

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – June 24, 2020

A Special Meeting of the Wayland School Committee was held remotely on Wednesday, June 24, 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
Kim Reichelt
Kathie Steinberg
Chris Ryan (Non-voting member-elect)

Absent:

Nate Buffum

Also participating remotely:

Arthur Unobskey
Superintendent

Parry Graham
Assistant Superintendent

Richard Whitehead
Director of Student Services

Susan Bottan
Director of Finance & Operations

Also:

Lea Anderson, Board of Selectmen

Chair Jeanne Downs convened the open session at 12:06 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. A roll call was taken:

<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	
Chris Ryan	X	

Jeanne expressed her appreciation for the staff's efforts to create a sense of normalcy for our students around the 5th grade plays, the clap outs, and so many other remote activities that were professionally produced and allowed the kids to be engaged and involved.

1. Comments & Written Statements from the Public:

Jeanne read a statement of appreciation and support on behalf of the School Committee to the Wayland Public Schools administrators, teachers, and staff for the exceptional work both in and out of the classrooms given this difficult and somewhat stressful time. The Committee wished everyone a restful and enjoyable summer.

2. Discuss COVID-19 Response:

- Discussion of State Guidance and Proposed Fall 2020 Plan for District, including Teaching & Learning and Operational Aspects:

Arthur reviewed a timeline in terms of the details around reopening the schools in late August.

- June 25: Guidance from the Governor regarding fall opening
- Week of June 29: Response to community regarding the guidance
- July 8: School Committee discussion about general parameters of in-person and remote schooling

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – June 24, 2020

- July 15: School Committee approval of general parameters
- July 16: Community communication regarding general parameters
- Week of August 17: Community communication regarding detailed reopening plan for students on August 31

Arthur highlighted some of the students' great work at the different grade levels via remote learning. In a U.S. History Class at WHS, the students developed a webpage reflecting on their experiences over the past few months in the form of writings in which they expressed their emotions about what has been happening during the shutdown. A Middle School student did a presentation on the beauty and makeup of the solar system and elementary students did research projects on animals and the study of how beans grow. Arthur described other aspects of remote learning, adding that so much has been learned in this regard.

Arthur commented on the reopening, particularly for the incoming kindergartners, adding that the district is still waiting for the Governor's guidance given the challenges.

- Phase 2 Remote Learning:
 - Review of Year End:
This agenda item was passed over.
 - Discussion of Current and Future Feedback Process:
This agenda item was passed over.
- Next Steps:
This topic was addressed in previous discussions.

3. Financial Matters:

- Discussion and Possible Vote of End of Year Budget Adjustments and Transfers including SPED Pre-Payment:
Susan updated the School Committee on the year-end adjustments and allocation of funds in anticipation of less funding in FY21 and based on the projected year-end balance of \$440,000. In order to plan ahead, the funds were allocated in the following ways: 1) pre-buying curriculum and instruction materials; 2) pre-buying some technology; and 3) pre-buying PPE equipment. In addition, Susan recommends that some year-end funds pay for special education services by increasing the SPED prepay by \$97,222.41 for a total of \$297,222.41 and is allowable by law. She also recommends increasing the balance of the circuit breaker by \$200,000 due to the possible reduction of the circuit breaker by the State. The balance carried over from year to year cannot exceed \$250,000 and helps to pay for SPED out-of-district tuition. Susan referred to the education laws and regulations in this regard.

To clarify, Susan explained that the changes to special education funding has no direct connection to the additional special education staffing for FY21 which will be paid through the non-personnel SPED out-of-district tuition budgets as recommended to the School Committee. The Finance Subcommittee will discuss this matter at its next meeting on June 26.

A discussion ensued about the Circuit Breaker in that it is different from other budget items and does not fall within the fiscal year. The Circuit Breaker is a source of funding and a reimbursement of out-of-district tuition costs that a district expended during the prior year. Susan noted that there have been changes in the calculation of this fund and transportation will be added to special education services going forward, as well as additional reimbursement for some in-district services. Richard added that transportation costs have been tracked and a steady increase is being calculated going forward. Richard explained the reimbursement formula by the State for out-of-district tuition. Richard stressed the importance of compliance and delivering district services moving forward as a result of the COVID closure.

Susan shared some recent action taken by the Governor as it relates to transportation services not provided since March 13. Governor Baker signed a bill – Chapter 92, The Acts of 2020 – in which it allows towns and town committees to amend contracts for services, such as transportation, in order for invoices to be paid if the committees were compelled to do so. Both of Wayland's transportation contracts end on June 30; thus, it is not necessary to amend these contracts, as new bids will be accepted after June 30.

Kathie commented on the purchasing process. Purchase orders have been created for the purchase of supplies due to the anticipation of delays in receiving the supplies needed as well as shortages given the demand.

MINUTES – WAYLAND SCHOOL COMMITTEE
 Special Meeting – June 24, 2020

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (4-0) to increase the SPED prepayment from \$200,000 to \$297,222.41. 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	

4. **Administrative/Procedural Matters:**

- Discussion of Superintendent Search Process:
 - Review of Search Firm Proposals:
 Jeanne contacted seven firms to submit proposals for the School Committee's superintendent search; one did not respond. She noted that the cost for the search is not within the budget, adding that the costs range from \$9,900 to \$20,000. The School Committee discussed its search firm hiring process, the terms of the proposals, and the firms that have submitted proposals, such as NESDEC, Future Management Systems, Hazard, Young & Attea, Collins Center, and MASC. Jeanne will call some of the firms' references. Lea Anderson will provide input about the Collins Center. NESDEC and Future Management Systems will be invited to meet with the School Committee virtually.
- Search Timeline:
 The School Committee hopes to choose a search firm by August 1. The goal is to establish focus groups and a search committee by the end of the summer.
- Acknowledgement of School Committee Protocols:
 The School Committee discussed having a training/team building session whereby the Committee would discuss its roles and responsibilities, particularly during the COVID-19 period and the unprecedented decisions that have to be made more imminently by the Committee. In talking with Glenn Koocher of MASC, it was clear that policy matters, budgets, and collective bargaining are within the Committee's purview. The planning to reopen in the fall is the administration's responsibility, but the School Committee would vote on a final plan. Additional topics will be discussed at the next meeting on July 8.
- Discussion of Possible Community Outreach Opportunities:
 The School Committee discussed the possibility of having a district informational Facebook page, the management of the page, and the information that would be posted. Jeanne commented that she did like the Melrose Public Schools Facebook page. Platforms that are used now are the list serve, All School News, and the WPS website. The Town also links the School Committee agendas from its website home page. The School Committee will move forward with a Facebook page for which Kim will set up and both Kim and Chris will manage it.

5. **Consent Agenda:**

- Approval of Minutes: June 10, 2020

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) 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	absent	
Kim Reichelt	X	
Kathie Steinberg	X	

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

The School Committee discussed its summer meeting schedule. There will not be a meeting on July 1. However, beginning Wednesday, July 8, meetings will be at 1:00 p.m.

Chris Ryan, Arthur, Parry, Richard and Susan left the meeting at 1:44 p.m.

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – June 24, 2020

7. **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 1:45 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 and in preparation for negotiations with non-union personnel, as permitted by M.G.L. c.30A, §21(a)(2) (non-union personnel are listed on the agenda), as a discussion in open session may have a detrimental effect on the negotiating position of the School Committee; and c) approving the following Executive Session Minutes, as permitted by M.G.L. Chapter 30A, Section 22: June 10, 2020. 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	absent	
Kim Reichelt	X	
Kathie Steinberg	X	

The School Committee will be joined by Parry Graham, Assistant Superintendent, and Diane Marobella, recording secretary.

The School Committee will adjourn in Executive Session and will not reconvene in open session.

8. **Adjournment from Executive Session:**

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn at 2:42 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. Chapter 92 - Acts Relative to Municipal Governance During the COVID-19 Emergency
3. SPED Circuit Breaker
4. SPED Prepay
5. Collins Center Search Proposal
6. Future Management Systems Search Proposal
7. Hazard, Young, & Attea Search Proposal, inc. Resume of Max McGee & Edward McCormick
8. MASC Search Proposal
9. NESDEC Search Proposal
10. Partners in Implementation Resume of James Jolicoeur
11. School Committee Protocols
12. Minutes of June 10, 2020
13. Executive Session Motion