

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – December 3, 2018

A Regular Meeting of the Wayland School Committee was held on Monday, December 3, 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
Director of Finance & Operations

Richard Whitehead
Director of Student Services

Also:

Christie Harvey, Claypit Hill Principal
Lilliana Smith, Spanish Immersion Program Coordinator
Kerry Davis, Kindergarten Spanish Immersion Teacher
Freddie Ponce
Ben Keefe, Public Buildings Director

Chair Jeanne Downs convened the regular session at 7:04 p.m.; the meeting is being recorded by WayCAM.

1. Comments & Written Statements from the Public:

Jeff Sklar, Brooks Road, will speak for himself and on behalf of the students of Wayland High School. He is a private math coach and he was told that students are not receiving their math tests back after being graded and this has evolved over time. Feedback is helpful to students as it helps them to improve going forward. Even after the Student Press wrote about this matter and he contacted some School Committee members and the Superintendent, the procedures did not change. After contacting the DESE, Mr. Sklar commented that students are entitled to a copy or the original of their own documents under the Students' Rights Law is part of the student record, and this is not in compliance with the Students' Records Act. He related the information he received from a DESE attorney regarding student confidentiality as it relates to their own records. Parents who are aware of this are very upset, even though there has been no communication from the administrators, and Mr. Sklar believes that this issue is creating a very negative environment and cultural problem at the high school. He requested that the School Committee institute an emergency bylaw change in that "all student quizzes, tests and assessments, including questions and answers, be required to be returned to the students and not without." On a different topic, Mr. Sklar spoke about the Wayland Chapter of the National Honor Society and the problems he has addressed since 2009 in terms of students being rejected from the Honor Society. He elaborated on this matter further.

Karen Britton, Glezen Lane, commented that her daughter is a junior, is on an IEP, has a private tutor, and has a different learning style. Ms. Britton explained the process by which her daughter takes tests and the not so helpful responses she has received from the Math Department and her daughter's guidance counselor. She feels that the students should be able to take home their tests as a tool to study, and the teachers should change the tests every year.

Alexia Obar, Dean Road, commented that it is her understanding that only children on IEP's can take their tests home for 48 hours. Mid-terms are coming up and her kids could not have any of their math exams returned to them and the process is not being communicated clearly. She believes that this is very different from past years. Ms. Obar asked the School Committee to solve this issue this week, as it is having a negative impact on the students.

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Ellen requested that the School Committee discuss this issue in “Matters not Anticipated by the Chair.”

2. **Educational Matters:**

(a) Update regarding Kindergarten Spanish Immersion Classroom:

Claypit Hill Principal Christie Harvey introduced Liliana Smith, Spanish Immersion Program Coordinator, Kerry Davis, Spanish Immersion Teacher, and Freddy Ponce, Classroom Teacher Assistant.

The class began with 21 students and the goals of the program are Academic Achievement, Bilingualism/Biliteracy, and Cultural Competence. The program is a one-way language program meaning that all students experience the curriculum and content knowledge in Spanish 90% of the time and in English 10% of the time in Art, Skills Lab, Music and PE.

Some of the teaching strategies/methodologies include total physical response, songs, role play, cooperative learning, reading aloud and other methods that encourage communication and development of receptive skills. Examples were displayed, as well as the daily schedules specifying daily activities that are either in Spanish or English. Parent feedback has been very positive after having parent/teacher conferences, as noted by two parents in the audience. Communication with families is important and is done via a website where assignments, events, available resources and registration information are posted.

This program has set proficiency targets for first grade, as adapted from the American Council on the Teaching of Foreign Languages (ACTFL). For example, they would focus on writing, listening, reading and speaking abilities of the students. Christie Harvey noted the plans to hire a first grade teacher for FY20.

3. **Matters not Reasonably Anticipated by the Chair (taken out of order):**

The School Committee addressed the issue of WHS students’ tests which was brought up during public comments. The School Committee agreed that the lines of communication regarding the so-called policy between High School teachers and students has not been clear, including the communication about students not being able to receive their tests back after they have been graded. There seems to be a lot of confusion in this regard. The tests should be accessible to all students without having to ask for them. Also, the School Committee believes that this issue should be handled at the school level and should be consistent across all grade levels and in all classrooms. A lengthy discussion ensued.

Arthur commented that there is no policy, and that students should have access to their tests, particularly starting right after Thanksgiving. Arthur will follow up on this issue and agreed that there would be clear communication to families, students, and teachers within the next 48 hours.

Those parents in the audience commented further adding that this matter was known back in September, teachers should not make up their own policy, and the communication should be immediate, clear and unambiguous. The School Committee was thanked for taking quick action.

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

(a) Hear Superintendent’s Report:

- School Visits

Arthur observed a 4th grade classroom at Loker in which the lesson was about understanding how light travels. Arthur explained how the students approached this lesson. Elementary teachers are focusing on a new science program which is deeply integrated with the science standards of the next generation and is tied into the district-wide goals.

(b) School Start Times Update:

Arthur will share with families a school start time planning chart showing progress in this process which is also updated regularly for several issues, including those related to the Boston resident students and childcare. Arthur updated the School Committee regarding his discussions with BASE and the Recreation Department, including a childcare survey that was sent out for which 750 responded. A discussion ensued regarding BASE staffing and the extent of the school department’s responsibility to solve this issue. The School Committee has committed to working out the challenges in those areas that are important to deliver the curriculum and education to students as well as the daycare issues and transportation. However, there might be an unrealistic expectation to completely solve daycare and transportation challenges if it interferes with the Committee’s core mission.

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5. **Special Matters:**

(a) Review of Superintendent's FY2020 Goals:

This year the focus is on two UNITED goals combined with deepening Social Emotional Learning at different levels and in conjunction with the theme is "Notice Every Child, Every Day": 1) Student Learning Goal and 2) Professional Practice Goal. Arthur described the goals and processes of deepening Social Emotional Learning and academic growth.

Arthur described the key actions and the different focus that will occur at the elementary, middle school and high school levels to work toward implementing Goal 1 (Student Learning Goal). Each principal will lead "learning walks" for Administrative Council members to look at how students are assessed, what they are assigned, and what feedback they can provide the students. Arthur will provide the School Committee with a draft of an action plan for FY2020 that captures the findings from the learning walks.

In terms of Goal 2 (Professional Practice Goal), Arthur will work with the principals to refine the evaluation process to become more effective and provide an efficient tool for enhancing teacher development. Arthur noted the key actions that began in the summer of 2018 and will continue through April 2019. Evidence of this goal will also be provided.

Arthur noted the key actions for Goal #3 (District Goal A) in developing a plan for implementing a coherent district-wide approach to students' social-emotional learning and for Goal #4 (District Goal B) in which Arthur will work with the Administrative Council to study the allocation of resources within the schools for the purpose of developing a long-term plan to align budget planning with long-term academic and social-emotional goals.

6. **Financial Matters:**

(a) Discussion of OPEB Parity Payment for The Children's Way:

Susan presented the status and impact of The Children's Way OPEB parity payments, as anticipated by Director Katy Merrell over the next five years for a total of \$125,000 owed and whether the TCW budget could sustain these yearly payments of \$25,000. Susan reviewed payment schedules and with no fee increases, the budget will continue to fall into deficit. If a fee increase is implemented, it would be about 2.5% to 3% yearly, but the fee would be over the going market rate.

Susan noted the possible options of reducing or eliminating the parity payment going forward, given the financial bind facing The Children's Way. The Children's Way provides a wonderful service to the community and the School Department relies on this exceptional program. A discussion ensued regarding the current tuition rates and how they compare to other Wayland preschools. Susan will look into the legality of these payments and the possibility of payment forgiveness, given the necessity of the program in Wayland.

(b) Discussion regarding Special Revenue Funds:

This agenda topic was passed over.

(c) Receive and Discuss the FY2019 Q1 Financial Report:

The School Department began the year with an appropriated budget of \$40,524,035, and the projected year-end balance at the end of Quarter 1 is anticipated at \$25,000. Susan explained the movement in the personnel and non-personnel budgets with a projected balance in personnel of about \$260,000. Many unanticipated expenses lie in maintenance and operations with an anticipated overage of \$130,000. Susan reviewed the deficits in previous years, as many projects were either put on hold or repaired. Currently, many systems are not functioning and need to be replaced, such as HVAC, roofing, lockers, etc. A discussion ensued in this regard. Susan also projected prepay in Special Education of \$200,000.

(d) Receive and Discuss the DESE End-of-Year Report and Summary:

Susan reported that this comprehensive report and foundation enrollment is used to calculate Chapter 70 funding. The report shows all the monies spent in the town of Wayland and that includes the schools. The summary shows all information since 2012 to the present time. The next yearly audit by Melanson & Heath will be early next year for student activity accounts and Federal grants.

(e) Discussion, Review, and Possible Re-Vote of Capital Improvement Plans:

- *Revised Five-Year Capital Summary – Prioritized:*

The updated summary page created by Susan consolidates projects that are prioritized by school

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administration. The list includes operational items: 1) replacement of communication controls; 2) fire alarm control panel; 3) replacement of roof top air handling units at Loker, Claypit and middle school; 4) replace chair lift at Loker; 5) resurface gym floors at Loker and middle school; 6) replace roof and insulation; 7) replace core network switches; 8) continue carpet replacement and install slab moisture barrier at middle school; 9) replace food service equipment at Claypit; 10) replace or refurbish lockers at Claypit, Loker, Happy Hollow, and middle school; 11) continue replacing asbestos tiles at Happy Hollow and Loker; and 12) install HVAC at Claypit Hill. Susan cited the costs associated with these projects.

Susan updated the School Committee on potential bus parking at the former landfill. The Feasibility Study has been postponed until April upon which time it will be submitted to the DEP in order to get DEP's recommendation in terms of requirements for capping the field to the standards of 1978. Since the Board of Selectmen took this property back in 1977 by eminent domain, its use could be determined by this Board. Other groups in town are interested in the use of this property; however, it would take another year to develop the land once the reports are submitted. The Town Manager has recommended that this project be removed from the schools' and DPW's FY20 list of capital project requests.

Upon a motion duly made by Kathy Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the summary of five-year capital improvement requests for FY2020, as presented tonight and absent of the \$600,000 land improvement request for the Route 20 south landfill parcel.

- *WPS Requests for Capital Reconciled with On-Site Insight:*
A discussion ensued in terms of the purpose of the On-Site Insight report and how it is used as a tool in this process. Susan described how the OSI report differs from the district's CIP report.

(f) Loker Kitchen Update:

Ben Keefe updated the School Committee on the progress of the work on the Loker kitchen, and a mid-January completion is anticipated. Some of the remaining work includes closing up the walls, establishing a fire boundary around the space and installing the floors and equipment.

(g) High School Master Athletic Plan:

- Project Update:
Ben Keefe provided an update for the School Committee. The project cost increased from \$6.65M to \$7.45M, as a result of some missing soft costs and the installation of the bathrooms. The PMBC has requested from the OPM and Weston & Sampson a detailed breakdown of these costs. A discussion ensued in this regard.

As a result of the project increase, it is necessary to re-apply for CPC funds for Part 2 of the project by the CPC's meeting on December 12. Ben explained the Planning Board's questions surrounding the redesign of the tennis and basketball courts and an access way for ambulances to the softball field, prompting several questions from the School Committee. Ben and Weston and Sampson will attend the Planning Board's next meeting to receive clarification. The School Committee discussed the CPC application, and, since the true number is not known at this time, the former number of \$6.65M will be used and \$1.71M will be asked for Part 2.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the application for the request of CPC funds, as presented tonight and to authorize the Chair to sign on behalf of the School Committee.

- Approval of WHS Athletic Fields & Stadium Project Invoices:
These invoices were approved by the PMBC for payment.
Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the WHS athletic fields and stadium project invoices from Leftfield in the amounts of \$1,800, \$3,000, and \$2,200.

A discussion followed regarding the possibility of receiving more invoices for this project.

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7. **Administrative/Procedural Matters:**

(a) Appointment of Ben Downs as WHS Assistant Swim & Dive Coach:

To comply with School Committee policy, Arthur requested that the School Committee approve the appointment of Ben Downs as a volunteer swim coach, since Jeanne Downs sits on the School Committee.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted (4-0-1) (Jeanne abstained) to approve the appointment of Ben Downs as the volunteer assistant swim coach.

(b) Review of Budget Schedule:

The School Committee discussed sending a communication regarding the budget presentation at its December 12th meeting and the presentations in January.

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

None.

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

None.

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

Kim will submit another article regarding this evening's meeting.

8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated December 3, 2018, in the amount of \$413,945.22
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated December 3, 2018, in the amount of \$34,545.24
- Wayland Public Schools Payroll Warrant, dated December 5, 2018, in the amount of \$1,481,080.95

(b) Vote to Declare School Furniture as Surplus

(c) Approval of Minutes:

- November 19, 2018

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

9. **Executive Session:**

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted (5-0) to enter Executive Session at 9:49 p.m. to discuss strategy related to Collective Bargaining with WTA and possibly vote to approve the Memorandum of Agreement and to authorize the Chair to sign the MOA, as permitted by M.G.L. c.30A, §21(a)(3); to review the following Executive Session minutes for possible declassification (July 9, 2018, July 28, 2018, August 20, 2018, September 9, 2018, and September 24, 2018), as permitted by M.G.L. c.30A, §22; to receive an update regarding the Lappi vs. Town of Wayland case, as permitted by M.G.L. c.30A, §21(a)(3); to discuss negotiations with non-union personnel (Administrative Assistant to Superintendent, Confidential Administrative Assistant to Director of Student Services, and Human Resources Analyst), as permitted by M.G.L. c.30A, §21(a)(2); and to approve the October 15, 2018 Executive Session minutes, 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	

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The School Committee will be joined by Arthur Unobskey, Superintendent of Schools, Parry Graham, Assistant Superintendent, Richard Whitehead, Director of Student Services, Susan Bottan, Director of Finance and Operations, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session to possibly vote to declassify Executive Session minutes as discussed in Executive Session and as listed on the agenda.

10. **Possible Vote to Declassify Executive Session Minutes as Listed on the Agenda:**

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 as listed on the agenda and as reviewed and redacted in Executive Session.

11. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to adjourn at 10:25 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Observers:

Kara Britten, Glezen Lane
Courtney Conery, Goodman Lane
Robin Sklar, Brooks Road
Jeff Sklar, Brooks Road
Alexia Obar, Dean Road

Corresponding Documentation:

1. Agenda and Backup Information
2. Superintendent's Proposed Goals for FY19
3. End-of-Year DESE Report Summary: FY12 to FY17
4. Expense History & Budget Projections
5. FY2019 Q1 Financial Report
6. Summary of Five-Year Capital Improvement Requests for FY2020
7. Leftfield Invoices for WHS Field & Stadium Project
8. Public Notification of the Volunteer Swim Coach
9. Furniture & Equipment Surplus List
10. Accounts Payables & Payroll Warrants
11. Regular Minutes of November 19, 2018
12. Executive Motion