

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – July 1, 2019

A Regular Meeting of the Wayland School Committee was held on Monday, July 1, 2019, at 10:00 A.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

Richard Whitehead
Director of Student Services

Susan Bottan
Director of Finance & Operations

Also:

Pam Cerne
Jennifer Kaplan
Allison Kates

Chair Jeanne Downs convened the regular session at 10:04 a.m.; the meeting was recorded by WayCAM.

1. Comments & Written Statements from the Public:

There were no public comments or written statements.

2. Special Matters:

(a) Interview Youth Advisory Committee (YAC) Applicants and Possible Vote to Appoint Two YAC Members:

- Pam Cerne
- Jennifer Kaplan
- Allison Kates
- Malcolm Astley (Malcolm is a candidate, but interviewed at the previous School Committee meeting.)

Each of the three applicants provided a brief description of their qualifications as a professional, their volunteerism in the town and elsewhere, and why they are interested in this appointment to the Youth Advisory Committee.

The School Committee posed the following questions:

- What are some of the strengths they would bring in through integration or communication regarding the implementation of SEL?
- In your experience as a parent or in knowing other children of other families, is there anything you have seen for which you wish there was a program in place?
- What do you see as the biggest challenges that kids are facing today?

A discussion ensued in terms of the anxiety that children are experiencing due to social media, shootings and similar events, and climate change. One candidate added that substance and alcohol abuse is important to address and to help the community to understand the consequences. Everyone agreed that communication is very important in all aspects of the issues that face children today.

3. Educational Matters:

(a) Discussion regarding Athletic Handbook:

The School Committee discussed the draft Athletic Handbook in terms of formatting and content. Jeanne noted that the Handbook is the result of the Northeastern Study done in 2015. The Committee agreed that the formatting is not user friendly and needs improvement. It was suggested that links be included to School Committee policies,

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forms, and guidelines, particularly related to fundraising. An MIIA link could also be added regarding directions to different schools when teams travel to their games. Also, sections for different stakeholders could be more prominent in the handbook. Susan added that athletic revolving funds could be used to hire someone to improve the formatting of the document. Susan will report back to the Committee on July 15th in terms of next steps, and the School Committee will vote on the content of the handbook.

Since Wayland Boosters will become its own non-profit and will shift their monies by August 15th, another mechanism needs to be developed to collect athletic monies. Susan reported that Heath has been trying to recruit potential board/committee members, also as a non-profit, to oversee team fundraising, but there hasn't been much progress in this regard. The makeup and timeline of the recruiting process for the board/committee was discussed, including the possibility of hiring a part-time administrative assistant to process receipts for athletic teams.

4. **Special Matter (cont'd):**

(a) Vote to Approve Two Youth Advisory Committee Members:

The School Committee discussed the applicants' qualifications and each member noted their recommendations for the two vacancies on the Youth Advisory Committee.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to reappoint Malcolm Astley to the Youth Advisory Committee.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to appoint Pam Cerne to the Youth Advisory Committee.

Jeanne will recommend to Jennifer Kaplan and Allison Kates that they reach out to Richard Whitehead for the purpose of possibly volunteering with the SEL initiative. Jeanne will also contact the Board of Health with the recommendation that they reach out to Jennifer and Allison.

5. **Administrative/Procedural Matters (out of order):**

(a) Review and Possible Vote to Approve Final Draft of Superintendent's Annual Performance Evaluation:

The School Committee reviewed the final draft, including the summary, of the Superintendent's Annual Performance Evaluation for content and grammar. Arthur commented that the state no longer mandates District Determined Measures as related to the performance evaluation.

Jeanne will make the edits as discussed. The School Committee members signed the front page that will be added to the final draft.

Jeanne left the meeting at 11:24 a.m.; she returned at 11:26.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the written and formatted Superintendent's evaluation as amended.

Ellen left the meeting at 11:28 a.m.

6. **Educational Matters (cont'd):**

(a) Superintendent's Report:

- School Visits:
- School Start Times:

Recently, Arthur, Parry, Leisha Simon and Christie Harvey attended a MAPLE Conference to receive information regarding digital solutions in areas such as redesigning classrooms, how information is received and disbursed, and how data is used for social emotional learning. Arthur explained further.

Arthur is working with Allyson Mizoguchi in an effort to create an online workshop with Sleep 101 for students related to sleep habits and how they can benefit from the change in start times. It is a possibility that a meeting will be held with a representative from Sleep 101 and families to discuss the transition.

Arthur will get a BASE hiring update from Pat Keefe for the next meeting. He commented that the YMCA hiring process is not complete.

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7. **Financial Matters:**

(a) Approval of Invoices for the WHS Athletic Construction Project from Leftfield LLC, Heimlich Landscaping & Construction, C2E, and Eagle Leasing:

Jeanne commented that these invoices were approved by the Permanent Municipal Building Committee at its last meeting. A question arose regarding the bonding expense from Heimlich Landscaping. While Susan left the meeting to see if Ben Keefe was in the building, the School Committee discussed item 7(b).

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to approve the invoices for the Wayland High School Athletic Project as outlined and contingent upon the clarification of the bonding expense regarding Heimlich Landscaping & Construction.

(b) High School Athletic Complex Project:

- **Project Status:** the project is progressing very well and the Verizon monopole has been approved to be put at the Wayland Rod & Gun Club. In addition, the School Committee discussed fall athletic games and practices in terms of clarity regarding transportation, expectations, and policies and procedures.
- **Opening Ceremony:** Arthur asked the School Committee to think about a plan for an opening ceremony by the end of the summer. Nate recommended that the students become involved and be present at the ribbon cutting ceremony.

8. **Finance Subcommittee Update:**

(a) Discussion of Student Activity Account Audit Results:

Susan updated the School Committee regarding the one finding during the FY2018 Melanson & Heath student activities audit. She noted that this particular finding has been documented in past audits. Susan described the procedure when donations are made, adding that checks are not always deposited in a timely fashion, even though night deposit bags have been provided. Trainings will be provided for the appropriate employees, and she will review the procedures with the principals.

(b) FY21 Budget Discussion/Update from Director of Finance & Operations:

Susan noted that the Mass General Laws section that describes the School Committee's authority and the town's authority in approving the FY21 budget will be downloaded. This will determine where the responsibilities and accountabilities lie during the budget process. In addition, it's necessary to discuss the multi-year budget process and to develop the multi-year plan which includes the baseline budget. Susan described what a baseline budget is and how it is reached.

The budget model was developed by Susan and Brian Keveny, and it will be presented at the financial summit on September 9, 2019.

(c) Financial Summit Discussion:

This year's Financial Summit will take place on September 9th. Susan will attend the July 8th Finance Committee meeting to answer any questions the Committee may have. The School Committee will discuss its Finance Committee liaisons at its July 15th meeting.

9. **Policy Matters:**

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

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

Kim noted that the school attorney is reviewing Policy DIF and that Natick has settled in regard to Policy BEDH. The Natick School Committee has developed a policy compliant to the settlement.

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

(a) Discussion of Diversity Training for School Committee:

The School Committee discussed the possibility of participating in diversity training provided by Rebecca Smoller who works with IDEAS (Initiatives for Developing Equity and Achievement for Students) in this regard. Arthur noted that IDEAS was formerly known as EMI and is under the umbrella of the EDCO Collaborative in Wayland is a member district.

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(b) Review of School Committee Meeting Schedule FY2020:

The School Committee reviewed its meeting schedule for FY2020. The January 2020 schedule was discussed. Arthur informed the School Committee that Boston parents have been invited to the August 26th after the parent meeting at the High School from 4:30 to 6:30 p.m.

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

- Minutes Request of June 11, 2019

Jeanne sent a response to George Harris on June 24th. All of the minutes requested had been released and were un-redacted with the exception of one set.

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

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

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

Kim will provide a summary of this meeting.

11. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated July 1, 2019, in the amount of \$922,436.95
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated July 1, 2019, in the amount of \$135,584.66

(b) Approval and Declaration of Books as Surplus

(c) Approval of Minutes:

- Regular Session of June 3, 2019

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

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

A final invoice for the Claypit Windows and Doors Project must be paid and the necessary forms must be signed to close out this project for the fiscal year.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to authorize Jeanne Downs as Chair of the School Committee and Arthur Unobskey as Superintendent to sign the necessary Claypit Hill Window and Door MSBA Project forms.

13. **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 12:18 p.m. for the purposes of voting to approve the following Executive Session minutes: June 17, 2019, 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	absent	
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. Arthur excused himself from Executive Session; thus, he will not join the School Committee.

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

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14. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to adjourn at 12:22 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Corresponding Documentation:

1. Agenda & Backup Information
2. Youth Advisory Committee Applications
3. Invoices from Leftfield LLC, Heimlich Landscaping & Construction, C2E, and Eagle Leasing
4. M.G.L. Chapter 71, Section 34 Statute re: support of schools, appropriations, recommendations
5. Melanson & Heath June 2018 Audit
6. Draft Athletic Handbook
7. Policy BEDH – Public Comment at School Committee Meetings
8. Policy DIF – Anti-Fraud & Whistle Blower Policy
9. Superintendent's Draft Performance Evaluation
10. Accounts Payable & Payroll Warrants
11. Surplus List of Books
12. Regular Session Minutes of June 3, 2019
13. Executive Session Motion