Possible Vote to Authorize the Chair and Superintendent to Sign the Project Funding Agreement Budget Revision Request #2 for the MSBA Accelerated Claypit Hill Windows Repair Project:
As requested by Ben Keefe and explained by Susan, the School Committee will vote to authorize Ellen and Arthur to sign an original Project Funding Agreement Budget Revision Request #2 for the accelerated Claypit Hill Windows repair project because the MSBA only had a photocopy of this document. They must have the originals in order to issue the final \$30,000 to the town.
- Upon a motion duly made by Kathie Steinberg, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to authorize the Chair and the Superintendent to sign the Project Funding Agreement Budget Revision Request #2 for the MSBA accelerated Claypit Hill windows repair project.
- (b) Discussion of Policy around School Committee Responses to Document Requests and Open Meeting Law Matters:
This discussion was incorporated into 5(c).
- (c) Review and Discussion of any Outstanding Document and/or Minutes Requests:
Jeanne updated the School Committee on the document request she was working on. Jeanne responded to the requester, but she has not heard back.
- (d) Review and Discussion of any Outstanding Open Meeting Law Matters:
There was no discussion.
- (e) Appointment of a Liaison to The Buzz:
The School Committee discussed the request from Ken Isaacson to appoint a School Committee member who will act as a contact for him and The Buzz. Nate suggested Kim Reichelt, but since she was absent this discussion will take place on May 7th.

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(f) Discussion of Reach Out from Wayland Town Crier:

Ellen informed the School Committee that she met informally with the new reporter on the “School Beat” for the Wayland Town Crier and they discussed some of the topics being addressed by the School Committee. This reporter would like to engage in unbiased reporting for the School Department. This topic will be discussed again on May 7th.

(g) Review of Public Communications from the School Committee: Article on Guidance Services for Elementary Students:

Nate will bring the article on Guidance Services for Elementary Students to the May 7th meeting.

6. Policy Review:

(a) Update regarding the Following Wellness Related Policies and Guidelines:

- Communicable Diseases
- Immunization of Students
- Life-Threatening Allergies
- Protocol and Guidelines for Life-Threatening Allergies

The wellness related policies and guidelines were reviewed by the School Committee. Although much of what is written in the new policies has been followed throughout the district, there weren't any written policies in place.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to put the policy Immunization of Students out for public comment.

Marlene suggested adding “visiting students” to the policy Immunization of Students, particularly those students from other countries. Jeanne asked if a student can take an Epi-pen can be taken on a school bus.

Upon a motion duly made by Jeanne Downs, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to put out for public comment the policy Life Threatening Allergies.

Related to the policy Communicable Diseases, the School Committee discussed the provisions in the law for students, including visiting Chinese exchange students, who are out sick for more than 14 days. It was suggested that Attorney Kevin Bresnahan review all of the policies, including those Policy GBGB (Staff Personal Security & Safety). Arthur will contact Kevin. In the meantime, the policies will be put out for public comment.

Upon a motion duly made by Ellen Grieco, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to put policy Communicable Diseases out for public comment.

(b) Review Policy Updates for Policies Updated by MASC in Sections A, B, and G of the Policy Manual:

Nate reviewed and discussed with the School Committee Section G of the Policy Manual in terms of the updates that were made by the Massachusetts Association of School Committees (MASC). Nate commented that some of the School Committee's policies are different from MASC's. Some minor changes, including titles, were made to MASC's updates in the following policies: GBA (Equal Employment Opportunity), GBEA (Staff Ethics/Conflict of Interest), GBEB (Staff Conduct), GBED (Tobacco Use on School Property by Staff Members), GCF (Professional Staff Hiring), and GCJ (Professional Teacher Status). Policy GCJ was discussed further regarding teacher evaluations relative to professional teacher status.

Upon a motion duly made by Jeanne Downs, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to put out for public comment the amended motions for Section G, as discussed.

Sections A and B were passed over until May 7th.

7. Matters not Reasonably Anticipated by the Chair:

None.

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8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated April 23, 2018, in the amount of \$530,258.79
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated April 23, 2018, in the amount of \$71,788.28
- Wayland Public Schools Payroll Warrant, dated April 26, 2018, in the amount of \$1,492,502.06

(b) Approval of Minutes:

- March 19, 2018
- March 26, 2018

Upon a motion duly made by Kathie Steinberg, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) 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 (4-0) to enter into Executive Session at 9:14 p.m. for the purposes of discussing strategy related to negotiations with WTA, as permitted by M.G.L. c.30A, §21(a)(3); to discuss a residency matter, as permitted by M.G.L. c.30A, §21(a)(7), in order to comply with the Family Educational Rights and Privacy Act, 20 U.S.C., §1232g; and the Massachusetts Right to Privacy Law, M.G.L. c.214, §1B; to review the following Executive Session minutes regarding the Committee's Executive Sessions, as permitted by M.G.L. c.30A, §22(f) and (g): March 27, 2017, March 31, 2017 (#2), April 12, 2017, and April 24, 2017 (#2); to review, revise, redact, and/or release Executive Session minutes regarding the Committee's May 8, 2017 Executive Session #2, as permitted by c.30A, §22(f) and (g); and to approve Executive Session minutes of March 26, 2018, as permitted by M.G.L. c.30A, §22. The minutes of April 3 and 5, 2018 will be passed over. 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 | absent | |
| Kathie Steinberg | X | |

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

The School Committee will reconvene in open session to possibly vote to release the revised Executive Session minutes of May 8, 2017 (#2).

10. **Potential Vote to Release Revised Minutes for May 8, 2017 Executive Session #2:**

This agenda item was passed over, as no changes were made to the May 8, 2017 minutes.

11. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to adjourn at 10:01 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Jenny Silberman, 79 Oxbow Road
Tom Sciacca, WVN

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Corresponding Documentation:

1. Agenda and Backup Information
2. Accounts Payables & Payroll Warrants
3. TEC FY2019 Proposed Budget, Summary & Presentation
4. FY2019 Proposed TEC Assessment
5. FY2018 List of Student Activity Accounts
6. Financial Assistance Form
7. Policies: Communicable Diseases; Immunization of Students; Life Threatening Allergy Policy
8. Protocol and Guidelines for Life-Threatening Allergies
9. Section G of the Policy Manual, including following policies: GBA, GBEA, GBEB, GBED, GCF, and GCJ
10. Regular Session Minutes of March 19, 2018
11. Regular Session Minutes of March 26, 2018
12. Executive Session Motion