

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – September 8, 2014

A Regular Session of the Wayland School Committee was held on Monday, September 8, 2014, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Malcolm Astley
Donna Bouchard
Jeanne Downs

Also:

Paul Stein
Superintendent of Schools

Brad Crozier
Assistant Superintendent

Susan Bottan
Business Administrator

Sarah Maietta
Student Representative

Ellen Grieco convened the Regular Session at 7:00 p.m.

1. **Comments & Written Statements from the Public:**

George Harris commented on Agenda Item #2 regarding a discussion of responding to open meeting law complaints. He stated that the School Committee has not been fully complying with the law, as the complaints stem from closed sessions and the refusal to release Executive Session minutes when required to do so. George referred to the oath from the Attorney General that each member signs when becoming a member of the Committee. He offered to work with the School Committee in terms of open communication.

Tom Sciacca asked the School Committee to send him the press release regarding the Summit. He noted that he recently heard a talk by Amanda Ripley, author of “Smartest Kids in the World and How They Got That Way.” In her research, she focused on the top three countries, Finland, South Korea, and Poland, and, according to certain factors, they are leading in academic achievement and the education of children. Tom noted that although different in many ways, these countries also spend less on education and offer fewer extra-curricular activities than the United States. He recommended that the School Committee and the administrators read the book. Again, he commented that during budget season, the priorities of the district should be discussed.

Malcolm commented that the issue of where the United States stands is highly debated.

2. **Special Matter:**

(a) Discussion regarding Responding to Open Meeting Law Complaints and Public Records Requests:
Ellen recapped the discussion from the Committee’s prior meeting on August 28th, and commented that it is important for the Committee to understand and respond to OML complaints and public records requests in a timely manner. She suggested that all Committee members participate and work individually to comply; thus, becoming more familiar with the open meeting laws. Ellen suggested that the task could be done and assigned to Committee members on a rotation basis and on the day that an OML complaint and/or a public records request is received. Ellen spoke to George directly and informed him that the Committee would like to establish a working relationship going forward, and she hopes to discuss this with him in the near future.

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The Committee further discussed the procedure to respond by the Committee to public records requests. Jeanne described her experience and the time involved while working on the most recent OML complaint. Donna commented that if the School Committee is in compliance at all times, the possibility of open meeting law complaints and public records requests can be avoided altogether.

Ellen commented that it is beneficial and fair to implement a process, so that members can familiarize themselves with the laws, as there is some flexibility in the law with no definitive answer. In her opinion, one Committee member should not be taking on the task of responding to OML complaints and public records requests. A discussion ensued about past OML complaints and the responsibility placed on each member going forward. Ellen noted that she will respond in Executive Session only to the language of an agenda topic, which was advised by counsel and scheduled for discussion in Executive Session.

Reference was made to a recent public records request of Paul, and Donna requested that this matter be put on the agenda under “a matter not reasonably anticipated by the Chair.” A discussion ensued regarding protocol in terms of the public records request.

Malcolm addressed the issue of transparency regarding this issue and others and stated that the School Committee cannot discuss some matters because of obligations to protect individuals and/or the town. In an effort to put forth a general response to the public regarding the open meeting law and the position taken by the Wayland Voters Network, Malcolm distributed and read a communication that he drafted. He suggested changes to the document. Malcolm added that many towns are experiencing the same types of issues.

Each member conveyed their thoughts about this communication and the situation at hand. Jeanne wants to convey a positive message in terms of what the School Committee has done to date to address these matters. Donna believes that the communication should go out to other news media as well. She also stated that the School Committee has not taken enough action to resolve this matter and suggested that the School Committee view a video during its meetings regarding the open meeting law in an effort to demonstrate that the Committee is trying to improve fully with its endeavors to comply. Barb supported sending the communication to other media as well. She believes that the Committee should acknowledge its past mistakes, but explain how the Committee is working to improve its processes. Barb would also like to establish a line of communication with George Harris. Ellen agrees with all of the prior comments. Donna responded to Barb’s comments and a discussion followed. Barb agreed to work on the draft communication that Malcolm provided, taking into account the comments made by the Committee members. The School Committee will add this matter to the September 22nd agenda.

3. **Educational Matters:**

(a) Hear Superintendent’s Report:

Paul reported that the district had a great school opening, and there is a lot of enthusiasm and a sense of community in all of the schools. Paul especially emphasized the energy and positive atmosphere at Loker School. The High School Back-to-School Night for parents was successful and very positive.

Paul updated the School Committee on student enrollment, the total on September 1st being 2,667, which is 12 less than projected a year ago. Even though there are 12 more students in the elementary schools, Paul noted that class sizes are fine, with the exception of Grade 2 becoming close to the guidelines. Paul also mentioned the middle school and high school enrollments.

Paul elaborated on the success of the Loker School opening.

(b) Continued Discussion regarding FY15 District Goals:

Malcolm distributed a list of suggestions regarding the FY15 district goals. The School Committee reviewed these suggestions and a discussion ensued. Malcolm’s suggested additions focused on healthy relationships, including violence prevention, and the evaluation goal in terms of staff morale. A discussion followed about defining and measuring staff morale related to Paul’s evaluation.

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Brad pointed out that it is important that the data collection is connected to the students and their learning and not for compliance around the evaluation system. Malcolm referred to the large list of initiatives under the new educator evaluation system and how teachers will be impacted. Paul noted that this one goal is a direct mandate of the State, which includes, but is not limited to, the District Determined Measures, the collection of evidence, and 100% implementation.

In terms of process, Paul reminded the Committee that there is a distinction between the district goals and his goals.

Donna suggested that another focus should be on closing the achievement gap and working with Weston to develop a peer benchmark analysis. Paul would consider taking this as an action item with members of his administrative staff. Donna explained why she feels Weston is doing better in this area. She will provide the Committee with some information and this topic will be discussed at a future meeting.

- (c) Hear Report from Superintendent's Task Force regarding the School Committee's Long Range Planning Summit (scheduled for September 21), including Framework for Breakout Session Discussion:
As a result of the work done to date by the Task Force for the Summit, Paul described the work they will continue to do in terms of room assignments and gathering materials necessary for the Summit. Paul reviewed the draft agenda with the Committee. Paul also reviewed the format of the breakout sessions and provided examples of how to structure the discussions, including priorities and possible solutions. The administrators will brainstorm a question that would begin the discussion for each breakout session and then report back to the Committee members. A discussion followed about the process of inviting community members to the Summit. Paul suggested that a note taker be assigned for each group. Jeanne will ask WSPN to cover the summit as a press resource.

Barb reminded the School Committee that the Finance Committee is having a follow-up long range planning meeting on September 10th. Jeanne will attend the meeting.

4. **Financial Matters:**

- (a) Hear Business Administrator's Report:
Susan reported that she has been working with facilities and the building principals in terms of the capital requests in order to assure that their building needs are being addressed. Susan also noted that 2,500 students are using bus transportation, and spreadsheets that include all bussing information/data has been provided to the principals.

Susan met with Audit Committee member Paul Brennan and with the Audit Committee this evening and provided them with a brief overview of the Wayland Public Schools status in responding to the recommendations for student activity accounts in the Powers & Sullivan and Melanson & Heath Reports of 2013. Susan commented that Melanson & Heath is conducting an audit at this time and guidelines/procedures are being revised. At the Committee's meeting of October 6th, she will ask the Committee to review and vote on the new guidelines/procedures and some revised forms. On September 22nd, Susan will provide the Committee with a listing of student activities accounts. Susan will also provide the revised guidelines/procedures with the Middle School and High School staff in terms of their school clubs.

Finally, Susan reported on her collaborative work with the Finance Department in terms of the 25 revolving accounts. She also noted that MUNIS will be upgraded to accommodate the need to provide the budgets as well as expenditures.

- (b) Approval of the Asset Lease/ITC49-125 Apple iPads for Elementary Schools:
Susan explained to the School Committee why this request was before them again. She noted that because Presidio's contract was contradictory to the state's contract, town counsel advised against signing the contract with Presidio. She and Leisha pursued another contract and Apple, Inc. provided the best bid (\$373 per iPad); thus, they are requesting School Committee approval of the contract with Apple, Inc.

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Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve the four-year lease quote with Apple IT/Asset Lease, for 125 iPads for the elementary schools in the amount of \$46,627.80.

- (c) Continued Review Preliminary 5-Year Capital Budget Plan and Draft FY16 Capital Budget Requests:
Barb commented that the principals have vetted the list of capital requests, and she has notified Tom Greenaway that the School Committee cannot submit the Capital Improvement Plans by the FinCom's deadline. Barb also noted that once the FinCom has looked at the debt service levels, depending on conversations, it could impact the capital request funding for FY16. If the Committee has any questions, they will send them to Susan before she attends the Finance Subcommittee meeting on September 12th. John Senchyshyn agreed that questions for John Moynihan could be consolidated from the School Committee and Finance Subcommittee.

- (d) Further Review and Possible Approval of Proposed Gym Use Agreement for the Wayland Youth Basketball Association:
Barb commented that she spoke with the Facilities Department regarding a revision to the gym use agreement for the Wayland Youth Basketball Association. However, she noted that the Wayland Youth Basketball Association has not reviewed this revision yet. The School Committee reviewed the revision and the costs attached to the rental use.

Donna suggested that the Finance Subcommittee compares Weston's procedures and the forms they have in place to Wayland's. A brief discussion followed.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the Wayland Public Schools gym use agreement, which was revised on September 8, 2014 and subject to Mark Lanza's approval.

Sarah left the meeting at 9:00 p.m.

- (e) Distribute Budget Guidelines for Discussion & Review:
As a matter of policy and in an effort to get School Committee input before Paul begins the budget process, Ellen asked the Committee to review the budget guidelines for the September 22nd meeting.

A discussion ensued regarding the Finance Committee's budget guidelines as they relate to the timing of setting the School Committee budget principles/guidelines. Barb noted that the FinCom's budget process will be more collaborative with all departments; thus, a slightly different approach. Paul asked for time tables for the budget process, which the Finance Subcommittee is working towards.

- (f) Approval of Fee for Design Services regarding the Claypit Hill Windows Project:
Barb noted that the fee for design services by CVKG Architects will not exceed \$52,560. Included in this amount is a sizable contingency for Hazmat testing, which is a standard procedure. Jeanne will follow up with the Permanent Municipal Building Committee regarding its review and approval of this invoice. Barb will follow up with John Moynihan.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the fee for design services for the Claypit Hill windows project with CGKV Architects in the amount not to exceed \$52,560, subject to the Permanent Municipal Building Committee's approval.

5. **Administrative/Procedural Matters:**

- (a) Discuss Process for Drafting the FY14 Annual Report:
Malcolm distributed to the School Committee a suggested list of topics to be included in the FY14 Annual Report, which the Committee reviewed. Malcolm will bring a rough draft of the report to the meeting on September 22nd. Donna will work with Malcolm on the final draft.

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- (b) Review Draft FY15 School Committee Calendar with Possible Topics:
Ellen will bring an updated draft calendar to the September 22nd meeting.
- (c) Discussion regarding Future Agenda Topics:
The following are suggestions by each Committee member for future agenda topics:
- Jeanne – technical high school options given the recent Minuteman issues
 - Malcolm – discuss to what extent the School Committee will take in part of the above mentioned topic in terms how the Committee is connected to vocational education (Jeanne will invite Selectman Tony Boschetto to attend the school visits.)
 - Ellen – engage in a pragmatic conversation about the role of the School Committee vs. the role of the administrators in terms of how they interact in a reasonable manner
 - Donna – a possible evaluation and vote to renew school labor counsel annually (A discussion ensued and a suggestion was made that the town data analyst draft an analysis.)
 - Barb – high stakes testing
 - Malcolm – concussions
 - Donna – educational programming at all school levels in comparison with peer communities (Jeanne will bring to the curriculum summit group.)
 - Barb – outstanding policies; School Committee objectives and self-evaluation; Abrahams Group, Melanson & Heath, and Powers & Sullivan updates; revolving account balances; and Suburban Coalition (discuss issue of taxation and advocacy); discussion of student reflection (as described by Malcolm)
- (d) Discussion of MASC/MASS Conference:
Paul informed the School Committee of the sessions held at the MASC/MASS Conference. Some members will attend for one or two days.

6. **Consent Agenda:**

- (a) Approval of Accounts Payables & Payroll Warrants:
- Wayland Public Schools Accounts Payables warrant, dated September 8, 2014, in the amount of \$235,465.60
 - Wayland Public Schools Accounts Payables warrant, dated September 8, 2014, in the amount of \$137,496.87
 - Wayland Public Schools Payroll Warrant, dated September 4, 2014, in the amount of \$1,323,352.26
- (b) Approval of WHS Trip to Spain in 2015
- (c) Acceptance of Gifts
- A donation from the TARGET “Take Charge of Education” Program to Happy Hollow School in the amount of \$610.51
 - A donation from the TARGET “Take Charge of Education” Program to Wayland Middle School in the amount of \$210.65
 - A furniture donation to the Wayland Public Schools and the METCO Program, with a used furniture value of over \$200.00
- (d) Approval of Minutes:
- Regular Session of July 10, 2014
 - Regular Session of July 17, 2014

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the Regular Session Minutes of June 23, 2014 and the Special Session Minutes of June 30, 2014, both as written.

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7. **Comments from the Public:**

Tom Sciacca commented on the Committee’s discussion regarding future agenda topics. He supported the concussion discussion and offered the School Committee data regarding concussions. In terms of reflection, Tom referred to an article in the Times about a major history project initiative being sponsored by Bill Gates. Tom described the way in which this initiative offers a new way to teach history by combining many subjects and an abundance of knowledge. In terms of the School Committee’s priorities and budget principles, Tom suggested that there are many possibilities in which to fundamentally look at how the district is managed. In his opinion, there are many ways to run a school system with many different priorities.

Donna commented that since parents did not show up at this meeting, it speaks volumes that they are pleased with the elementary school reconfiguration. She thanked Paul and the Task Force for all of their work resulting in a smooth transition. The other members agreed. Paul praised Brad, the principals, and the positive spirit among the teachers as being contributory to the transition.

8. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted (4-1) to enter Executive Session at 9:48 p.m. for the purposes of discussing strategy with respect to litigation from the Attorney General’s decision regarding Open Meeting Law complaints filed by George Harris on June 27, 2013 and Donna Bouchard on July 1, 2013 regarding the June 3, 2013 Executive Session, pursuant to M.G.L. Chapter 30A §21(a)(3), to receive an update and discuss strategy with respect to pending litigation between John S. Ames IV and the Wayland Public School System, pursuant to M.G.L. c. 30A, §21(a)(3), as such discussions in open meeting may have a detrimental effect on the litigation positions of the School Committee and an Executive Session is necessary to protect the litigation positions of the School Committee, to discuss the investigation of charges of criminal misconduct, pursuant to M.G.L. c. 30A, §21(a)(5), to discuss strategy with respect to an Open Meeting Law complaint filed by George Harris on August 27, 2014 related to certain Executive Session meetings, as permitted by M.G.L. c. 30A, §21(a)(1). In addition, the School Committee will review minutes from the December 2, 2013 executive session for declassification related to a Public Records Request submitted by George Harris on August 27, 2014, as permitted by M.G.L. c. 30A, §22 and to review minutes from prior executive sessions for declassification, as permitted by M.G.L. c. 30A, §22, for the Executive Session meetings noted on the meeting notice, including documents from June 17, 2013. Also, the School Committee will approve minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A §22 for the July 10, 2014 and July 17, 2014 meetings. The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	X	
Barb Fletcher, Vice Chair	X	
Malcolm Astley	X	
Donna Bouchard		X
Jeanne Downs	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools and Brad Crozier, Assistant Superintendent, and Diane Marobella.

Donna noted that she voted “no” because of the language used in agenda topic 8(a). She read how the agenda was posted and stated that the public has not been adequately informed of the subject matter.

The School Committee reconvened in Regular Session at 11:23 p.m.

10. **Regular Matters (continued):**

- (a) Possible Vote to Approve Settlement Agreement related to Attorney General’s Decision regarding Open Meeting Law Complaints Filed by George Harris on June 27, 2013 and Donna Bouchard on July 1, 2013 regarding the June 3, 2013 Executive Session, pursuant to M.G.L. c. 30A, §21(a)(3):
 This agenda item was tabled.

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(b) Possible Vote to Send Response to Attorney General related to Open Meeting Law Complaint filed by George Harris on August 27, 2014 related to certain Executive Minutes:
Agenda item was tabled.
This agenda item was tabled.

(c) Possible Vote to Declassify Executive Session Minutes related to George Harris's Public Records Request Submitted on August 27, 2014
Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to amend the December 2, 2013 Executive Session minutes to un-redact paragraph 3 related to the Open Meeting Law Complaint and re-release the minutes without that redaction.

Barb will send the minutes to George Harris as part of his public records request.

(d) Possible Vote to Declassify Executive Session Minutes as Discussed in Executive Session:
This agenda item was tabled.

11. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:25 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN

Corresponding Documentation:

1. Agenda & Backup Information
2. Draft Letter by Malcolm Astley
3. List of Suggestions drafted by Malcolm re: Goals
4. Draft Agenda for Long-Range Planning Summit
5. Memo re: Apple IT Asset Lease for 125 iPads for Elementary Schools
6. IT Lease Quote Form from Apple
7. 5-Year Capital Plan Requests
8. Memo and Proposed WPS Gym Use Agreement
9. Budget Principles
10. Memo re: Approval of Fee for Design Services for Claypit Windows Project
11. Memo re: Procedure for the Annual Town Report 2014
12. List of Draft Topics for Annual Town Report 2014
13. Draft of School Committee Meeting Calendar 2014-2015
14. MASC/MASS 2014 Conference Schedule
15. Accounts Payables & Payroll Warrants
16. Approval for WHS Spain Trip Proposal
17. Approval of Used Furniture Donation
18. Approval of Target's "Take Charge of Education" Program Donation to the Middle School
19. Approval of Target's "Take Charge of Education" Program Donation to Happy Hollow
20. Regular Session Minutes of July 10, 2014
21. Special Session Minutes of July 17, 2014
22. Executive Session Motion

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23. Draft Communication re: the Wayland Voters Network Posting

24. Declassified Executive Session Minutes:

July 27, 2005	November 19, 2012
August 29, 2005 - #2	December 3, 2012
September 19, 2005	December 17, 2012
October 17, 2005	January 7, 2013
November 21, 2005	January 10, 2013
December 5, 2005	January 14, 2013
June 18, 2007 - #1	January 17, 2013
July 30, 2007	January 22, 2013
August 20, 2007	February 4, 2013
December 17, 2007	February 25, 2013 - #1
March 2, 2009	March 11, 2013
March 12, 2009	March 18, 2013
March 23, 2009	May 20, 2013 - #1
April 6, 2009	May 30, 2013
November 30, 2009	June 13, 2013
February 8, 2010 Amendment	June 17, 2013 - #2
March 1, 2010 Amendment	June 24, 2013 - #2
October 12, 2010	July 15, 2013 - #2
January 31, 2011	July 22, 2013
February 17, 2011	July 25, 2013
April 25, 2011	August 1, 2013 - #1
July 9, 2012	September 9, 2013 - #1
July 30, 2012	December 2, 2013
September 24, 2012	January 6, 2014 - #2
October 9, 2012	January 13, 2014 - #2
October 15, 2012	February 3, 2014 - #1
October 22, 2012	March 10, 2014
November 5, 2012	May 12, 2014