

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – June 18, 2018

A Regular Meeting of the Wayland School Committee was held on Monday, June 18, 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
Kim Reichelt
Kathie Steinberg

Also:

Arthur Unobskey
Superintendent

Brad Crozier
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Susan Bottan
Business Administrator

Also:

Allyson Mizoguchi, WHS Principal
Lea Anderson, Board of Selectmen
Cherry Karlson, Board of Selectmen

Chair Ellen Grieco convened the regular session at 7:00 p.m.; the meeting is being recorded by WayCAM. Ellen thanked Brad Crozier and Marlene Dodyk for their many years of service to the Wayland Public Schools.

1. **Special Matters:**

(a) Presentation by the WHS JSYY Exchange Students:

The following reports were presented to the School Committee by Wayland High School Chinese exchange students who attended the Beijing Jingishan School Yuanyang.

- The Cultural Revolution by Aydan McGah
- The Education System in China by Emmie O'Shaughnessy
- The Gaokao Exam by Audrey Harris
- The GaoKao by Duncan Burnside
- The Opium Wars by Marc Batarekh
- The History of the Chinese Cuisine by Julianna Apse
- The One Child Policy by Billy Cossart
- Mao Zedong by Juliette Smith

Each student cited key points in their reports and mentioned one favorite highlight of the trip. Trip highlights included the Great Wall of China, English Corner (primary school) the Xi'an Wall, Mt. Huashan, the JSYY School, the Pangliu Village and School, the host families, and the people of China.

Elementary school teacher Mike O'Connor accompanied the students on the eight week trip and was excited to share his experience, as he proclaimed to be a cheerleader for this Exchange Program. He and the students took questions from the School Committee and audience members. Dede Bergeron was also present, as she was the teacher who traveled with a different group of students last year.

Parents thanked the School Committee for this unique program.

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(b) Presentation regarding Instructional Studies by Principal Allyson Mizoguchi:

Allyson, Brad Crozier, Mabel Reid-Wallace, Jim Nocito, Ethan Dolleman, and math teacher Carolyn Crary worked together to understand the achievement gap and the effectiveness of student feedback in an effort to work towards elevating student achievement.

Allyson presented one area of their research related two sections of Algebra 2. According to Allyson, different levels of feedback can take on multiple forms and careful curricular sequencing can result in student achievement. Typical math sequences at the High School for all grade levels were presented. For instance, in Grade 9 there is Honors Geometry, College Geometry, Into Geometry, and Intermediate Algebra. For all intents and purposes of this presentation, they looked at Grades 10 Introductory Algebra 2 and which is again offered in Grade 11 for those students coming to the high school who need to improve upon their math skills. Ms. Crary teaches two sections of Algebra 2 that are diverse in student population, and are supported by teaching assistants and a special education liaison as 4 out of 32 students are not on IEPs.

Dr. John Hattie, an educational researcher in Australia has spent a lot of time researching student feedback and what works best for learning in schools. His definition of student feedback is “information allowing a learner to reduce the gap between what is evident currently and what could or should be the case’ – in other words, guiding students to the next step they need to take.” In addition, Dr. Hattie says that “effective feedback can double the rate of learning and is among the top ten influences on achievement.” Dr. Hattie identified the challenges of student feedback, such as the “empathy gap”, it requires differentiation and constant individualization but difficult in large classes, and it must be targeted and deliberate.

According to Dr. Hattie, feedback is more effective when it provides information on correct rather than incorrect responses and when it builds on changes from previous trials, when goals are specific and challenging but task complexity is low, when there are perceived low rather than high levels of threat to self-esteem, presumably because low-threat conditions allow attention to be paid to the feedback, and when it consists of information about progress and/or about how to proceed. Although there are 7 effective forms of student feedback, Allyson and other staff members concentrated on the following: 1) use effective strategies, and 2) create a climate of trust. They visited Ms. Crary’s class and observed many aspects of the class, including teacher talk (examples given later in the presentation), a note taking system and graphic organization for the purpose of “building a textbook”, and group and partner work. Allyson elaborated on this classroom observation.

Allyson displayed and explained student work on the Unit of Matrices – Days 1 and 2. She described how the class begins, what is covered, how it is covered, and the progression of students. Allyson noted that this approach delves deep into a common approach to offering student feedback, and Ms. Crary has developed a sequence to help this group of learners.

The School Committee asked how this approach would apply generically to all levels of high school students and if there is a goal after conducting this research.

(c) Review of June 4th Discussion regarding School Start Times and Next Steps:

Arthur presented several scenarios to the School Committee regarding changing school start times, including the current schedule, as a way to continue the discussion in an effort to help the School Committee come to consensus on one or two scenarios for the July 9th meeting. He explained the possible implications for each scenario.

- Scenario A – current schedule
- Scenario B – HS/MS 8:30 – 3:00; Elementary 7:45 – 2:15
- Scenario C – HS/MS 8:30 – 3:05; Elementary 7:45 – 2:15
- Scenario D – HS/MS 8:30 – 3:15; Elementary 7:45 – 2:15
- Scenario E – HS/MS 8:45 – 3:15; Elementary 8:00 – 2:30

Wednesdays could continue as half days or become full days depending on the schedule chosen. Professional development for teachers could take place before classes or after classes. A discussion ensued in this regard.

The discussion continued about whether or not to address the solutions to the impacts before choosing one schedule, what other towns are doing in this regard, the professional development schedule with Brad’s and Allyson’s input, bussing with Susan’s input, after school activities, and the possible negative impact to the

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elementary students in an effort to address the health and wellbeing of high school and middle school students. There will also be contractual impacts.

Upon a motion duly made by Kim Reichelt, seconded by Nate Buffum, the School Committee voted (4-0-1) (Ellen abstained) to take Scenario A off the table.

The School Committee will discuss scenarios B, C, and D in an effort to pick two. The Committee will address issues about transportation, athletics, and professional development at its July 9th meeting. Kathie thanked the residents for their thoughtful feedback. Arthur asked the School Committee to think about professional development on Wednesdays, any possible issue stemming from a 7:45 start time for elementary students, and the scheduling of after school activities.

2. Comments & Written Statements from the Public:

Jenny Silberman commented that she supports the document that was given to the School Committee by Sejal Srinivasan at the June 4th meeting. She recommended that one or two options be chosen and move forward, as all of the impacts will not be known right away. Jenny quoted expert Judy Owens that “students are morning larks and parents have more control of their bedtime. She offered to provide more research regarding elementary students. Lastly, Jenny commented that it can’t be predicted how others will respond to change, so commit and then figure out to make the scenario work.

A parent commented that the bigger picture and the priorities should be kept in mind because education matters.

A parent commented that she had hoped that this school start time change would have been implemented this September.

A parent commented that this process has continued for a long time and suggested that the School Committee pick one scenario and digs into the implications and solves them. The kids need more sleep and how that happens is very important.

Sejal Srinivasan noted the differences between a 3:00 or 3:15 dismissal time, particularly for athletics and professional development. She asked what some of the options are without spending money on transportation and lighting on fields. Sejal commented on some of the towns who have changed school start times or are planning for it, such as Weston, Bedford, Lincoln- Sudbury, Acton-Boxboro, and Concord/Carlisle. She noted that the Middlesex County League supports the change in school start times.

Tom Sciacca commented that he received an email from a Happy Hollow teacher because this past week was River Fest in Wayland, and she sent him the curriculum she used in her fifth grade class to teach fundamental concepts about the river.

3. Financial Matters:

(a) Discussion with the Chair of the Board of Selectmen regarding FY2020 Budget Planning and Financial Summit:

Lea Anderson and Cherry Karlson of the Board of Selectmen came before the School Committee to provide an update about the policies and procedures regarding the business and financial management structure of the Town of Wayland. The Board of Selectmen has been working with the Collins Center for Public Policy in this regard. A Town Special Act has been written by the Collins Center for the purpose of strengthening the Town Manager’s and Finance Director’s position, as well as the reporting structure, going forward. Lea noted the current reporting structure of the town departments, half reporting to the Town Administrator and the other half reports to their elected boards. This is an effort that has been attempted over the past 30 years or so, but was never implemented; Lea explained.

In an effort to form a transparent and efficient system, the Town Administrator, all town departments, the School Committee, School Business Manager, and Superintendent will meet to develop a guideline/long range plan in preparation for the FY2020 budget process. Once feedback is received from all stakeholders, a warrant article may be submitted for the 2019 Annual Town Meeting.

Cherry Karlson continued to provide information about this process. According to the Town Administrator and the Collins Center, the Board of Selectmen owns the budget process. Based on past budget cycles, it is the goal of the Board of Selectmen to be efficient, effective, and fiscally responsible to the needs of the residents and staff of

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Wayland. Cherry described the role of the Board of Selectmen going forward, beginning with coordinating the roles of town and school staff in the financial management process, collecting the budget information, and developing budget priorities in putting together a balanced budget. Cherry added that this role of the BOS is supported by the Massachusetts Municipal Association. The Finance Committee represents the legislative branch. It receives budgets, compiles them, analyzes and discusses them, and brings the budgets to Town Meeting.

Kim left the meeting at 9:16 p.m.

Finance Director Brian Keveney will meet with Nan Balmer, Arthur Unobskey, and Susan Bottan during the summer to review revenues and expenses, make some budget assumptions, define what makes up an operating vs. a capital budget, identify needs vs. goals going forward, develop a long-term strategy, and develop a budgetary guideline. A financial summit will take place in September to review the work of the group meeting this summer. Cherry described the process moving forward from the summit to work with the Finance Committee. There should not be a big change in the timing of the budget process and should be completed in early February; however, the scheduling will be the responsibility of the Finance Director. As usual, the School Committee will again submit its budget to the Finance Committee who wants to improve how they review the school budget. Cherry suggested that someone from the School Committee Finance Subcommittee report to the entire Finance Committee, not just the liaison, as early as November. A discussion ensued regarding this process and the current search for a new Town Administrator.

Given the full agenda and length of the meeting, the School Committee will have a special meeting on June 21st at 10:00 a.m. to discuss Arthur's evaluation.

(b) Possible Approval of Summer Technology Recycling:

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the list of technology items to be recycled as submitted by Leisha Simon.

(c) High School Master Athletic Plan:

- Neighbor Meeting
- Plan Development Status
- All Board Meeting
- Fall Warrant Articles
- Next Steps

Jeanne commented that the neighbor meeting is June 20th. In terms of the plan development status, Weston & Sampson recently submitted plans to Ben Keefe. There will be a PMBC meeting on June 26th consisting of the Recreation Commission, the Conservation Commission, the Board of Health, and the Department of Public Works to discuss infill options further. Jeanne described the plan to build more bathroom facilities at the athletic complex.

(d) Finance Subcommittee Update:

- *Review Draft Charge of Subcommittee* – passed over
- *Wastewater Treatment Plant Update*
There are three actions pertaining to the treatment plant taking place: 1) a new manager will start at the end of July or beginning of August; 2) a contract for the annual operating services will be reviewed by the new manager; and 3) the capital project for the renovation of the treatment plant will be reviewed by the new manager.
- *Capital Conditions Assessment*
A sample report of On-Site Insite was shared with the School Committee, as this company has been hired to assess all school facilities, interior and exterior, and systems in terms of what is needed to bring them up to standard over the next 20 years. The first visit is during the week of July 16th, a preliminary report will be submitted in August, and a final report will be submitted in September in time to begin capital planning and budgeting.
- *Bus Parking*
Two sites are being considered for bus parking – the South landfill and the Mass DOT yard in Sudbury.

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Partnering with the School Department, DPW and DEP, conceptual site plans, costing \$16,000 and shared by the School Department and DPW are being developed by Weston & Sampson for the South landfill to determine if this land is a viable option. If viable, for an additional charge of \$25,000, Weston & Sampson would determine the costs involved to develop the land for bus parking and DPW needs.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to authorize the expenditure of \$12,500 for FY19 Phase 2 with Weston & Sampson to determine the viability of the old landfill for school bus parking.

If buses were to be parked at the Mass DOT yard in Sudbury, there would be a proposed lease of \$1.00 per year. The town of Wayland would develop the land at a one-time expense of approximately \$130,000+. Susan has been in communication with Mass DOT. A discussion ensued regarding both site options, including the timing and availability of each site.

- *Outdoor Water Use*
The Board of Public Works wants to charge municipal departments for outdoor water use in FY2020. They are hosting a public hearing in July in this regard.
- *MUNIS Upgrade*
Susan described the process that is part of the MUNIS upgrade, such as verifying the accuracy of personnel information before it is uploaded into MUNIS. The data will be uploaded into the live MUNIS module on August 13.
- *Summer Project Schedule*
Susan, Pat Morris and the school principals created a schedule that includes summer custodial capital and operating projects at all of the schools and The Children's Way. There have been some changes made, including that of the timeline. Follow-up meetings will be in July and August in an effort to stay on schedule. Jeanne noted that there has been an improvement in the cleanliness of the buildings as a result of the hiring of a night custodial supervisor. Brad and Arthur praised Susan's work with Edvocate that resulted in this recommendation for a night supervisor and the cleaning rubrics used.
- *End-of-Year Financial Update*
Susan is projecting an end-of-year balance between \$30,000 and \$35,000. She will report again at the end of July.

4. **Special Matters (continued):**

(a) Discussion of District-Wide Goals FY2019-21:

Arthur commented that this year's work by the administrative staff, including the principals, has informed the FY20 goals which will focus on the classroom – Every Child, Every Day. Arthur described the work he has done throughout the year to develop these district-wide goals.

Some of the focus in the classroom, PreK to 12th grade, involves authentic problem solving skills and applying these skills to identify a problem and working tirelessly to solve it in order to make a real difference. Arthur reviewed the UNITED goals and the successes established as a result of these goals in the district, such as 1:1 learning and Makerspaces.

Administrative Council worked to develop a Theory of Practice which states, "Over the next three years, if we fully engage our students in authentic, culturally relevant, and challenging learning experiences, while fostering relationships that are safe, genuine and trusting, and that both the academic challenge needs to coincide with safe and nurturing relationships and will provide our staff with the ongoing professional development they use to nurture these experiences; our Wayland Public School graduates will have the academic skills and resilience to become engaged citizens and life-long learners.

The administrators will continue to build upon the UNITED framework, but will focus on three main goals – Using Data Wisely, Elevating Achievement, and Deepening Wellness. Arthur described the work necessary to accomplish these goals with certain results in the classroom. Staff will continue its work on other goals – Nurturing Early Childhood Development, Integrating Technology and Design, and Training Global Citizens.

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As explained by Arthur, Using Data Wisely will ensure that all students have the opportunity to take on academically and challenging work. Deepening Wellness is intended to deepen the emotional learning for students, while giving them the resilience and tools to learn from their mistakes, deal with stress, and the empathy to learn from others, and Elevating Achievement will be a focus for many reasons, but particularly in providing the support and the learning spaces that students need.

The Central Office support is as follows:

Susan Bottan – Director of Finance and Operations

Parry Graham – Assistant Superintendent for Teaching and Learning

Leisha Simon – Director of Technology

Richard Whitehead – Director of Student Services

Mabel Reid-Wallace – Director of METCO

The School Committee asked questions about the goal Using Data Wisely, Susan's job responsibilities in terms of MUNIS and School Dude, and who will be responsible for human resources in central office.

5. Educational Matters:

(a) Hear Superintendent's Report:

- School Visits
- Discussion regarding Superintendent's Annual Performance Evaluation, including Feedback on all Aspects of the Superintendent's Performance, Ratings, and a Review of the Process

This agenda was passed over due to time constraints. A special meeting will be held on June 21st to discuss the Superintendent's evaluation.

6. Administrative/Procedural Matters:

(a) Possible Vote to Appoint Jeanne Downs as a Voting Member of The Education Cooperative:

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to appoint Jeanne Downs to The Education Cooperative.

(b) Review and Possible Approval of the 2019-2020 School Calendar:

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to approve the proposed 2019-20 calendar.

(c) Review of School Committee Meeting Schedule FY2019:

The School Committee scanned over the meeting schedule and will discuss further at its meeting on July 9th.

(d) Continued Discussion regarding Role of Subcommittees in Relation to School Committee, including Role of Finance Subcommittee:

This agenda item was passed over.

(e) Review and Discussion of any Outstanding Document and/or Minutes Requests:

The School Committee will review the May 8, 2017 Executive Session minutes at its meeting on June 21st in Executive Session.

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

This agenda item was passed over.

(g) Committee Officers and Subcommittees for 2019-20:

The School Committee will discuss this agenda item on June 21st. Ellen expressed her desire to step down as Chair and serve on the Finance Subcommittee.

7. Policy Review:

(a) Review and Possible Approval of Policies:

- Life Threatening Allergies

Arthur noted that there is more work to be done on the Life Threatening Allergies policy. It will be discussed on July 9th.

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

Kathie informed the School Committee that she will be attending an MASC Summer Institute and offered to forward the information to other committee members.

9. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Student Activities Warrant, dated June 18, 2018, in the amount of \$39,806.64
- Wayland Public Schools Accounts Payables Warrant, dated June 18, 2018, in the amount of \$679,069.23
- Wayland Public Schools Payroll Warrant, dated June 20, 2018:
 - \$4,854,627.35 Balloon
 - \$564,892.37 Other

(b) Approval of Minutes:

- June 4, 2018
- June 7, 2018

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

10. **Executive Session:**

The School Committee did not enter into Executive Session, but will do so at its next meeting.

11. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to adjourn at 10:36 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Mary Ann Borkowski, 29 Pemberton Road
Sejal T. Srinivasan, 35 Covered Bridge Lane
Jenny Silberman, 79 Oxbow Road
Tom Sciacca, WVN
Valera Bochkarn, 25 Grove Street
John Kingsley, 41 York Road
Ann Landry, 85 Old Connecticut Path

Corresponding Documentation:

1. Agenda and Backup Information
2. Accounts Payables & Payroll Warrants
3. List of Technology Equipment as Surplus for Recycling
4. Chart showing Water Use of Town and Schools
5. School Start Times Draft Proposals
6. Excerpt from WTA Contract regarding "Teaching Hours and Teaching Loads"
7. Example of a Capital Needs Assessment & Replacement Reserve Analysis by On-Site Insight
8. Letter from Weston & Sampson to the Town Engineer re: the Old Town Landfill
9. Summer Facilities Projects
10. Draft 2019 – 2020 School Calendar
11. Regular Session Minutes of June 4, 2018
12. Regular Session Minutes of June 7, 2018
13. Executive Session Motion