

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – August 20, 2018

A Regular Meeting of the Wayland School Committee was held on Monday, August 20, 2018, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

*Present were:*

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

*Also:*

Arthur Unobskey  
Superintendent

Parry Graham  
Assistant Superintendent

Susan Bottan  
Business Administrator

Richard Whitehead  
Director of Student Services

Chair Jeanne Downs convened the regular session at 7:01 p.m.; the meeting is being recorded by WayCAM. Jeanne welcomed Parry Graham and Richard Whitehead to their first School Committee meeting and to the district.

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

There were no comments or written statements from the public.

**2. Educational Matters:**

(a) Hear Superintendent's Report:

Donna Fong and Chang Liu updated the School Committee regarding the status of the China Exchange Program. The Chinese exchange students will not be attending Wayland High School in the fall because the Beijing Education Bureau in the Jingshan district did not apply for government funds, rather than charging parents, for trips in a timely manner. In fact, the Jingshan district has cancelled all trips abroad, particularly to the United States. According to the JSYY vice principal, Principal Lu, new to the school, does not fully understand the value of the exchange program and its process. Regardless, six Wayland freshmen will visit China in the spring of 2019 for two months. It is hopeful that the Chinese students will come to Wayland in the fall of 2019 after Principal Lu applies for government funds in September 2018.

In order to keep goodwill and the personal relationship moving forward between Wayland High School and Jingshan School, Donna will meet with Principal Lu in September to explain to her how this exchange program has worked for the past six years, the benefits to all those involved, and to lay the groundwork for the program to continue next spring. Donna explained further the situation involving the Beijing Education Bureau and the Jingshan School at the time of the appointment of the new principal. Other schools in China were considered, but weren't willing participants of the program because they could not be assured of the students' safety, particularly in American schools and for possibly other reasons as well. Donna noted that a decision to continue participation in the program should be known by January 2019 or by the spring before Wayland students embark for China. In the meantime, Wayland and China students and teachers will engage in a "we" chat from the classroom to get to know one another.

Arthur introduced Parry Graham, Assistant Superintendent, and Richard Whitehead, Director of Student Services. Both Parry and Richard spoke about their experiences thus far in Wayland and some of their plans moving forward in the school year. Richard announced that the DESE Program Review came back with no findings, indicating that the department is working seamlessly.

Arthur briefly described the expansion of Susan Bottan's financial and supervisory responsibilities and proposed that her title be changed to Director of Finance and Operations. Susan explained the role she has undertaken with

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the Facilities Department and building principals this summer in an effort to get the buildings ready for the opening of school on September 4<sup>th</sup> and have created a cleaning model and capital projects lists that will be evaluated going forward. Susan thanked Joe Madden and the custodial staff for a job well done. The School Committee will publicly approve Susan's contract at its September 12<sup>th</sup> meeting.

Arthur informed the School Committee that the Administrative Retreat is taking place Tuesday and Wednesday of this week. The focus will be the formats of Admin Council meetings going forward, including Elevating Achievement and Deepening of Wellness Skills and Insight – two of the UNITED goals – as well as streamlining the process to evaluate teachers.

### (b) Continued Review of School Start Time Proposals:

- *Bussing Data Review:*

Susan contacted Transfinder, the computer software company used to develop Wayland's bus routes. Susan asked them to develop 3 to 5 scenarios in which to run buses more efficiently and close the gap from 7:45 to 8:00 a.m. They will provide an Overview Work Statement of a sample report, which Susan will share with the Finance Subcommittee on September 6<sup>th</sup>. The estimated cost for this service is \$6,000 and will take about two weeks to receive the data and different scenarios.

Lastly, Susan noted that a bus route was consolidated between Happy Hollow and Loker which will generate some savings. A discussion ensued regarding the timeline of when real and independent data will be available to move forward with studying transportation efficiencies that will include, but will not be limited to, group stops, students K-12 all riding the buses at the same time, and K-6 riders that live more than two miles from school. The School Committee agreed that Susan should move forward with this transportation assessment with Transfinder.

- *Fixed Last Period Review:*

Arthur commented on his research regarding the high school schedule, particularly the last period, in which it was flexible enough whereby student athletes' academic schedules would not be affected.

Weston has developed the "W" block. This is a one-hour session, 7:45 – 8:45 a.m., on Thursdays at which teachers are mandated to be present for those students who show up for extra help. There is an "activity" block scheduled mid-day during which clubs could meet, but it is still not definite. Weston's athletes are dismissed early prior to the 3:15 dismissal.

Wellesley's schedule includes a daily "X" block which allows for a 7:30 a.m. science lab, teachers' meetings, and student clubs. However, for those students who do not take a science lab or participates in clubs, their day begins at 8:30 a.m.

Newton's "X" block is scheduled twice a week at the end of the day when the dismissal time is 2:25 p.m. On other days, dismissal times are different. The "X" block does not count as "time and learning."

Arthur described Wayland High School's eight block schedule that includes a lot of electives, adding that he has looked into possibly changing the schedule to seven academic blocks. Nate noted that Acton-Boxboro Regional is changing its start times from 8:07 to 2:47 p.m. and they also have eight periods a day. Arthur will call Acton-Boxboro.

- *Discussion of Process for Teacher Input:*

After meeting with the WTA President, Kori Rogers, Arthur will circulate a survey to the teachers in September to gather input about the two proposed schedules – B & C – and about morning or afternoon professional development. A discussion ensued regarding the type of survey, format of the survey, and providing a place to include teachers' position/specialty. Arthur will present the results of the survey at the September 24<sup>th</sup> School Committee meeting.

The School Committee reviewed and discussed its meeting calendar for scheduling teacher and parent forums in October regarding School Start Times.

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- *Review and Possible Vote to Approve Communication to Community:*  
The School Committee reviewed and discussed a draft communication regarding School Start Times for content and information as written by Kim.

### 3. Financial Matters:

(a) Discussion and Possible Vote to Approve FY19 and FY20 COLA Increases for Superintendent:

Because COLA increases were not included in Arthur's original three-year contract, School Counsel recommended adding an amendment to the contract for COLA increases for FY19 and FY20. Jeanne distributed the amendment for the School Committee's review. The money was budgeted for in the FY2019 budget.

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to amend Arthur's contract to include a 2.25% cost of living increase, effective July 1, 2018 and again July 1, 2019.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the contract amendment drafted by Kevin Bresnahan as an amendment to Arthur's contract.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to authorize the Chair to execute the amendment.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to determine that Jeanne's original motion is null and void.

(b) Updates regarding Loker Windows and Doors Project and Kitchen Project:

Jeanne commented that the Loker windows and doors project is on schedule for the opening of school. Five change orders, all within the budget, were submitted, and a punch list will be available this week.

Susan updated the School Committee on the Loker kitchen project. The demolition is complete and the contractors have shown up. The Board of Health has signed off on all the equipment and renovation plans. Loker lunches will be prepared at the High School and transported to Loker School; hot lunches will be prepared twice a week. The goal is to have the project complete by October 15.

Arthur praised the food service workers for their hard work, professionalism and cooperation.

(c) Approval of Invoices for the Loker Elementary Window & Door Replacement:

Jeanne noted that the G.V.W. invoices were approved by the PMBC.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve payment of \$387,372 for services for the Loker windows and doors from G.V.W.

(d) FY2020 Budget Planning/Financial Summit Update:

The School Committee reviewed the FY2020 Budget Schedule and Process that was recently approved by the Board of Selectmen. Jeanne and Ellen will meet with Lea Anderson and Cherry Karlson regarding the date of December 14, 2018, at which time the School Committee and Superintendent are scheduled to submit a draft school operating budget. This date is much earlier than in past years and creates a rushed budget process.

Susan noted that she has reached out to Brian Keveny regarding the schedule. A meeting will be scheduled to discuss the Board of Selectmen's new budget policy and the purpose and goals of the Financial Summit. A discussion ensued regarding the summit and a timeline that will allow the information that Susan and Arthur prepare to be shared with the School Committee prior to the summit.

(e) High School Master Athletic Plan:

- *Review and Possible Vote to Approve Articles for Town Meeting:*  
Jeanne updated the School Committee on the Conservation Commission Public Hearing that was scheduled for August 2<sup>nd</sup>. The hearing did not take place because, in the Commission's opinion, the abutters were not adequately notified and the description of the project was not accurate. Another meeting is scheduled for August 23<sup>rd</sup>.

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The design documents are complete, but could be tweaked depending on the warrant articles. The bidding process will begin soon in hopes of having the bidding process complete before the warrants go out to print for Fall Town Meeting.

The School Committee reviewed the warrant articles for content. Additional comments were recommended, reviewed, and added to the articles. The diagrams of the project were also reviewed and discussed, particularly the placement of the softball field. Jeanne noted that ADA access to the press box by ramp was recommended by the PMBC for a cost of \$75,000.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve all three warrant articles – ZZ, YY, XX – and to authorize Jeanne and Kathie to make the revisions discussed here and to also authorize Kathie to submit the appropriate article, either just ZZ or XX and YY, depending upon what advice is received from the Community Preservation Commission prior to August 31<sup>st</sup> when the articles are due.

The School Committee agreed to include three pictures of the project in the warrant.

- **Funding Sources:**  
The PMBC placed a total cap on the project of \$6.65M with \$4.93M for the stadium and \$1.72M for the swapping of the tennis courts. Other funding includes \$175,000 from the Turf revolving fund, \$150,000 possibly committed by Boosters for the concession stand, and possibly \$350,000 from CPC funds which was committed to last April. The remainder of the project would be funded by debt; Jeanne explained the debt exclusion that passed at Town Meeting.
- **Project Update:** Update was included in prior discussions.

(f) Finance Subcommittee Update:

- FY18 End-of-Year Status
- Special Revenue Funds Update

Kathie reported that the Finance Subcommittee discussed the Board of Selectmen policy and the implication for the School Committee. Kathie deferred on the Special Revenue Funds update.

#### 4. **Administrative/Procedural Matters:**

(a) Discussion of School Owned Property at Sherman Bridge Road and Orchard Lane:

Jeanne and Arthur recently met with Mary Antes of the Municipal Affordable Housing Trust because they are interested in one school-owned parcel of land (1.76 acres) for its next affordable housing project. The School Committee was asked to declare this land as surplus. Jeanne cited some history related to these two parcels.

A discussion ensued in terms of access to some of this land, how much of the land is actually usable, and what is the opinion of the Conservation Commission. Kathie recommended a full analysis of what the school department's future needs are before declaring the land as surplus. Susan commented on why these parcels plus another were not recommended for bus parking, particularly the access on Orchard Lane. Jeanne will follow up with Mary Antes.

(b) Discussion of and Possible Vote to Appoint a Member to Draft Annual Town Report:

Ellen Grieco volunteered to draft the Annual Town Report for the School Committee's meeting on September 12<sup>th</sup>.

(c) Review and Discussion of any Outstanding Document and/or Minutes Request:

Jeanne noted that Cory Spaulding requested a copy of the ClearGov Agreement signed in 2016 and the agreement signed with the Boosters.

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

Jeanne spoke to Glenn Koocher of MASC and he confirmed that notes taken by the official record keeper do become discoverable as draft minutes, even though Ellen was of the opposite opinion. The School Committee discussed its options to move forward in this regard. This matter will remain status quo for now.

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

None.

6. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated August 20, 2018, in the amount of \$506,263.94
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated August 20, 2018, in the amount of \$4,948.91
- Wayland Public Schools Payroll Warrant, dated August 1, 2018, in the amount of \$284,409.29
- Wayland Public Schools Payroll Warrant, dated August 15, 2018 in the amount of \$305,713.30

(b) Approval of Minutes:

- July 23, 2018
- August 8, 2018

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

7. **Executive Session:**

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to enter Executive Session at 9:31 p.m. to discuss contract negotiations with non-union personnel, the Director of Finance and Operations, including a possible vote to approve the Director of Finance and Operations' Contract, as permitted by M.G.L. c.30A, §21(a)(2); 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 and possibly declassify Executive Session minutes as noted on the meeting notice, pursuant to M.G.L. c.30A, §22; and to approve Executive Session minutes of July 23, 2018, as permitted by M.G.L. c.30A, §22. A roll call vote was taken as follows:

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

The School Committee will be joined by Arthur Unobskey, Superintendent of Schools, Susan Botton, Director of Finance and Operations, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session to vote to declassify Executive Session minutes as listed on the meeting notice.

8. **Possible Vote to Declassify Executive Session Minutes:**

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to declassify the Executive Session minutes listed on the meeting notice as discussed and redacted in Executive Session.

9. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Nate Buffum, the School Committee voted unanimously (5-0) to adjourn at 10:04 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk  
Wayland School Committee

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***Corresponding Documentation:***

1. Agenda and Backup Information
2. School Start Times Draft Scenarios – B and C
3. Proposed Communication re: School Start Times
4. FY2020 Budget Schedule and Process
5. 2018 Special Town Meeting Schedule
6. Article YY – HS Tennis Courts/Softball Field
7. Article XX – HS Stadium Complex Renovations
8. Article ZZ – HS Athletic Complex Renovations
9. Diagrams of HS Athletic Complex
10. Diagrams of Property at Orchard Lane and Sherman Bridge Road
11. 2017 Annual Town Report
12. Memo and Invoice from G.V.W. for Loker Windows & Doors Project
13. Accounts Payables & Payroll Warrants
14. Regular Session Minutes of July 23, 2018
15. Special Session Minutes of August 8, 2018
16. Executive Session Motion