

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – August 12, 2019

A Regular Meeting of the Wayland School Committee was held on Monday, August 12, 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

Also:

Ben Keefe, Public Buildings Director

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. Educational Matters:

(a) Discussion and Review of Athletic Handbook:

Since the School Committee approved the Athletic Handbook at its last meeting, Heath Rollins provided an updated copy which includes the suggestions made by the School Committee. The Committee reviewed the document for formatting and information available in the handbook. It was noted that Richard Whitehead is the Title IX district coordinator.

(b) Superintendent's Report:

- School Start Times Update
- Administrative Retreat

BASE:

Additional staff has been hired within the last month, and the waiting list has about 45 families, those already on the list and those families who moved into Wayland during the summer. Arthur will provide another update on August 26.

Sleep 101:

Arthur and Allyson reviewed a video that teaches high school students the best approach to sleeping for the benefit of academic achievement. A discussion ensued in terms of integrating this video into the students' schedule or within the wellness curriculum and whether it should be a mandatory exercise for students.

Bus Routes:

The bus routes are all set with only minor final changes. Transfinder agrees that the bus routes are within a reasonable amount of time from pickup to drop off, both in the morning and afternoon.

Evaluation Process:

Arthur is developing an evaluation process whereby parents, teachers and students will participate in sharing their positive/negative experiences with the new start times.

Jeanne commented that school websites should be consistent in terms of posting new start times.

Arthur updated the School Committee regarding the upcoming Administrative Retreat on August 20 and 21.

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3. **Financial Matters:**

(a) Update on Facilities Projects with Public Buildings Director:

Public Buildings Director Ben Keefe updated the School Committee on several school district facilities projects:

- High School athletic fields
- Middle School tiling, furniture, gym resurfacing and painted game lines, a concrete border outside of the school, walk-in refrigerators
- Loker School gym, walk-in refrigerator, PA system, fire alarm system
- Happy Hollow walk-in refrigerator, tiling
- Claypit Hill modular classrooms, carpeting, and playground accessibility

Ben provided detail in terms of funding, timelines, logistics, and the bidding process necessary for some projects. The School Committee discussed and asked questions about the projects.

(b) Review and Possible Vote to Pay Invoices related to Athletic Project from Leftfield LLC, Heimlich Landscaping & Construction:

Jeanne commented that the PMBC approved the invoices for payment.

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

(c) Update on Fiscal Sponsor Agreement with Wayland Boosters Association:

For purposes of clarification, Jeanne commented that Wayland Boosters became fiscal sponsors for high school athletic teams in 2014 at which time a Fiscal Sponsor Agreement was signed. Jeanne noted the Boosters' responsibilities at that time. The agreement included a clause that either party could end the sponsorship relationship at any time. The Boosters chose to end the agreement on July 31, 2019. As a result, Team Wayland was formed and will become the new fiscal sponsor for high school athletic teams. Currently, there are three board members.

The School Committee thanked all those who worked with Boosters over the years to support the schools with fundraising and fiscal sponsorship. They especially thanked the current Boosters Board in working through a smooth transition with Team Wayland. The School Committee will sign the Fiscal Sponsor Agreement for Team Wayland. A discussion ensued regarding the Boosters' role in terms of equitably supporting all team sports.

(d) High School Athletic Complex Project:

- Project Status
- Opening Ceremony

This topic was discussed during Ben Keefe's report/update.

(e) Update on Finance Committee Liaison(s) to the School Committee:

Jeanne and Kathie attended the last Finance Committee meeting and ideas/options were discussed for this process.

4. **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
- GBED – Tobacco Use on School Property by Staff Members
- GBEBD – Online Fundraising and Solicitations – Crowdfunding
- IJOA – Field Trips
- IKAB – Student Progress Reports to Parents/Guardians
- ILD – Student Submission to Educational Surveys & Research

Kim described the updates in Policy BEDH, and a discussion ensued about reaching a uniformed decision of time allotted for all public comments, spoken or a submitted public comment read by the chair, including for those who might arrive after the public comment segment of the meeting. Suggestions were made in terms of adding language in the policy. Specific comments made by the public about staff members were also discussed in terms of

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how to address this type of situation.

5. **Executive Session (taken out of order):**

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to enter Executive Session at 11:35 a.m. for the purposes of discussing strategy with respect and in preparation for negotiations with Wayland Teachers' Association (WTA), as permitted by M.G.L. c.30A, §21(a)(3), as conducting these discussions in open session would have a detrimental effect on the bargaining position of the Committee; discussing strategy with respect to Memorandum of Agreement (MOA) with Wayland Teachers' Association (WTA), as permitted by M.G.L. c.30A, §21(a)(3) and potential vote of MOA with the WTA, as conducting these discussions in open session would have a detrimental effect on the bargaining position of the Committee; discussing strategy with respect to Memorandum of Agreement (MOA) with Wayland Food Service Workers, as permitted by M.G.L. c.30A, §21(a)(3) and potential vote of MOA with the Food Service workers, as conducting these discussions in open session would have a detrimental effect on the bargaining position of the Committee; discussing strategy with respect to Memorandum of Agreement (MOA) with Wayland Custodians, as permitted by M.G.L. c.30A, §21(a)(3) and potential vote of MOA with the Wayland Custodians, as conducting these discussions in open session would have a detrimental effect on the bargaining position of the Committee; reviewing Executive Session minutes for possible declassification as listed on the agenda, as permitted by M.G.L. c.30A, §22; approving the amended Executive Session minutes of March 31, 2017 #1, as permitted by M.G.L. c.30A, §22; and approving the following Executive Session minutes, as permitted by M.G.L. c.30A, §22: July 1, 2019 and July 22, 2019. 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 to possibly vote to declassify Executive Session minutes as listed on the agenda.

Ellen left the meeting at 12:16 p.m. following Executive Session.

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

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to declassify the Executive Session minutes listed on the agenda as discussed in Executive Session.

Jeanne announced that the School Committee approved the Memorandum of Agreement under agenda items (c) and (d) in Executive Session.

7. **Policy Matters (continued):**

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

- BEDH – Public Comment at School Committee Meetings
- DIF – Anti-Fraud and Whistleblower Policy
- GBED – Tobacco Use on School Property by Staff Members
- GBEBD – Online Fundraising and Solicitations – Crowdfunding
- IJOA – Field Trips
- IKAB – Student Progress Reports to Parents/Guardians
- ILD – Student Submission to Educational Surveys & Research

The School Committee continued its discussion regarding Policies DIF, GBED, GBEBD, IKAB, and ILD, including the updated edits. Policy GBEBD is a new policy from the MASC, and Kim will consult with Richard Whitehead about new Policy ILD. Policy IJOA was not discussed.

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Upon a motion duly made by Kim Reichelt, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to put out for public comment the Policies DIF, GBED, and IKAB.

8. **Administrative/Procedural Matters:**

(a) Discussion of School Committee Liaison Roles:

Jeanne asked if a School Committee member was interested in becoming the Boosters' organization liaison. Nate noted his interest and he will reach out to the Boosters' president.

(b) Discussion of Annual Report:

The Annual Report is due on September 30. Jeanne will ask if Ellen would be interested in working on this report.

(c) Diversity Training Update:

Jeanne will keep the School Committee updated regarding diversity training. There are many options available and may possibly follow the model that the Sudbury School Committee followed.

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

There are no outstanding document and/or minutes requests.

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

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

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

The Buzz is on hiatus until September 15.

9. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated August 12, 2019, in the amount of \$577,614.16

(b) Approval of Minutes:

- Regular Session of July 1, 2019
- Regular Session of July 22, 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, including the edits to the July 1 minutes.

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

Kathie raised the idea of issuing a blanket approval by the School Committee authorizing the Chair and Superintendent to sign all Loker roof application documents.

Upon a motion duly made by Kathie Steinberg, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to authorize the School Committee Chair and Superintendent to sign the documents related to the Loker Roof Project going forward.

11. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to adjourn at 12:37 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

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Corresponding Documentation:

1. Agenda & Backup Information
2. Wayland Athletic Handbook
3. Invoices re: Athletic Project – Leftfield LLC, Heimlich Landscaping & Construction
4. Policy BEDH – Public Comment at School Committee Meetings
5. Policy DIF – Anti-Fraud and Whistleblower Policy
6. Policy GBED – Tobacco Use on School Property by Staff Members
7. Policy GBED – Online Fundraising and Solicitations – Crowdfunding
8. Policy IKAB – Student Progress Reports to Parents/Guardians
9. Policy ILD – Student Submission to Educational Surveys and Research
10. Accounts Payable & Payroll Warrants
11. Regular Session Minutes of July 1, 2019
12. Regular Session Minutes of July 22, 2019
13. Declassified Executive Session Minutes: January 14, 2019, February 1, 2019, February 25, 2019, March 25, 2019, April 8, 2019, April 22, 2019, May 6, 2019, May 20, 2019, June 17, 2019
14. Executive Session Motion