

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – September 24, 2018

A Regular Meeting of the Wayland School Committee was held on Monday, September 24, 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 (arrived at 8:08 p.m.)
Nate Buffum (arrived at 7:06 p.m.)
Kim Reichelt
Kathie Steinberg

Also:

Arthur Unobskey
Superintendent

Parry Graham
Assistant Superintendent

Susan Bottan
Director of Finance & Operations

Richard Whitehead
Director of Student Services

Also:

Leisha Simon, Director of Technology & Accountability
Mike McCann, Town IT Director
Cliff Lewis, Board of Public Works
Ben Keefe, Public Buildings Director

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

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:

School Safety:

Arthur reported on the district's approach to school safety in keeping all students and staff safe. Arthur cited an excerpt from the Mission Statement correlating it to an open campus philosophy at the high school. Keeping this philosophy in mind, school safety is all about prevention, preparation, and protection.

Prevention:

- "See something, say something"
- Build trusting connections between adults and students to ensure positive communication
- Put interdisciplinary crisis teams in place at each school that meet regularly
- Introduce curriculum at all grade levels to prepare students to identify and report unhealthy and unusual situations

Preparation:

The ALICE model is used and trains teachers to make a decision during an emergency situation of whether to exit the building or stay inside the building. Two practice drills and training take place each year in each building.

Protection:

- Increased police presence at the High School and some at the Middle School
- Improvements in the functionality of the PA systems to ensure better communication
- Improvement in cell phone reception and communication tools between police and fire
- Investigation of new technologies that can improve safety and communication

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Next steps include continuing professional development of the safety team leaders so they can continue to support and train staff and students, improving communication systems, continued review of new technologies, and future meetings with parents and the community.

School Visits:

Arthur shared his visits to the school buildings. He had the opportunity to be present at a Middle School TAG group (homeroom) facilitated by Betsy Gavron. While in this setting, students receive support and training on how to film themselves and find their voice in an appropriate manner while doing something they are passionate about. He also observed a second year teacher at the Middle School and was pleased with her growth and approach in the classroom.

(b) Continued Review of School Start Time Proposals:

- Staff Meetings
- Public Forums
- Teacher Survey
- Next Steps

Arthur noted all grade level teachers' concerns regarding the change in school start times beginning in September 2019, adding that, going forward, it would be helpful if the message is clear and concise – kids will get more and better sleep if the start times are aligned with their biology. Some of their concerns include a potential decrease in professional development time, early drop off times at the Middle School, the potential for secondary students to stay up later, students' homework, after school co-curricular offerings, and staff morale.

A lengthy discussion ensued regarding the teachers' concerns. Kim commented that the research does not show that secondary students stay up later because they can sleep later. As a school administrator and teacher, Nate acknowledged that everyone has valid concerns, but he supports moving forward with this process leading toward a decision regarding the new schedule and working through the challenges. The School Committee discussed the teacher and public forums in October in terms of format and the message that will be conveyed. There will be a brief presentation regarding the input received at school meetings with teachers, as well as the information received from the surveys. The goal is to make things better for students, such as their overall sense of wellbeing, while acknowledging and being cognizant of those issues that will arise for both families and staff.

Susan addressed bus transportation. She described several scenarios for bus routes and times using the current 1,300 to 1,400 riders and their home addresses. She confirmed that start times of 7:45 or 7:50 for elementary students and 8:30 or 8:35 for secondary students is possible using existing resources. However, a 7:55 start time for elementary students will create issues for the late buses. She cited possible solutions. Susan will meet with First Student regional and area managers to review the scenarios and to possibly discuss other ideas. She hopes that Transfinder will have availability to assist with finding efficiencies as well, including help with the METCO morning bus routes. Susan described the current METCO bus routes and potential pick up times as a result of the time change. Susan addressed questions regarding a current early bus pickup in Wayland at 6:52 a.m., the current early drop off times, and the possibility of increasing the bus fleet by five buses.

The School Committee discussed the upcoming public forums for parents, teachers, and staff in terms of communications, locations, and format and information presented at the forums.

3. **Financial Matters:**

The following agenda items were taken out of order.

(a) Wastewater Plant Update:

Cliff Lewis of the Board of Public Works updated the School Committee about the high school wastewater plant which has not been operating for some time. Jeanne noted that the School Committee approved in the school budget money to pay for half the cost for someone to run the plant, as well as approving a capital item to fix the plant.

Cliff commented that the Board of Public Works was tasked with looking at the two common wastewater systems in Wayland. There is a possibility that some work can be done at the two facilities to get them up and running and at a lower cost. The School Committee agreed that the Board of Public Works should look for efficiencies at the high school wastewater plant. Cliff will update Susan Bottan on a regular basis.

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(b) Continued Discussion and Possible Vote to Approve Capital Plans:

Leisha Simon and Mike McCann described the school network upgrades and recommended to the School Committee that this capital project be included in the FY2020 school budget once again. They would like to take advantage of E-rate funds at a 40% discount, as they only apply to public schools and libraries. Mike commented that when something is directly tied to quantities of students, initiatives, or requirements, he feels it is important that the School Committee drive these types of capital decisions. He added that he will attend Town Meeting to support and advocate for the CIP article.

Ellen arrived at 8:08 p.m.

Leisha noted the life expectancy of network upgrades and switches and commented on the timeline for the school upgrades.

Susan asked the School Committee to postpone its vote regarding the CIP's until October 1, so they can review more detailed CIP's. The School Committee agreed with this request.

(c) Discussion and Possible Vote to Support the Loker Field and Marijuana Warrant Articles:

It has been requested of the School Committee that the members support the article for the permanent ban of retail commercialization of marijuana in Wayland, as well as the article for the Loker field. A discussion ensued regarding establishing criteria by which the School Committee could potentially vote on articles at Town Meeting on an ad hoc basis if asked to do so. Jeanne noted that the Committee does not have to take a position.

Article re: Loker Field:

The School Committee members expressed their opinions and thoughts about the installation of turf vs. grass on the Loker field, including the financial component of each, particularly when the high school athletic complex will be voted on this year as well. Another concern is the installation of a second turf field in town. Although the Committee did not take a position at this time, the members believe that the process should move forward.

Article re: Permanent Ban of Retail Commercialization of Marijuana:

Again, the Committee members expressed their opinions about this article. It was noted that there would be a local tax of 3% that would be paid by the store owners to the town. A discussion ensued about commercial tax revenue and the sale of alcohol vs. the sale of marijuana.

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted (4-0-1) (Nate abstained) to take a position in favor of the marijuana article.

A discussion followed before the final vote and it was noted that towns surrounding Wayland voted no on this matter, except for Framingham. Arthur commented that data shows marijuana is negative and harmful for the development of the brain. As a high school principal who has sat on several legal panels surrounding this topic, Parry is not in favor of the retail commercialization of marijuana in Wayland.

(d) Loker Windows and Doors Project Update:

Ben Keefe provided an update for the Loker windows and doors project. He obtained a Certificate of Occupancy before the start of school, most of the punch list items have been completed, and final caulking was done today. As a result, paperwork to close out the project will begin very soon. Ben noted that the project came within budget. He also explained the town funding of the project vs. MSBA funding.

(e) Review of Special Revenue Funds:

The School Committee reviewed a document prepared by Kathie containing program costs for shared revenue funds (fee-based programs) that includes direct program costs, benefit costs, and cost-sharing operating costs. Kathie has looked at these programs, as a matter of policy, in an effort to determine those costs that should be paid by fee payers and those costs that should be paid by the school operating budget. Those programs include Food Service, The Children's Way, Full Day Kindergarten, and BASE. For the benefit of this discussion, the focus was on Full Day Kindergarten and its program costs because of the potential impact to the budget. A discussion ensued regarding the cost of tuition of \$3,400 to families and those items, such as benefits eligibility, utilities, custodial, and transportation, that are paid from the cost of tuition. Susan explained the \$7,000 in transportation costs for kindergarten students who live within two miles. A discussion followed and Kathie referred to a Department of Revenue letter in terms of what are considered program costs. Susan added that the Department of Revenue

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publishes a workbook outlining how buildings can be rented and used and allocate pertinent costs. Arthur noted that Full Day Kindergarten is the norm in school districts, is an expectation by the community and reducing the financial burden on families would be good.

A discussion followed to look towards the possibility of partially funding some of the Full Day Kindergarten program costs in FY20 from the operating budget as opposed to fees. The Finance Subcommittee will look into this further and report back to the School Committee.

(f) Presentation and Acceptance of FY2018 Q4 Financial Report:

Susan provided the following FY18 Q4 financial report. Town Meeting appropriated \$39,156,483 for the FY2018 school operating budget, including \$218,000 being awarded at Fall Town Meeting for the purpose of meeting the costs of newly settled contracts. The ending balance was \$34,342 and was turned back to the Town to become part of certified free cash.

Susan identified those areas that were running over and under budget, and at the conclusion of the school year, the decision was made to purchase elementary Chromebooks. Within the maintenance and operations budget, many facilities and building repair issues were addressed, such as refinishing the high school indoor track, electrical and HVAC work, and some maintenance projects. In addition, medical therapeutic costs for in-district students decreased.

(g) FY2020 Budget Planning/Financial Summit Review:

This agenda item was passed over.

(h) High School Master Athletic Plan:

Jeanne updated the School Committee on the following items.

- Project Update:
Construction documents went out to bid on September 17th and bids will be opened on October 9th.
- Warrant Article Update:
The comments for the warrant article have gone through the first round of edits.
- Conservation Commission Update with Possible Vote to Approve and Have Chair Sign Chapter 194 Certificate of Compliance Application:
Although the Conservation Commission is concerned about the water quality, the Commission plans to move forward with the hearing process. They are meeting Thursday evening. The Commission also hired a peer reviewer to review the work and report by Weston & Sampson. Jeanne described the peer review process.
- Funding Sources: No update.
- Neighbor Meeting:
Jeanne will facilitate the next meeting for the high school neighbors, preferably on October 22nd. The meeting will be posted and opened up to the general public as well.

In addition, Jeanne and Kathie are working to update the website regarding the project and are still following up on the debt exclusion.

(g) Finance Subcommittee Update:

- Financial Summit Follow-up
- Finance Committee Schedule

Kathie updated the School Committee. The Finance Subcommittee followed up with the budget presentation and Susan shared questions from the Finance Committee. The Subcommittee will set up a meeting with FinCom as a follow-up to the budget summit and to help clarify any issues related to Arthur's December budget presentation. Kathie named those topics that may need more clarification in advance of the budget presentation. Bus routes were also discussed regarding school start times. Kathie commented on future meetings going forward that will include the end-of-year report, enrollment, and topics identified by the FinCom chair.

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4. **Administrative/Procedural Matters:**

(a) Review and Possible Vote to Approve Annual Town Report:

The School Committee reviewed the report as drafted by Ellen for content. Some changes were made to the report. Ellen will send the report to Teri Hegarty in the Town Administrator's office.

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

None.

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

None.

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

As delegated by the School Committee, Kim will provide summaries of meetings based on specific topics by Tuesday of each week and as requested by The Buzz staff. Kim noted that her submissions will not be edited unless they ask her ahead of time.

(e) Discussion of School Meeting Schedule:

The School Committee discussed its meeting schedule going forward. Depending on the CIP timeline, the October 1st meeting could be canceled or held with a one-item agenda. Arthur's budget presentation to the Finance Committee will be Wednesday, December 12th, as requested by the FinCom and based on its meeting schedule.

The January 3rd meeting will be held on January 2nd. The School Committee also discussed dates for PTO and COA budget presentations in January.

5. **Policies for Review and Possible Vote to Approve:**

- AC – Nondiscrimination
- GBA – Equal Employment Opportunity
- GCF – Professional Staff Hiring
- JB – Equal Employment Opportunity
- JFBB – School Choice
- JICH – Alcohol, Tobacco, and Drug Use by Students Prohibited
- JLCB – Immunization of Students
- JLCE – Life-Threatening Allergies
- JQ – Fees and Collection Process

Upon a motion duly made by Kim Reichelt, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve all the policies that were out for review and as listed on the agenda.

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

Jeanne updated the School Committee on the status of the request by the Municipal Affordable Housing Trust to declare the school-owned property at Sherman Bridge Road and Orchard Lane (1.76 acres) as surplus to accommodate a possible housing project.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated September 24, 2018, in the amount of \$402,671.44
- Wayland Public Schools Payroll Warrant, dated September 27, 2018, in the amount of \$1,552,895.62

(b) Approval of 2018-2019 Student Activity Accounts

(c) Approval of Trips:

- 2018 NAfME All Nationals Trip
- WHS METCO Trip to University of New Hampshire

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(d) Approval of Minutes:

- September 12, 2018

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted (4-0-1) (Kathie abstained) to approve the Consent Agenda.

8. **Executive Session:**

Upon a motion duly made by Jeanne Downs, seconded by Nate Buffum, the School Committee voted unanimously (5-0) to enter Executive Session at 10:10 p.m. to approve Executive Session minutes of September 12, 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, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session for adjournment purposes only.

9. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to adjourn at 10:13 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Corresponding Documentation:

1. Agenda and Backup Information
2. Proposed FY20 Bus Pickup & Drop Off Times
3. Program Costs for Shared Revenue Funds
4. FY2018 Q4 Financial Report
5. Summary of 5-Year Capital Improvement Plan FY20 to FY24
6. Articles re: Recreational Marijuana Prohibition, Loker Field, and WHS Athletic Complex
7. Draft 2018 Annual Report
8. Policies: AC, GBA, GCF, JB, JFBB, JICH, JLCB, JLCE, and JQ
9. WPS Student Activity Accounts FY19
10. 2018 NAFME All Nationals Music Festival Trip Request
11. WHS METCO UNH Trip Request
12. Accounts Payables & Payroll Warrants
13. Regular Session Minutes of September 12, 2018
14. Executive Session Motion