

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – January 21, 2020

A Regular Meeting of the Wayland School Committee was held on Tuesday, January 21, 2020, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Jeanne Downs, Chair
Nate Buffum
Kim Reichelt
Kathie Steinberg (arrived at 7:09 p.m.)

Absent:

Ellen Grieco, Vice Chair

Also:

Arthur Unobskey
Superintendent

Parry Graham
Assistant Superintendent

Susan Bottan
Director of Finance & Operations

Richard Whitehead
Director of Student Services

Chair Jeanne Downs convened the open session in the School Committee Room at 7:04 p.m.; the meeting was recorded by WayCAM.

1. Comments & Written Statements from the Public:

There were no comments and written statements from the public.

2. Educational Matters:

(a) Superintendent's Report:

• *MLK Celebration on January 20, 2020:*

Arthur updated the School Committee on the well-attended, engaging and child-centered Martin Luther King Dinner and Celebration in Boston on January 20th. Student artwork was displayed throughout the venue. He thanked Dr. Tony Laing, the METCO team, and the Boston Parent Council for a great event.

• *Update on Elementary Learning Walks:*

Parry updated the School Committee on the purpose of administrative elementary learning walks, particularly the most recent that focused on elementary science classes in which the teachers and students are doing hands on work with the curriculum. This is part of the elevating achievement goal. Recently, he met with consultant Ruth Chapman and the elementary principals to discuss the plan to invite teachers to observe the science classes at a school other than their own.

Kathie Steinberg arrived at 7:09 p.m.

Parry described the intent of the learning walks for the teachers and the planned format beginning in early March. The idea is to compare the teachers' perspective across the three schools to the administrators' perspective in the classrooms.

• *Update on School Start Times:*

The start time study group will meet again on January 28th. The group has received about 1,100 responses to the initial survey that targets teachers, parents, and students in grades 6 to 12. Focus groups will be formed to analyze the data from the survey and address some of the challenges that have arisen as a result of the change in start times, while keeping in mind that the district is committed to the change.

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4. **Financial Matters:**

(a) Continued Discussion of FY2021 Budget, including Budget Drivers, Assumptions, Fees and Funding Sources, and Requests for Information and Possible Vote to Approve the FY2021 Budget:

As an introduction to the budget discussion, Jeanne commented that the School Committee must vote on the FY21 budget, recommending that it should be voted as the School Committee wants it to be without any cuts. She added that the School Committee and the Town Administrator received a letter from the Finance Committee requesting a \$750,000 combined cut in both budgets. This most recent request will be discussed on January 23rd by the School Committee.

Arthur shared the timeline and the process he and the administrators embarked upon in May 2019 in developing the budget through the time that he presented his FY21 recommended budget in December. Susan described her process in working on the budget that was built from the bottom up, including the reports that are reviewed to accomplish this goal. Some costs can be somewhat predicted and some cannot, such as personnel expenses, transportation and special education costs.

In response to the School Committee's request, Arthur reviewed the budget drivers and the district's unmet needs. Budget drivers include committed costs for SPED tuition, transportation, contracted services, personnel and non-personnel expenses. Susan explained further the personnel and non-personnel expenses as being higher than predicted last fall.

A discussion ensued in terms of what is mandated vs. discretionary and what is new in the budget, such as the diversity & equity coordinator and the additional .5 FTE Claypit Hill assistant principal. Richard stressed the importance of the 1.0 FTE alternative learning resource teacher, adding that this position is common in many other districts.

The list of unmet needs includes a social worker at the High School, half-time assistant principals at Happy Hollow and Loker, a .2 FTE journalism teacher at the High School. District-wide unmet needs include a .5 FTE SEL coach, a facilities administrative assistant, maintenance projects, and a full-day Kindergarten program that would be tuition free. Ninety-two percent of Kindergarten students attend the full-day program.

Upon a motion duly made by Nate Buffum, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to accept the Superintendent's recommended operating budget as presented.

Special Revenue Funds:

Susan Bottan reviewed the special revenue funds with the School Committee – Full Day Kindergarten, the school lunch program, athletics, high school parking, transportation, and building use.

Full Day Kindergarten:

- An additional full-day Kindergarten class has been budgeted for FY21.
- Utilities for this program will not be covered by tuition.
- The FY21 fee will be \$2,700 per child.

School Lunch Program:

- Since the Edvocate Report, this program has been very successful in generating more funding at the end of the year.
- Funds are being reinvested into the program, such as serving lines, computer replacement, and electronic documentation of all menus and ingredients used for those students with allergies.
- An after-school cooking club was created for students.

Athletics:

- Revenue has been impacted due to a decrease in participation since the change in start times.
- Funds are available to replace a Boosters mini-bus.

Susan explained the athletic revolving fund which is funded by athletic fees, even though there is an athletic operating budget. Athletic fees cover about 35% of the total expenses, and athletic officials are paid through a pilot contract with ArbiterSports, adding that the district will contract with ArbiterSports again next year. Susan answered questions in this regard, including the budget for contracted services and coaches' salaries. Susan explained the

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financial and fee status of the Sailing Club and Ice Hockey program. The high school parking monitor's position was increased to .85 FTEs.

Susan anticipates an increase in revenue for instrumental music based on the number of participating students in third grade. Music fees cover about 38% of the total cost of the program. If the instrumental music teacher's salary is not covered by the special revenue fund, the operating budget may cover this cost. However, Susan will keep a close eye and report back to the School Committee. Transportation will be entering into a new three-year contract and the cost is expected to increase. Ridership could increase but would not result in more collected fees. A driver has been hired to accommodate the increase in field trips. The FY21 transportation is expected to pay about 28% of the cost of transportation, which is slightly lower than previous years. In terms of building use, revenue has dropped off for various reasons.

(b) WSCP Budget Presentation and Possible Vote to Approve the FY2021 WSCP Budget:

This agenda item was passed over.

(c) Review of District Fees and Possible Vote to Approve the Fees:

The School Committee reviewed the current district fees in preparation for the January 23rd meeting. Kathie advocated that the benefits for the Full-day Kindergarten program remain the responsibility of the schools and town and not with the fee payers. A discussion ensued in terms of the impact to the town's budget.

The School Committee also discussed the possible reductions to the budget as requested by the Finance Committee, the School Committee's role in this process, the possible implications to the district if the reductions are taken, and the approach Arthur will pursue in his memo to the Finance Committee. Arthur expressed the administrators' disappointment in this request to reduce the budget.

(d) Review of and Possible Vote to Approve Updated Capital Budget:

Jeanne confirmed, according to the Town Administrator, that the way the School Committee voted to request a debt exclusion question for the fields was acceptable. Ultimately, the Board of Selectmen will decide if there is a debt exclusion question on the ballot.

(e) High School Master Athletic Plan:

- Project Update

The goals posts are in the ground as well as the poles for the nets. The construction for the bathrooms and concession stand is progressing.

4. **Administrative/Procedural Matters:**

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

None.

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

None.

(c) Discussion of School Committee Communications and Information for the Buzz:

Kim has communicated with The Buzz in recent weeks. Arthur will appear on The Buzz on February 5th and he will discuss the demographic study.

5. **Policy Matters:**

(a) Update/Review of Policies to Put Out for Public Comment:

- IJNDD – Policy on Social Media

Kim researched other town policies in this regard. She reported on her findings regarding Newton's and Wellesley's policies.

6. **Consent Agenda:**

(a) Approval of Accounts Payables and Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated January 21, 2020, in the amount of \$561,624.98

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- Wayland Public Schools Accounts Payables Student Activities Warrant, dated January 21, 2020, in the amount of \$38,559.41
- Wayland Public Schools Payroll Warrant, dated January 15, 2020, in the amount of \$1,512,978.19

(b) Approval of Minutes:

- January 9, 2020

Upon a motion duly made by Kathie Steinberg, seconded by Jeanne Downs, the School Committee voted unanimously (3-0-1) (Kim abstained) to approve the consent agenda.

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

None.

8. **Executive Session:**

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to enter executive session at 8:41 p.m. the School Committee voted unanimously (4-0) to enter executive session at 8:41 p.m. for purposes of discussing strategy with respect to collective bargaining with the Wayland Teachers Association (WTA), as permitted to M.G.L. c.30A, §21(a)(3), as discussion in open session would have a detrimental effect on the negotiating position of the School Committee. The School Committee will pass over Items B & C.

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

The School Committee will reconvene in open session to continue discussion of the capital budget and then adjournment. 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	Absent	
Nate Buffum	X	
Kim Reichelt	X	
Kathie Steinberg	X	

9. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to adjourn at 9:03 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Corresponding Documentation:

1. Agenda & Backup Information
2. Revised/Adjusted FY21 Capital Plan Projects – FY21 to FY25
3. WHS Debate Team Trip (changed venue)
4. Regular Session Minutes of January 6, 2020
5. Executive Session Motion