

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – April 29, 2020

A Special Meeting of the Wayland School Committee was held remotely on Wednesday, April 29, 2020, at 12:00 P.M. broadcast by WayCAM in the Wayland Town Building.

Present and participating remotely were:

Jeanne Downs, Chair
Ellen Grieco, Vice Chair
Nate Buffum
Kim Reichelt
Kathie Steinberg

Also participating remotely:

Arthur Unobskey
Superintendent

Parry Graham
Assistant Superintendent

Richard Whitehead
Director of Student Services

Susan Bottan
Director of Finance & Operations

Also:

Allyson Mizoguchi, WHS Principal
Kay Bassen, WHS Social Studies Teacher
Patricia Keefe, Director of WSCP

Chair Jeanne Downs convened the open session at 12:03 p.m. The meeting was recorded by WayCAM and was conducted remotely due to the COVID-19 health pandemic and according to the revised open meeting law that allows remote participation.

Jeanne acknowledged the Wayland Public Schools teachers to clarify the School Committee's discussion at its last meeting. She added that the School Committee has the utmost respect and admiration for the teachers of Wayland and want to be as supportive to everyone as possible, particularly during this difficult time and while remote learning is ongoing.

1. Discuss COVID-19 Response:

- *Phase Two Remote Learning:*

Allyson Mizoguchi and Social Studies teacher Kay Bassen provided an overview of the online learning that is being provided to students at the high school and conveyed the actual experiences of our students. Following the first phase of remote learning or the enrichment period, the department chairs, and with input from faculty and students, a comprehensive remote learning plan was developed to add structure and rigor as well as guiding principles. The four guiding principles are: 1) social emotional wellbeing for students and staff; 2) equitable access while supporting students; 3) student learning; and 4) professional development for faculty.

Kay Bassen teaches AP U.S. History, Honors Level U.S. History and College Level Sophomore History. The School Committee reviewed a document that Kay prepared as an overview of how she teaches each of her sections all of which meet the same amount of time each week. The AP class may vary, as the students are preparing for the AP exam. She noted the remote learning programs she is using which covers about 70 to 80% of the curriculum content, as well as recording a Podcast with a colleague. Kay also checks in with her students using Remind101 once or twice a week depending on students' preference of communication. Kay posts all activities on Sunday night for the entire week, and if students have any concerns or questions, they can contact her. Students' expectations differ depending on the students' learning profiles, adding that the Guidance Department and ALRT assist her with those few students who need further support. Kay conveyed her experiences with her students in terms of the varying degrees of engagement.

Allyson addressed the school-wide structures in place to identify those students who are not engaging within the synchronous meetings. Attendance is taken and then reported to three building administrators who will then

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – April 29, 2020

follow up with an outreach to the families and students.

Kay addressed questions from the School Committee in terms of students' preparation for the fall, engagement and assessments, and what the teachers' needs might be in terms of resources moving forward.

- *Discussion of Current and Future Feedback:*

Arthur shared his discussions in his meetings with other district superintendents regarding each district's remote learning experiences as well as possible summer and fall plans. The group also developed survey questions around remote learning in their respective districts. Arthur and the Administrative Council will discuss surveying faculty, parents and students to identify what is working well and what is not at this point.

- *Review of and Possible Vote to Approve Athletic Fee Reimbursement and Fund Summary:*

Susan updated the School Committee on the proposed athletic fee reimbursement. Three hundred athletes signed up for spring sports and only 100 paid the fee thus far. Athletic Director Heath Rollins proposes, and Susan agrees, that a full reimbursement of the fees should be paid to these 100 students at a cost of \$36,225 leaving no balance in the account. Some coaches did work prior to the start of the spring season on training, preparing schedules and equipment, and participating in DCL coaches' meetings for which they will receive 25% of their stipend. Heath will also pay for services rendered, including transportation, prior to the shutdown.

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to follow Susan's recommendation to reimburse those families who paid an athletic fee for the spring season. 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	

- *Discussion of BASE and Food Service Staffing for Remainder of School Year:*

Susan provided updated documents for the School Committee in which reimbursements were calculated for families and made adjustments for the revenue not yet posted, adding that the fund balance will be higher than previously anticipated. A discussion ensued regarding the possible furlough of BASE employees, and Jeanne commented on the costs to the town if employees are furloughed or laid off. Because the town is self-insured, the town would be responsible for 50% of the \$600 per week additional payments being made to furloughed/laid off employees. Pat Keefe advocated for her employees and asked the School Committee to keep them employed during this time, adding that the staff has been working on new activities and areas of curriculum for after school families as well as those activities that will be ready for implementation in the fall. The School Committee agreed not to furlough BASE employees at this time and will be paid through the school year. Louise Miller will also review the current spreadsheets before the BASE staff is notified.

Food Services:

The School Committee is not considering reimbursements from students' lunch accounts. The accounts will be rolled forward to the next school year. The School Committee discussed a possible furlough for 19 food service hourly employees; 2 are still working at this time as well as the full-time director and a part-time administrative assistant. Although there would be a savings to the food service revolving fund of \$50,000 if employees are furloughed, there would be a cost to the Town of Wayland of about \$68,000 as a result of the federal and state unemployment benefits. If salaries continue for the 19 hourly employees, there would not be a negative impact to the revolving account, and there would be no cost to the taxpayers. A discussion ensued about the fund balances moving forward. Susan recommended that the food service employees continue to be paid given the positive balance in the account and noted her concern regarding state and federal grants. Staff will also participate in training and professional development from home, and the staff will enter their respective buildings at some point to close up the kitchens for the year. Susan addressed the potential planning for the fall which will include food service. The School Committee agreed not to furlough the food service staff. Louise Miller will also review the spreadsheets before the food service staff is notified.

MINUTES – WAYLAND SCHOOL COMMITTEE

Special Meeting – April 29, 2020

- *Discussion of Long-term Planning for Schools in Response to Closure:*

Arthur updated the School Committee regarding long-term planning for the summer and the 2020-21 school year. Planning will address two areas: 1) making buildings safe for staff and students in terms of testing protocols, cleaning protocols and/or investing in new equipment, and 2) the daily or weekly structure to equitably deliver instruction, either in the buildings or combined with remote learning.

Two collaborative working groups will be formed in order to move forward with planning. The Teaching and Learning group will be facilitated by Parry Graham. The Operations group will be facilitated by Susan Bottan and will work with the Town and the Board of Health. Each group will be represented by administrators, school staff and a School Committee member. Ellen will be a part of the Teaching and Learning group, Kim will work with the Operations group, and Kathie will represent the Finance Subcommittee on the Operations Group regarding the budget. The groups will also gather input from teachers and parents, particularly the facilities group. The goal is to provide a plan by June 15. Summer camps and summer programming will depend on the forthcoming guidance from the Governor.

- *Next Steps:*

Next steps were addressed in prior discussions.

2. Comments and Written Statements from the Public:

There were no comments via phone or written statements from the public. Jeanne encouraged the public to email the School Committee with their comments which can be read in the meetings.

3. Discuss Remaining Dates for Race, Equity and Community Workshops (out of order):

Jeanne updated the Committee on the remaining dates for the Race, Equity and Community Workshops. Caroline Han and Rebecca Smoler will conduct three two-hour sessions on May 12, 19, and 26. Participants are asked to attend two sessions only, and they will be from 6 to 8:00 p.m. or 7 to 9:00 p.m.

4. Review of Melanson Heath Findings for EOY Audit, Single Act Audit and Student Activity Fund Audit:

There are a minimum of three audits each year: Single Act Audit, End-of-Year Report Audit, and Student Activity Accounts Audit. The first two audits produced no findings. The Student Activity Accounts Audit showed two findings; Susan explained the findings related to the deposit of checks and inactive club accounts. Susan added that due to the school closure, online payment may be implemented. There is also a town-wide audit that also provides information to the schools.

5. Consent Agenda:

- Approval of Minutes: April 7, 2020

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

6. Matters not Reasonably Anticipated by the Chair:

None. Richard thanked Tammy Barrera and Karen Mantey for their role in preparing IEP documents for circulation. Next week, parents will be notified of the district’s next phase of learning for students. The special education staff remains diligent in preparing for the future.

7. Executive Session:

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to enter Executive Session at 1:36 p.m. for the purposes of a) discussing strategy with respect to collective bargaining with the Wayland Teachers Association (WTA), as permitted by M.G.L. c.30A, §21(a)(3), as a discussion in open session may have a detrimental effect on the negotiating position of the School Committee; b) discussing strategy with respect to Litigation: Jane Doe v. Town of Wayland, U.S. District Court C.A. No. 1:18-CV-11782-GAO, pursuant to M.G.L. c.30A, §21(a)(3), as a discussion in open session may have a detrimental effect on the litigating position of the School Committee;

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – April 29, 2020

and c) approving the following Executive Session Minutes, as permitted by M.G.L. Chapter 30A, Section 22: April 2, 2020. The Committee will pass over the approval of the March 24, 2020 executive session minutes, as a legal opinion has not yet been rendered by counsel. The School Committee will not come back into open session, but will adjourn in Executive Session. 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, Parry Graham, Assistant Superintendent, and Diane Marobella, recording secretary. Susan Bottan, Director of Finance & Operations will also join in Executive Session for the first discussion.

The School Committee will adjourn in Executive Session.

8. Adjournment in Executive Session:

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn at 2:17 p.m. 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	Absent	
Kim Reichelt	X	
Kathie Steinberg	X	

Respectfully submitted,

Arthur Unobskey, Clerk
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Overview of Remote Learning from WHS Social Studies Teacher
3. Athletics Fee Reimbursement Summary
4. Athletics Fund Balance Detail
5. BASE Fee Reimbursement Summary
6. Updated BASE Fee Reimbursement Summary
7. BASE Fund Balance Detail
8. Updated BASE Fund Balance Detail
9. Food Service Summary
10. Food Service Fund Balance Detail
11. Melanson Heath End-of-Year Financial Report
12. Melanson Heath FY19 Standards & Uniform Guidance
13. Melanson Heath FY19 Standards & Uniform Guidance for Student Activity Accounts
14. Special Session Minutes of April 7, 2020