

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – June 8, 2015

A Regular Meeting of the Wayland School Committee was held on Monday, June 8, 2015, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Donna Bouchard
Jeanne Downs
Kathie Steinberg

Also:

Paul Stein
Superintendent

Brad Crozier
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Also:

Donna Fong, China Exchange Program & Chaperone
Leisha Simon, Director of Technology & Accountability & Chaperone
WHS China Exchange Students: Logan Dawson, Cassie O'Heron, Kaire Bernier, Lucy Hughes, Zach Knapp, Chris, Balicki, and Ella Johnson

Tricia O'Reilly, Elementary Curriculum Director for Math & Science
Aidan McCann, Elementary Math Coach (3-5)
Becky Lepow, Elementary Math Coach (K-2)

Allyson Mizoguchi, WHS Principal
Brian Jones, Loker Principal
James Lee, Happy Hollow Principal

Chair Ellen Grieco convened the Regular Session at 7:02 p.m.

1. **Special Matter:**

(a) **Discussion with the China Exchange Students and Chaperones:**

The students who participated in the China Exchange shared their experiences with the School Committee. Each student had a different research project for which they developed an iBook that allows the students to write, create, and publish a book. When completed, the iBook will be published in iTunes. Religion in China and Chinese education compared to the education in America were two of the projects. The students also described their stay with their host families.

Leisha expressed her appreciation for the opportunity to be a part of this exchange program. She described the work she did in China in regard to technology, such as developing some websites and using Google as a collaboration resource.

Donna worked extensively to provide information online for parents and the community. Donna also noted that Allyson Mizoguchi was able to join them during the last week of the trip.

The students and chaperones answered questions from the School Committee about what they might do to make the program better and what they found to be the biggest surprise while in China.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – June 8, 2015

Paul commented that they were all great ambassadors, as they did an extraordinary job representing Wayland.

2. **Comments and Written Statements from the Public:**

Tom Sciacca commented on his experience several years ago while visiting some schools in Beijing, China. The Chinese culture is not the same everywhere in terms of understanding it.

Ramah Hawley commented that she became aware of what took place at the WHS graduation by her neighbors. She was told that flyers were left on cars and, in her opinion, nameless people used this family event as a way to engage in ugly politics and to ultimately divide the town. She urged those involved to choose a more appropriate platform and to engage in civil discourse going forward. Secondly, Ramah urged the School Committee to set policy for the purpose of correcting misinformation in terms of what has been written in the papers regarding our food service workers' wages. Ramah commented that she contacted the editor of the error in the paper and he agreed to write a retraction after four days of back and forth discussions. Further, these articles are about human beings and misinformation hurts those staff members.

A resident commented on the Athletic Director, with whom he has worked for the past two years, including past AD's. In his opinion, the current AD has done a great job and noted what he has done for the program since he was hired. The resident commented that he has been involved in fundraising for the intent of helping the cross country team, and since the current AD came to Wayland, communication between coaches, parents, and kids has improved.

Susan Foster asked about the ongoing METCO program investigation and the current employment of the METCO Director. She also asked the School Committee members if they paid their share for the Open Meeting Law complaint. Ellen responded that the payment was made and explained how it was made. Ellen also noted that the status of the METCO situation has not changed since it was last addressed, as the School Committee has taken what it believes to be appropriate action to address the matter and the Committee is not in a position to disclose any more at this time.

3. **Educational Matters:**

(a) Receive and Hear Presentation of the RTI ACE Report:

Tricia O'Reilly introduced herself and Aidan McCann and Becky Lepow and noted that they will be reporting on Math RTI. Tricia began the presentation by explaining Tier 1 Instruction as a means of providing some foundation to the presentation. Based on the 2011 MA Frameworks, the staff's goal has been to work toward matching the MA Frameworks. Another goal is to focus on a district-wide alignment for all elementary students. The driving force behind this endeavor are the math coaches Aidan McCann and Becky Lepow. Although not always easy to schedule for teachers in the past, since 2011, the staff focused on and implemented 60 minutes of core differentiated math instruction daily. Also created was a common resource that keeps in alignment with the MA framework, reaching all the standards as well as the practices. Tricia spoke in detail about the features and the benefits of the common resource for our K-5 educators, noting that every teacher has a common pre- and post-assessment for every major topic. This allows staff to create a more rigorous instruction and to elevate their conversations about their practices.

As an example of Tier 1 Instruction, Becky Lepow described a scenario in which a special educator is planning a meeting with a 2nd grade teacher. She displayed and explained the 2nd grade common math scope and sequence and explained the process taken as well as the resources available. The meeting typically starts off with a pre-assessment to determine a student's needs.

Aidan McCann described a similar scenario for a 4th grade teacher and noted that all grade level teachers use the same documents. By referring to the "lesson by lesson" rollout, teachers can access a detailed description of the objective for the day, background or a description of the daily lesson, and the resources needed for the lesson. Aidan displayed and explained some of the resources available. Teachers can also access enrichment or extension activities for those students who want to delve deeper in math instruction.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – June 8, 2015

Tricia commented that 3 years ago, Tier 2 Instruction was implemented, again using the 2011 MA Frameworks. The scope and sequence is parallel to Tier 1, but different areas of math are offered for those students who need some additional support. Tricia described the format and time involved, noting that there are 3 teacher-led groups of students: an intervention group (smallest), a core group (size of a class or smaller), and an extension group (size of a class or a little larger). Tricia explained the scope and sequence for Tier 2 Instruction, including activities and resources.

Tricia praised Bethann Monahan for her technology support throughout this process. In response to a question, Tricia explained the work that was done, the research involved and resources used to stay in line with the Common Core. They also compared programs with other districts. Aidan added that digitization of documents is a huge advantage and elevates the math conversations among peers. Aidan and Becky also answered a question regarding Common Core aligned assessments. Tricia emphasized that teachers have a voice in the process of instruction and assessment.

Brad informed the Committee that there is a similar Scope and Sequence online for ELA.

(b) Receive and Hear Presentation of the Evaluation ACE Report:

Paul commented that the evaluation system has been a work in progress and is multi-faceted. Allyson Mizoguchi, Brian Jones, and Jim Lee presented the Evaluation ACE Report focusing on three major areas (mini-observation, collection of evidence, and goal setting) and their work in the buildings surrounding the evaluation system.

Brian spoke about the mini-observation, which is a 10-15 minute principal unannounced visit to a classroom to observe how instruction is taking place and what is going on in the classroom. Brian noted that the mini-observation form is meant to assure that the practices are aligned with the four standards and focusing on 33 elements. Brian described the 3-2-1 model using the form. It identifies 3 areas of proficiency for each teacher and asks 2 targeted questions or suggestions to help teachers think about their actions. Brian provided examples of the types of questions he might ask. The objective is to get a response from the teacher within 48 business hours. One of the biggest challenges is to evaluate how teachers are growing as educators; the other challenge is completing the evaluation process with 180 school days.

Jim presented the process of collecting evidence and the cumulative evaluation form used and created by the Superintendent and the administrators. In an effort to streamline the process, Jim cited examples of what is looked for regarding evidence when evaluating across the 4 standards and the goals. Jim noted that they want teachers to decrease the amount of evidence and build up the reflective part of the process. Professional status teachers are on a two-year cycle, and Jim reviewed and talked about how the form is used during this process, including the process for non-professional status staff. One of the goals to have a back and forth conversation about each staff member's evidence. Jim gave an example of one 5th grade teacher's evidence binder related to her evaluation and noted that some teachers tie their Student Learning Goal with their Professional Practice Goal. Jim agrees that the biggest challenge is the time constraints.

Allyson presented the goal setting process for the staff's SMART Goals that takes place at the beginning of the evaluation process. The goals must be **specific, measurable, attainable and action oriented, rigorous, realistic and results oriented, and timed and tracked.** The process first includes a self-assessment leading to the creation of the two SMART goals: Professional Practice Goal and the Student Learning Goal. Allyson commented that in the fall each principal sits down with each teacher to walk through each goal, which sometimes is established by engaging in departmental conversations with colleagues. Allyson gave examples of the Student Learning Goal for the departmental staff at the high school. Allyson acknowledged that among all of the challenges in this process, one is to make this process meaningful for the teachers, despite all of the paperwork involved.

Paul commented that the principals do an extraordinary job making sure that the burden of this system works for teachers and works to enhance teaching and learning in the district. To take on this task and do

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – June 8, 2015

it right in terms of the cumulative impact of being thoughtful, reflective and providing meaningfulness to the process, other things may fall by the wayside in the process. A discussion ensued about the binders of evidence that the teachers produce and the amount of time it takes to do this task. The principals also addressed the student evaluation process in terms of their feedback for the teachers' evaluations and benchmarking collaboration with other districts.

4. **Financial Matters:**

(a) Approval of the 1:1 Maintenance Fee:

Regarding the 1:1 maintenance fee for the high school and middle school, Leisha Simon recommended that the district contract with Worth Ave Group because of the age of the laptops. Leisha explained the costs associated with each machine, how she arrived at these costs, and how the process would work with Worth. She also noted that the covers for the machines will be purchased by the students. Leisha's intent is to have everyone's participation in the maintenance fee; otherwise, they are liable for all damages. Leisha also commented that the district must engage in a contract with Worth by July 1.

A discussion ensued about the turnaround time involved for repairs. Since 3 School Committee members have high school students and did not fill out the necessary disclosure forms, the Committee could not vote tonight on the high school maintenance fee. A meeting will be scheduled on June 12th for the School Committee to vote on the high school maintenance fee.

In terms of the communication being sent to parents, Jeanne recommended verbiage to help parents understand why the process and maintenance fee has changed.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve the Middle School laptop maintenance fee of \$31.00 for the 2015-2016 school year.

(b) Discussion of Technology Security Purchases:

Among other things, Leisha requested funds to provide a memory upgrade to 400 student-used non 1:1 laptops, primarily in the elementary schools, to coincide with the latest operating system. An upgrade will extend their life by about two years. Also, there are 139 nine-year old computers that need to be recycled because they cannot support the upgrade. Leisha elaborated further and noted that they will re-evaluate next year based on the Technology Plan, but for now, this is the summer routine in preparation for the new school year. Leisha also asked a technology consultant about this upgrade, and his recommendation was that the upgrade was necessary.

The Committee reviewed the cost for the upgrade and discussed the source of the requested funds. Paul commented on the timing of funds requested, as more funds will be needed for security upgrade for the town and schools going forward. A discussion ensued regarding the timing issue, concerns of the Technology Task Force, whether or not the Finance Committee would approve the use of these funds, and the issue that end-of-year funds are being requested at this point in time.

Dave Bernstein, member of the Technology Task Force (TTF), supported the computer upgrades if the consultant's recommendations are consistent with the long-term plan. He also recommended that the School Committee inform the Finance Committee now of the full scope of this matter. Tom Sciacca, also a member of the TTF, agrees that the upgrade should be done now.

Regarding the town and school security upgrade, the School Committee would like a better understanding of the total cost at hand.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted (4-0-1) (Donna abstained) to approve the purchase of the upgraded memory for the 400 Macs, as outlined in the quote from CDW.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – June 8, 2015

5. **Educational Matters (continued):**

(a) Superintendent's Report:

Paul commented that the graduation ceremony was a wonderful celebration for the students. Many students spoke about their appreciation of the K-12 staff and other students, and the students' speeches will be on the website. The entire ceremony will be shown on WayCAM as well. Paul also referred to Malcolm Astley's article in the newspaper regarding graduations.

Paul addressed the rumor circulating that the administration has intentions of appointing someone as an interim Athletic Director. He emphatically stated that there is no truth to this rumor. Donna asked Paul about payment of an invoice for training for new athletic directors. Paul responded that staff members take professional development courses, and he does not know the particulars of the situation to which she refers. Ellen suggested that Donna call Paul at another time.

(b) Technology Spotlight #13 – LARK (Legal, Appropriate, Responsible, and Kind):

Paul's Technology Spotlight focused on Digital Passport – good citizenship in the digital age – for the elementary schools, particularly Grades 3-5. The district uses online materials developed by an organization called Common Sense and Paul reviewed its role and philosophy in terms of helping kids thrive in a world of media and technology.

Common Sense Education provides teachers and schools with free research-based classroom tools, such as a K-12 Digital Citizenship Curriculum and interactive games that teach students how to make safe, smart and ethical decisions in the digital world. The students can earn a Digital Passport after completing classroom activities. Paul also reviewed the five main units of the Digital Passport modules that teaches and provides information about communication, privacy issues, cyberbullying, keywords for searching online, and the protocols regarding the use of other artists' media content to create a new creative piece.

Paul showed a video that gives an overview of Digital Passport and another about cyberbullying.

(c) Follow-up to Summit Presentations and Discussion of Next Steps:

Barb suggested that a summer workshop meeting be devoted to this topic in an effort to move forward with the priorities gathered from each summit group. She also suggested that the Food Service Report be included on the agenda. The School Committee discussed a summer meeting schedule; Ellen will send a Doodle Survey to the Committee.

6. **Financial Matters (continued):**

(a) Approval of Invoices from Pinck & Co. related to the Claypit Hill Windows & Doors Project:

Jeanne commented that the Permanent Municipal Building Committee approved these invoices, but \$50.00 less than what the School Committee has been asked to approve (\$4,571.40). However, the PMBC acknowledged that the amount was incorrect and approved the amount for which Ben is requesting approval.

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve payment of \$4,621.50 to Pinck & Co. related to the Claypit Hill windows and doors project.

(b) Update on Statutory Authority for Revolving Accounts:

Ellen updated the Committee on the recent meeting related to 71:71E and the statutory authority related to the revolving accounts. It was attended by town and school representatives and Jim Toomey, with whom Nan Balmer, John Senchyshyn, and Susan Bottan have consulted. Jim contacted the DESE and the Department of Revenue about this issue. Jim will bring his recommendation to town officials and the School Committee at a later date.

(c) Provide Finance Subcommittee Update:

Barb updated the School Committee regarding the current work of the Finance Subcommittee in four different areas:

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – June 8, 2015

- Direct and Indirect Cost Agreement
- Revisions to the Student Activity Manual and associated policies
- Indirect Cost Agreement for the town expenses
- Susan is working with Edvocate to determine a cost for them to help Wayland implement some of its recommendations over the summer for the Food Service Program.
- Prioritizing summer projects for the subcommittee, such as budget reporting and capital planning, etc.

Barb thanked Susan for her tremendous efforts and work over the last year, which has resulted in much progress in improving controls and policies and procedures.

A discussion ensued regarding the Indirect Cost Agreement and the Food Service Assessment in terms of the School Committee's role in implementing some of the recommendations by Edvocate.

Ellen recommended that the Committee members create questions for the summer workshop and send them to Susan by June 22nd, as the Committee will discuss them at its June 22nd meeting.

Paul referred to an invoice received by the School Committee regarding a workshop attended by an employee paid by the professional development budget.

7. **Administrative/Procedural Matters:**

(a) Continued Discussion of Superintendent's Evaluation and Provide Feedback to Dr. Stein on the Community Engagement and Long Range Planning Goal:

Paul commented that this goal comes under the Professional Practice Goal and, for the most part, was very successful. Paul noted that although the Summit was a huge and positive effort and produced great results, the momentum of the Summit was not sustained due to the long budget process. Paul reviewed what he has done in terms of communication and community engagement, including the Technology Spotlights. Paul also discussed the meetings for which he asks for parents' input regarding principal evaluations.

The Committee discussed its thoughts in terms of areas where Paul exceeded the benchmarks. Paul contributed to the conversation. Ellen commented that this process has been completed, and the Superintendent Evaluation Subcommittee, at its meeting of June 16th, will draft an evaluation for the June 22nd meeting. Ellen invited the members of the School Committee to provide additional input at that time, if they would like. She noted that Malcolm Astley has been invited as a former member of the Superintendent Evaluation Subcommittee.

(b) Discussion regarding Replacement of Jane Purser for the Youth Advisory Services Committee:

Barb commented that Corrie Dretler is one representative on the Youth Advisory Services Committee; however, a second needs to be appointed. Barb will follow up with Marlene and Lynn Dowd regarding this matter. This discussion will be put on the June 22nd agenda.

(c) Continued Discussion of School Committee's Role in Decisions Regarding Renewal of School Administrators' Contracts:

Ellen commented that this agenda item will be passed over, as it was not posted on the agenda within 48 hours, and would result in an Open Meeting Law violation, as advised by the Attorney General's office. At the June 22nd meeting, the Committee will discuss Ellen's conversation with the Attorney General's office regarding the parameters of this matter and, at Donna's request, add language to the agenda in terms of "Matters not reasonably anticipated by the Chair."

(d) Discussion of Meeting Schedule and Future Agenda Items:

At the request of Ellen, Kathie reviewed the format and makeup of the Committee's meeting agendas for the purpose of making some recommendations for improvement. She shared some of her recommendations with the Committee. They included informing presenters of the time allotted for their

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – June 8, 2015

presentation, put staff related agenda items at the beginning of the agenda, and possibly appoint a timekeeper. Kathie will report back to the Committee on this matter at a future meeting.

(e) Discussion and Appointment of Chair and Committee Members for FY16:

Barb initially made the motion to nominate Ellen as Chair of the School Committee and Donna seconded. The School Committee voted unanimously to appoint Ellen as Chair for 2015-2016.

It was then noted that the Superintendent should conduct the election of the Chair to the Committee. Therefore, Paul asked for nominations for Chair of the School Committee. Barb nominated Ellen to continue her position as Chair of the School Committee for 2015-2016. There were no other nominations.

Donna Bouchard seconded the nomination and the School Committee voted unanimously (5-0) to appoint Ellen Grieco as the Chair of the School Committee for 2015-2016.

Ellen nominated Barb as the Vice Chair of the School Committee for 2015-2016. Kathie seconded the nomination and the School Committee voted unanimously to support the nomination.

The Committee reviewed the appointments for the Subcommittees and liaison appointments. They are as follows:

Policy Subcommittee – Barb and Jeanne
Finance Subcommittee – Barb and Donna
Superintendent Evaluation Subcommittee – Ellen and Jeanne
Audit Committee – Kathie
Suburban Coalition – Malcolm will be asked to continue as the school representative.
WPSF – Ellen; Kathie (alternate)
Wellness Advisory Committee – Marlene will research this appointment.

(f) Request of Board of Public Works to Speak with the School Committee regarding the Happy Hollow Wells:
Ellen commented that at the request of the Board of Public Works, they would like to have a discussion with the School Committee about the Happy Hollow wells. They will be invited to the June 22nd meeting.

(g) Discussion of Meeting Schedule and Future Agenda Items (continued):

The Committee had a brief discussion regarding some of the following items:

- OML Training Report
- Policy re: Receipt of Information from the Administration
- Access to Wayland Public Schools Public Records
- District Goals for FY16
- School Calendar
- Report on School Start Times

8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated June 8, 2015, in the amount of \$344,779.37
- Wayland Public Schools Accounts Payables Student Activities warrant, dated June 8, 2015, in the amount of \$74,692.62
- Wayland Public Schools Payroll warrant, dated May 28, 2015, in the amount of \$1,407,347.88

(b) Approval of Surplus School Equipment and Furniture

(c) Approval of Minutes:

- Regular Session of March 23, 2015
- Special Session of May 21, 2015

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – June 8, 2015

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda minus the March 23, 2015 Regular Session minutes.

9. **Comments from the Public:**

There were no public comments.

10. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 11:12 p.m. for the purpose of continuing discussing strategy with respect to collective bargaining with the custodians, as permitted by M.G.L. c. 30A, §21(a)(3), as such discussion in open meeting may have a detrimental effect on the bargaining position of the School Committee and an Executive Session is necessary to protect the bargaining position of the School Committee, discussing strategy related to George Harris's Open Meeting Law complaints of February 28, 2014 and October 20, 2014 and the decision of the Attorney General regarding those complaints, including possible vote to declassify the Executive Session minutes referenced below related to George Harris's Open Meeting Law complaints dated February 28, 2014 and October 20, 2014, pursuant to M.G.L. c. 30A, §21(a)(1) and M.G.L. c. 30A, §22, and approving minutes from prior Executive Sessions, as permitted by M.G.L. c. 30A, §22 for the following meeting: May 26, 2015. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	X	
Barb Fletcher	X	
Donna Bouchard	X	
Jeanne Downs	X	
Kathie Steinberg	X	

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

The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice.

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

(a) Possible Discussion of George Harris's Open meeting Law Complaints of February 28, 2014 and October 20, 2014 and the Decision of the Attorney General regarding those Complaints, including Possible Vote to Declassify the Executive Session Minutes Referenced Below related to George Harris's Open Meeting Law Complaints dated February 28, 2014 and October 20, 2014:

This agenda item was passed over as the School Committee is not in a position to address at this time.

12. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 12:04 a.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN & Technology Task Force
Dave Bernstein, Technology Task Force
Ramah Hawley, Wayland
Susan Foster, Wayland

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – June 8, 2015

Corresponding Documentation:

1. Agenda & Backup Information
2. Evaluation ACE Report
3. RTI ACE Report
4. Request re: Approval for the 1:1 Maintenance Fee
5. Request for Year-End Funds for School Security Initiatives
6. Invoice from Pinck & Co. for Claypit Windows Project
7. School Committee Member Roster
8. Accounts Payables & Payroll Warrants
9. List of Surplus Equipment & Furniture for Disposal
10. Regular Session Minutes of March 23, 2015
11. Special Session Minutes of May 21, 2015