

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – June 3, 2019

A Regular Meeting of the Wayland School Committee was held on Monday, June 3, 2019, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

*Present were:*

Jeanne Downs, Chair  
Kim Reichelt  
Kathie Steinberg

*Absent:*

Ellen Grieco, Vice Chair  
Nate Buffum

*Also:*

Arthur Unobskey  
Superintendent

Parry Graham  
Assistant Superintendent

Richard Whitehead  
Director of Student Services

Susan Bottan  
Director of Finance & Operations

Also: Kate Balicki, WHS Graduate  
Nathan Cho, WHS Graduate

Chair Jeanne Downs convened the regular session at 7:01 p.m.; the meeting was recorded by WayCAM.

**1. Special Matters:**

(a) Discussion with Wayland High School Students:

Graduated seniors, Kate Balicki and Nathan Cho, came before the School Committee to discuss their educational experiences, particularly during their high school years. They spoke about their transition from middle to high school, their wonderful relationships with the administrators and their teachers, the availability of teachers and administrators, what contributed to each of their successes and some of the difficulties they encountered in the classroom. In addition, Kate and Nathan talked about the stress levels of students, particularly in their junior year, and suggested that senior-led workshops/seminars could help incoming freshmen.

Kate and Nathan agreed that the one piece of advice they would give to elementary students is to take advantage of teachers and build healthy and positive relationships with them. Also, they advise that students take time to think more about what they are experiencing and to pay attention to what is happening outside of school.

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

Kristin Heres, mother of a second grader, expressed her opposition to the idea that Wayland middle and high school students ride on the elementary school buses if they want to arrive to school early for extra help/before school activities. In her opinion, allowing older students to ride an earlier bus will defeat the purpose of changing the start times, and it would be difficult to contain the sometimes inappropriate language/discussions of the older students. She submitted a letter for public record.

Tanya Cunningham also expressed her concerns about Wayland middle and high school students riding on the elementary school buses, particularly when there are daily issues on some buses. She added that if the administration is considering this option for older students, then elementary parents should be notified, so they can figure out other ways to get their children to school.

Arthur addressed this concern and noted that there is no plan to allow Wayland upper classmen to ride the elementary school buses, as there will be no bus monitors and there will probably be limited capacity on the Wayland buses next year. However, this issue will be re-examined if appropriate.

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3. **Educational Matters:**

(a) Report/Presentation regarding Social Emotional Learning, including Vote to Receive Report:

Arthur spoke about the changing climate in the schools whereby students need emotional nurturing and the staff must identify their needs in order to support the students to achieve academic success. Arthur thanked those staff members who have worked in this regard: teachers, teaching assistants, guidance counselors, school psychologists, administrators. Arthur and Richard thanked those who served on the SEL Committee and Subcommittee, some of whom were present at the meeting.

Richard Whitehead presented the SEL Report to the School Committee which provides a lengthy outlook to academic and social emotional behavior that will require bold methods and ambitious conversations by the staff. The report recognizes the changing nature of the students, as well as their changing skill sets they will need to manage the changing world around them.

Chaired by the building principals, each of the five schools completed building-based self-assessments that were based on the assessment tool provided by DESE. Faculty surveys were administered to pre-school, elementary and secondary staff asking about their experiences with social emotional learning. As a result of the faculty surveys, the district was able to determine the level of SEL practices in the district from pre-school to High School. The SEL Committee developed a Vision and Mission Statement that was comprehensive and focuses on those things that the district wants to achieve for its students in its SEL work moving forward over several years, including achieving justice and joy. The SEL parent subcommittee met as well to discuss parent concerns and ideas. Richard explained more about the work of both the committee and subcommittee.

The Mission Statement directs the students to focus on many things that are related to different types of their relationships, some of which are recognizing and regulating their own emotions, making thoughtful and healthy decisions, appreciating their importance, feeling connected and safe in a responsive environment, becoming clear, confident and effective communicators, demonstrating self-compassion in the face of doubt, negativity and challenge, and having hope and confidence in their future. Richard elaborated on this statement, including those stressors, such as, but not limited to, social media and academic pressure that children are experiencing today. The MetroWest Health Survey is one way to gather information regarding the sources of stress.

Richard reviewed the five CASEL Core Competencies adopted in April 2016 by DESE, as well as the implementation in the district: self-awareness, self-management, social awareness, relationship skills, and responsible decision making, all of which reflect back on the district's Vision and Mission Statement.

The district's next steps in its SEL work include the review of the report by Admin Council, a focus of this work at the administrative summer retreat, the selection of a core competency focus by the schools, a review of the SEL curriculum, the development of a plan to monitor progress for SEL, referencing the Health Survey in terms of possible changes to this work, reviewing the budget implications for FY21, and distributing the core competencies to everyone who comes in contact with students. Finally, Richard noted that the basic premise in all of this work is to "see the good, work hard, and be nice." A discussion ensued about the responsibility both in the homes vs. in the schools.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (3-0) to accept the report presented tonight.

(b) Report on Professional Development at Elementary Schools, 2019-2020:

In order for Wayland's professional staff, particularly at the elementary level, to integrate SEL and academics, it will require critical discussions and time to have those discussions. Parry reported on a focus plan for curriculum development and implementation, noting that there are factors that contribute to teachers' stress, and this plan is meant to relieve some of their stress. This plan has also been informed by teacher input. Parry stressed that the four earlier-than-usual release Wednesdays will be extremely helpful in this effort.

Parry reviewed the plan with the School Committee beginning with its inception and process in December 2018. He noted that the teachers, as well as curriculum coordinators and principals, have weighed in on this plan and are excited about it. Parry explained the long-term professional development plans for science, math, social studies, reading and writing; and he noted that there will be priorities in terms of focus and emphasis in all subjects based on teachers' feedback. There will also be a professional development plan for non-classroom teachers going forward.

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Parry addressed professional development for those elementary teachers who may be moving from one grade level to another.

(c) Superintendent's Report:

- School Visits:  
Arthur visited two 8<sup>th</sup> grade English classes that were studying Shakespeare. He described the students' engagement during this lesson.
- School Start Times Update:  
Next week, Arthur will send a detailed letter to staff and families summarizing the progress to date regarding school start times, and he will provide links to all information in this regard.

Childcare: Pat Keefe is still hiring staff for BASE, adding that about 6 more are needed. The waiting list will be addressed during the summer.

Boston students: At the upcoming Boston meeting on June 5, the change in school start times will be discussed, including after school BASE for Boston students and transportation. Susan commented that the two morning elementary buses will depart at Boston at 6:55 and 7:00 a.m.

Fall sports: Arthur noted that the dates and times for team play are confirmed, but the locations of the games are still being worked out.

The School Committee and administrators discussed the plan to collect data in an effort to measure the impact of school start times in areas such as, tardiness, absenteeism, and transportation. There will be a designated transportation email and phone number if parents want to report a bus issue.

Susan commented that bus registrations have increased since her last report.

It was announced that the School Committees for the K-8 Sudbury schools and Lincoln/Sudbury High School will be voting next week to change their start times beginning in the fall of 2020.

4. **Financial Matters:**

(a) High School Athletic Complex Project:

Jeanne reported that the project has begun in front of the high school, and there will be weekly construction meetings. A communication was sent to abutters of the high school regarding the monopole balloon test. The School Committee reviewed another communication to be sent to abutters of the high school regarding the daily construction schedule for the project.

(b) Approval of Invoices from CBI Consulting, LLC, Leftfield, LLC, and Heimlich Landscaping and Construction Corp.:

Jeanne noted that the invoices from CBI Consulting, LLC, Leftfield, LLC, and Heimlich Landscaping and Construction Corp. were reviewed and approved for payment by the PMBC.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (3-0) to approve the invoices presented tonight.

(c) Review of Q3 Financial Report and End-of-Year Status Projection:

Susan reported that all of the district's financial obligations will be met this year, adding that the financial projection is to break even for FY19. As Susan explained further, there was a personnel account surplus of \$344,000 due to unissued degree changes, two fewer Kindergarten classrooms, and other staffing exchange. When a surplus is realized, about \$200,000 is allocated to the SPED prepay.

Susan continued to report that deficits occurred in the maintenance and operations budget, noting that a large amount of School Dude work orders for the School Department have not been addressed for plumbing, electrical, and HVAC issues. Susan researched maintenance industry standards on 2013-2014 spending through a 2015 national study of public school districts; Susan explained and cited statistics of this study pertinent to Wayland. Susan made some recommendations to prepare for the FY2021 maintenance budget, stating that the maintenance and facilities budget is not adequate to meet the needs of the district and the budget has had a deficit since 2016.

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### 5. Finance Subcommittee Update:

(a) Financial Summit:

As informed by the Finance Director, Susan commented that he and the Town Administrator are currently developing a model regarding capital investments. In addition, a working group will be formed to create a five-year capital plan. September 9 is the proposed date for the fall summit.

(b) School Committee Budget Guideline Language:

Susan will work on the budget guideline language.

(c) Summer Projects:

Susan is working with building principals in terms of summer projects which will be finalized and worked on as resources become available.

(d) Capital Request Process:

This agenda topic was addressed and presented by Susan during the Q3 Financial Report.

### 6. Policy Matters:

(a) Approval of the Following Policies:

- CB – School Superintendent
- CBD – Superintendent's Contract
- CBI – Evaluation of the Superintendent
- CE – Administrative Councils, Cabinets and Committees
- CH – Policy Implementation
- CHA – Development of Procedures
- CHC – Procedures Dissemination
- DB – Annual Budget
- DD – Funding Proposals and Applications
- EBAB – Pest Management Policy
- EDC – Authorized Use of School-Owned Materials

After being put on the website for public comment, there was no public comment received for these policies.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (3-0) to approve the policies listed on the agenda for this evening – CB, CBD, CBI, CE, CH, CHA, CHC, DB, DD, EBAB, and EDC.

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

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

The Policy Subcommittee is waiting on a finding letter about appeals from MASC regarding Policy BEDH. In terms of Policy DIF, Susan separated the procedures from the policy itself.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (3-0) to submit the Anti-Fraud and Whistleblower Policy (DIF) for public comment.

### 7. Administrative/Procedural Matters:

(a) Discussion of Appointment to the Youth Advisory Committee, Permanent Municipal Building Committee and Audit Committee:

Jeanne announced that Corrie Dretler is resigning from the Youth Advisory Committee, and the School Committee will recruit residents to replace her. Jeanne drafted a communication in this regard.

(b) 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.

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

There are no outstanding Open Meeting Law matters at this time.

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

Jeanne informed the School Committee that Ken Isaacson requested financial information from members of the School Committee. A discussion ensued in terms of the process for his request and by whom.

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

*Bus Parking:* A Determination of Applicability has been submitted by the Sudbury Conservation Commission giving approval for First Student to park the following vehicles at the Massachusetts DOT site in Sudbury: 22 buses, 26 private vehicles, and a trailer. The lease is currently in process.

*End-of-Year Thank You from School Committee for Buildings and Teachers:* The School Committee will continue its tradition of providing refreshments to staff. This will take place on June 17<sup>th</sup>.

9. **Administrative/Procedural Matters (cont'd):**

(a) Discussion regarding Superintendent Annual Performance Evaluation, including Review of Evaluation Elements (Instructional Practices, Use of Data, and Budget Development) and Feedback on All Aspects of the Superintendent's Performance:

The School Committee reviewed the first three elements.

*Instructional Practices:*

This element encompasses Arthur's work and interaction with the administrators and principals, including debriefing, and teacher observation. Arthur noted that his goal this year was to be in every classroom at least once and for about ten minutes. After classroom observation, he has a conversation with the principal to discuss the strengths of the teacher for the purpose of a follow-up with the teacher.

*Measurable Goals Based on Data:*

Arthur informed the School Committee that metrics will be set up to establish ways in which to measure the success in SEL, Academics and Facilities. He addressed how the data and the human aspect of this data are measured. However, the challenge will be to make this data available and useful to teachers on a daily basis.

*The Budget:*

Arthur and Susan work in partnership with Town Manager Louise Miller. He added that next year's proposed budget could be more data driven and based on a long-term view of district needs. In response to how enrollment will be addressed in the FY21 budget, Arthur suggested a demographic study to focus on space issues.

10. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated June 3, 2019, in the amount of \$263,872.02
- Wayland Public Schools Payroll Warrant, dated May 22, 2019, in the amount of \$1,627,647.60
- Wayland Public Schools Balloon Payroll Warrant, dated June 2019, in the amount of \$5,792,666.28

(b) Declaration of Technology Hardware as Surplus for Recycling

(c) Approval of Minutes:

- Regular Session of May 6, 2019

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (3-0) to approve the Consent Agenda.

11. **Executive Session:**

The Executive Session was passed over.

12. **Adjournment:**

Upon a motion duly made by Kim Reichelt, seconded by Kathie Steinberg, the School Committee voted unanimously (3-0) to adjourn at 10:13 p.m.

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Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

**Observers:**

Tammy Barrera, WPS  
Sejal Srinivasan, Covered Bridge Lane  
Kristin Heres  
Tanya Cunningham

**Corresponding Documentation:**

1. Agenda & Backup Information
2. WPS & Social Emotional Learning Report
3. School Committee Summaries of Interviews re: Superintendent's Evaluation
4. Memo and Invoices from CBI Consulting, LLC, Leftfield LLC, and Heimlich Landscaping & Construction Corp.
5. WPS Policies: CB, CBD, CBI, CE, CH, CHA, CHC, DB, DD, EBAB, EDC, BEDH, DIF
6. Draft Communication re: Youth Advisory Committee
7. Accounts Payable & Payroll Warrants
8. Regular Session Minutes of May 6, 2019