

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – January 23, 2020

A Regular Meeting of the Wayland School Committee was held on Monday, January 23, 2020, 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 7:05 p.m.)
Nate Buffum
Kim Reichelt
Kathie Steinberg

Also:

Arthur Unobskey
Superintendent

Parry Graham
Assistant Superintendent

Susan Bottan
Director of Finance & Operations

Patricia Keefe
Director of Wayland School Community Programs

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:

- *Update regarding Happy Hollow Principal Search:*
Twenty-eight applications were received for the Happy Hollow principalship. Parry led the process with the search committee made up of 14 staff members. After several meetings, three finalists were identified today, all of whom will return for the second round of interviews with students, parents and staff during the first week of February.

Ellen arrived at 7:05 p.m.

- *School Visits:*
A few mornings a week, Arthur has traffic duty at Loker and Claypit Schools. He described Claypit Hill's exceptional traffic pattern and morning routine for bus and car drop-offs at about 7:30 a.m.

4. Financial Matters:

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

Pat Keefe noted that WSCP has had many successes this year, but it's not without some challenges, i.e. staffing due to the change in start times and some budget challenges. A pilot partnership was introduced this year with the YMCA to help with some of the staffing needs. New programming was developed to accommodate morning and afternoon BASE in an effort to provide a positive experience for the kids.

Pat reviewed her proposed FY21 budget and identified some of the changes within the budget to address some of the programming challenges.

BASE

Pat explained that she reviewed how percentages of the administrative salaries are distributed. For instance, her time was redistributed to reflect the time she puts into each of the WSCP projects and programming.

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In terms of enrollment, elementary morning participation was lower than anticipated from the projected number of twenty to twenty-five at each site. Pat is recommending the elimination of the middle school morning BASE program and the Explorer Program for FY21. She described the YMCA's partnership and staffing structure in order to meet the needs of the afternoon BASE program, but realized the YMCA's structure was very rigid and other options may be more plausible in terms of staffing and budgeting.

A budget was built by eliminating the money needed for the contract partnership with the YMCA, building in a 3% tuition increase, and creating a new managerial position to support the site coordinators. Pat explained these line items more specifically, and described the "vacation" BASE day program on the four "super" early release Wednesdays as well as the additional charge and staff shifts for up to fifty students. Pat is hoping to fund two full days of professional development for BASE staff within the budget. She added that there are two pickups at the end of the day – 4:30 and 6:00 p.m. which helps to generate more revenue.

The School Committee asked questions about BASE in terms of the program's responsibility to address students' needs and provide support and if the program is mandated to provide additional support for those in need and to accept all those who apply.

Pegasus

Pat reviewed the Pegasus budget for about 225 potential participants. A 3% COLA increase, as well as a 3% fee increase, is built in to the budget. Pat explained the staff ratio for the 9:00 to 1:00 p.m. program noting that she wants to increase the staff in the classrooms by one for K-3 students which would provide three staff members in each class. Adult leaders will be increased by six and student leaders will be reduced by twelve; Pat explained. During the second session, one class for Spanish immersion for Kindergarten and first grade students will be added and staffed by two adult leaders and one high school senior with at least four years of Spanish. Parry described the communication process with Spanish Immersion families in an effort to measure their interest in this pilot summer program.

Tutoring

As extensions of WSCP, tutoring programs includes summer strings, math and literacy, private music lessons, and the high school fitness center. These all help and benefit the school-year programs. Pat described how these programs are run and staffed, adding that WSCP receives 10% of the fees.

Enrichment

This popular program is done in two semesters or in half-year intervals that includes programs such as Local Vocals, Drama Kids and Global Languages. Tuition is collected for Local Vocals only by WSCP of which WSCP retains 20% and also funds the teacher's salary. Pat explained how the tuition is collected and disbursed for the other enrichment programs.

Upon a motion duly made Kathie Steinberg, seconded by Jeanne Downs, the School Committee voted (4-0-1) (Nate abstained) to approve the fees as presented for BASE and Pegasus programs for 2020 – 2021.

Susan answered a question about the food service program's ability to pay for capital expenses. Funds can only be used for operational purposes, and the program can purchase equipment up to \$25,000 as long as it's not a capital item.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted (4-0-1) (Nate abstained) to approve the special revenue fund budgets as presented with the exception of Full Day Kindergarten and The Children's Way.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted (2-2-1) to approve the Full Day Kindergarten budget less the fringe expense of \$59,539.

A discussion ensued before the final vote regarding the fringe expense and how it could be applied by shifting the burden from the fee payers to the taxpayers. Kathie explained further, including the Town Meeting process to transfer funds. One concern is that the town is not aware of this potential budget shift. Susan provided her input in terms of reconciliation and what is expected by the town. Kathie referred to a statement provided in a letter by the Department of Revenue in this regard for another program in town. Kathie will bring this forward for the next budget season.

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Upon a motion duly made by Ellen Grieco, seconded by Nate Buffum, the School Committee voted (4-1) (Kathie opposed) to approve the budget for Full Day Kindergarten.

(b) Review of and Possible Vote to Approve Updated Capital Budget (taken out of order):

Jeanne updated the most recent votes taken by the Finance Committee that pertain to the Loker roof and the high school field. FinCom voted 7-0 to support the use of excluded debt for the Loker roof project, and voted 6-1 to add the 1999 portion of the Loker roof to the construction of the older portion of the roof. The entire roof and air handlers will be done. However, they voted not to support debt exclusion for the construction of the high school field, but are supportive of \$200,000 for the design of the field. Jeanne explained the rationale behind the field vote. The Board of Selectmen will ultimately have the final decision.

Upon a motion duly made by Ellen Grieco, seconded by Nate Buffum, the School Committee voted (4-1) (Kathie partially opposed) to approve the capital budget with the inclusion of \$350,000 to the \$3.8M.

A discussion ensued before the final vote. Kathie asked the School Committee to continue to see if there is sufficient design in place to ask for the appropriation now for the \$2.2M for the High School field and to keep that request on the table for Town Meeting. Kathie explained why she is making this request.

Ellen left the meeting at 8:26 p.m.; returned at 8:28 p.m.

(c) 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:

Jeanne noted that given the letter from the Finance Committee requesting that the town and schools make budget cuts, the town will put forward \$200,000 of reductions and the schools were asked to make cuts totaling \$400,000. A joint letter will be drafted to present to the Board of Selectmen on January 27.

The School Committee members expressed their concerns about this request, such as the timing of this request after the Committee spent a great deal of time thoughtfully and carefully reviewing the proposed budget and the assumptions by FinCom that there are items in the budget that can be removed. The School Committee strongly feels that this will contribute to and impact the morale of the staff and will remove those requests that, in the Committee's and administrators' opinions, are needed within the schools.

Arthur outlined the impact of those reductions that would be considered if the School Committee chose to make these cuts within the proposed budget. They would total \$284,000 in reductions which is about half of what was requested. The reductions include the following:

- A reduction in the AV replacement cycle, the elimination of the TA Chromebooks purchase, and no software rostering applications
- A reduction in the maintenance budget
- The request to hire a 1.0 FTE HR administrative assistant
- The elimination of the 0.6 FTE diversity and equity coordinator district wide which is now grant funded
- The request to hire a .25 FTE anatomy and physiology instructor at WHS
- The request to hire a 0.2 FTE section of Intermediate Algebra at WHS
- The request to hire a 1.0 FTE ALRT teacher at WHS
- The reduction in the FTE for a Spanish Immersion interventionist
- The request to add .50 FTE Claypit Assistant Principal

The School Committee discussed the context of the joint letter that will be drafted by Arthur and Louise Miller.

Jeanne proposed cancelling the January 27 meeting. The School Committee discussed those items related to negotiations that would need to be discussed at the meeting of February 10. There will be a very brief meeting prior to the Committee's diversity training on February 3.

Ellen left the meeting at 9:10 p.m.

The School Committee will hold a Budget Hearing on February 24.

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

This discussion is postponed until February 10.

(e) High School Master Athletic Plan:

- Project Update
There were no updates.

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:

There was no discussion.

5. **Policy Matters:**

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

- IJNDD – Policy on Social Media

Kim commented on Newton's policy in terms of employee guidelines. Discussion postponed until February 10.

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

Arthur raised a WHS field trip to Spain in April 2021 so that arrangements can be made.

Upon a motion duly made by Kim Reichelt, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to approve the overnight field trip to Spain planned for 2021.

7. **Executive Session:**

Upon a motion duly made by Jeanne Downs, seconded by Nate Buffum, the School Committee voted unanimously (4-0) to enter executive session at 9:18 p.m. for purposes of discussing strategy with respect to and in preparation for negotiations with non-union personnel, the Superintendent, as permitted by M.G.L. c.30A, §21(a)(2); and to review and possibly approve the following executive session minutes, as permitted by M.G.L. c.30A, §22: January 9, 2020. The School Committee will pass over Item 1(a).

The School Committee will reconvene in open session for adjournment purposes only. A roll call vote was taken as follows:

Roll Call	Yes	No
Jeanne Downs, Chair	X	
Ellen Grieco, Vice Chair	Absent	
Nate Buffum	X	
Kim Reichelt	X	
Kathie Steinberg	X	

Arthur Unobskey, Parry Graham and Diane Marobella left the meeting at 9:20 p.m.

8. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to adjourn at 9:30 p.m.

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

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Corresponding Documentation:

1. Agenda & Backup Information
2. WSCP FY2021 Recommended Budgets
3. Capital Improvement Plan FY2021
4. List of Possible Reductions to FY21 Budget
5. WHS Spanish Trip Request for 2021
6. Executive Session Motion