

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – May 12, 2014

A Regular Session of the Wayland School Committee was held on Monday, May 12, 2014, at 6:30 P.M. in the School Committee Room of the Wayland Town Building.

Present:

Barb Fletcher, Chair
Malcolm Astley
Ellen Grieco (by remote)
Donna Bouchard (Donna arrived at 6:38 p.m.)
Jeanne Downs

Also:

Paul Stein
Superintendent of Schools

Brad Crozier
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Geoff MacDonald
Business Administrator

Sarah Maietta
WHS Student Representative (arrived at 7:10 p.m.)

Also:

Jim Lee, Principal of Happy Hollow
Happy Hollow First Grade Teachers – Deede Bergeron, Lorraine Horgan, and Laura O'Brien
Ellen Tohn and Tom Sciacca – Energy Committee

Barb Fletcher convened the Regular Session at 6:35 p.m. and announced that the meeting is being recorded by WayCAM.

1. **Comments & Written Statements from the Public:**
There were no public comments or written statements.

2. **Special Matters:**

(a) Joint Meeting with WHS Student Representatives:

The School Committee met with the following WHS student representatives: Josh O'Neil (Student Council President and President of the Model UN Club), Elizabeth Jenny (Class Secretary for E-Board and Student Council Rep), Ben Porter, Courtney Murtagh, Sydney Schaefer (Student Council Secretary), Anna Hubbell (Vice President of Junior Class E-Board), Melissa Kay (Class President for E-Board and Secretary for the Environmental Club) and Laura Stavisky.

The students answered questions from the School Committee.

For the most part, the students are extremely happy to be living in Wayland and to be attending Wayland High School. As one thing that could be done better, a student noted that she was not aware of the flexibility and the choices available for online classes. Keeping wellness in mind, the students praised the high school administrators and teachers for their approachability and for their willingness to help and listen to the students. The students commented that, as a community, the students are accepting of everyone who attends the High School.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – May 12, 2014

In terms of controlling stress and wellness, Dr. Ritchie started the tradition of no homework over the Thanksgiving break. Yet, stress levels vary depending on the student. They commented that testing days can be very stressful, as there is no prep time and the tests occur more often. Less homework would also alleviate stress. Another factor that is being introduced to the school is flipping the classroom, which would allow students to do more homework in class. One student recommended yoga classes in helping students cope with stress. They discussed the pros and cons of starting school later in the morning and the possibility of having no school the day before an AP exam.

Addressing the advantages and disadvantages of the 1:1 laptop initiative, for the most part, the students felt it was helpful to have their schoolwork in one place, especially with the help of Ever Note, Google Docs, and Its Learning. The program will also help them to prepare for college. On the downside, however, it can be a distraction for some students. Having the grades available online had mixed reactions from the students.

The students also commented on what they miss about not having homeroom first thing in the morning, which included not being able to get announcements out to the students. They also commented on advisories and that each student's experience could be different depending on the assigned teacher.

Paul pointed out that two of the students present were on the Principal Search Advisory Committee and asked them to comment on their experience. They both felt it was a wonderful experience and walked away with a different perspective in terms of the high school.

- (b) Conduct School Choice Hearing and Vote to Adopt a Resolution to Participate or to Withdraw from School Choice for the 2014-2015 School Year:

The School Committee had its preliminary discussion regarding School Choice on April 28, 2014, as the Committee must notify the DESE of their vote before June 1. Barb opened up the School Choice Hearing for public comment. There were no comments. For various reasons, Paul recommended that Wayland not participate in School Choice.

The recommendation is that the Committee vote the following resolution in accordance with M.G.L. Chapter 76, §12B.

Resolution on School Choice

Whereas the Education Reform Act of 1993 requires the enrollment of non-resident students under the School Choice provision unless the Committee votes by June 1 not to participate, and

Whereas the School Choice provision takes money away from the sending district and awards it to the receiving district, and

Whereas Wayland's per pupil expenditure is greater than the maximum allowable reimbursement, which means Wayland taxpayers would subsidize each choice student, and

Whereas once Wayland accepts a pupil, it must keep the pupil through graduation even though Wayland's demographic situation might change considerably, and

Whereas it is possible that a number of students could return to their sending districts or otherwise leave Wayland, thus creating a potential income loss, now hereby be it resolved and

Upon a motion duly made by Donna Bouchard, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to respectfully decline to participate in the choice program with the provision that should surrounding school districts subsequently and prior to June 1 decide to accept the provisions of School Choice, the Wayland School Committee reserves the right to do likewise in order to protect its fiduciary interest in this matter.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – May 12, 2014

3. **Educational Matters:**

Barb announced that Ellen submitted her remote participation form and cannot attend the meeting due to a medical situation at home.

- (a) Hear Superintendent's Report, including Elementary School Reconfiguration Transition and Business Administrator Search Update:

In terms of the elementary school reconfiguration, Paul commented that the administrators are working out the details, and he will soon announce teacher placements at Loker School, as well as placements for kindergarten teachers. Also, letters will be sent to parents confirming school assignments, but omitting the teacher assignments at this time.

Paul also updated the work of the School Business Administrator Search Advisory Committee. The Committee members have developed interview questions and protocol, and semi-finalists will be chosen by Friday of this week. Twenty-eight resumes were received, and the Committee will interview seven candidates. Paul also noted that one of the community representatives chosen by the School Committee to serve on the search committee withdrew because of scheduling conflicts.

Paul commented on school activities and events, such as the Happy Hollow breakdancing extravaganza, the WHS poetry slam, and the WHS production of Beauty and the Beast. Also, the district held parent meetings where high school Boston students related their experiences in the METCO program to a group at a Boston church. METCO, Inc. held a dinner/dance at which there were senior awards, and the annual Florence Adler Walk/Run fundraiser was a success.

Donna commented that the students who went on the Washington, D.C. trip came home well informed and participated in a poetry reading at the D.C. night. Paul added that the D.C. trip is an event that culminates the whole experience, particularly with the theme of social justice.

- (b) Receive RTI ACE Report:

Brad noted that the ACE reports focus on Accomplishments, Challenges, and an Exemplary (ACE) and is a summary of everyone's objectives throughout the district. Also, each school has connected their School Improvement Plans to the district-wide goals. Brad briefly described the High School and Middle School's focus and process regarding RTI. The elementary focus is to incorporate RTI blocks into the schedule and still allow the necessary time required for the Common Core Standards to discuss the data at their Professional Learning Community meetings (PLC) across all grade levels.

First grade Happy Hollow teachers, Deede Bergeron, Lorraine Horgan, and Laura O'Brien presented the elementary RTI ACE Report to the School Committee. There are 14 Happy Hollow staff members involved in the first grade tiered instruction and intervention process for math and reading.

The first step is to gather data in order to assess the students who are at risk or in need of intervention and then to monitor the assigned intervention programs to be sure the programs are effective and the students are moving toward their goals. Benchmark assessments are given two to three times a year for all first and second graders. The GMADE is used as the math assessment, as well as the Kathy Richardson assessment and Everyday Math End-of-Unit assessments. Progress monitoring assessments are also done one or two times per month, depending on the students who are in small intervention programs and, as a result, regrouping is done quite often. The teachers explained the assessment process and the type of data collected that helps the staff to group the students with a particular teacher in one of the four tiers. They also described the differences in reading and math in the tiered groups and the type of work done within these groups. Also noted was a list of resources available to the staff.

A slide show entitled, "Delivering Differentiated Instruction" was shown as seen through the eyes of a six year old. As an introduction to the slideshow, it was noted that students all have different sets of instructions and need different levels of support.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – May 12, 2014

The teachers answered questions from the School Committee in terms of this method having a possible advantage over the traditional classroom, the possibility of performing too many assessments, the levels of stress in different groups of students, and the movement of students within groups based on intermittent assessments and scheduling.

The challenge for the teachers is finding the right balance in scheduling PLC's and creating schedules for the students that meets all their needs.

Sarah left the meeting at 8:11 p.m.

Barb reached Ellen by remote at 8:12 p.m.

4. **Financial Matters:**

(a) Discuss FY13 Student Activity Account Audit Conducted by Melanson & Heath:

Geoff MacDonald and Audit Committee member Paul Brennan distributed a document comparing the language and findings in the 2011/12 audit to the 2012/13 audit, both done by Melanson & Heath. Paul Brennan explained how the document read and pointed out key words and key points in terms of internal controls that were in place and what is currently in place. He also explained the corresponding color code system. In Paul's opinion, the findings in FY13 are significantly better from last year.

Geoff commented that he met with Melanson & Heath regarding the detail on the deficit balances within larger accounts (e.g. individual field trips have small deficits but not at the account level). However, the deficits were no more than \$1,000 in any one account and most were \$100. Geoff gave examples of the type of accounts that were noted in the findings.

Barb commented that Melanson & Heath reported that Geoff had done extensive work over the last two years in relation to the accounts. Geoff commented that Paul Brennan was particularly helpful in this regard. Geoff also noted that in 2013, his department met with the staff at the schools to discuss the student activity accounts in terms of guidelines and best practices.

A discussion ensued regarding more frequent training for district staff, so that everyone understands the entire process of the student activity accounts. Geoff commented that there is a big difference from school to school in terms of the activity in these accounts; thus, the level of understanding and involvement varies greatly at each level. Paul Brennan commented that much of the reporting is being done monthly, many improvements have been made, and the process is working very well.

Geoff will present an update to the Committee of the Powers & Sullivan and Melanson & Heath reports at either the May 27 or June 9 meeting. In response to questions from Malcolm, Geoff commented on the understaffing of his office compared to a survey done in peer towns, such as in Weston, Wellesley and Needham, and he commented on the morale of the staff in terms of the cultural change that has taken place.

Donna noted the recommendation by The Abrahams Group was to share resources with the town. Geoff commented about looking at the recommendation more closely in terms of the issues at hand. Also mentioned was the process for the Committee members to request information from the administrators.

(b) Receive Update re: Middle School Solar Project and Vote to Change Vendors to Ameresco:

Ellen Tohn and Tom Sciacca updated the School Committee on the Middle School solar project and the discussion they had at a fall School Committee meeting, at which time they were planning to enter into a Letter of Intent (LOI) with Broadway Electric. However, as a family business, they decided to wind down their operations. Since then, the Energy Committee and John Moynihan have made the decision to switch vendors, and they are asking the School Committee to sign an LOI with Ameresco. The LOI has been reviewed by Town Counsel, and the only change is that the Energy Committee is considering the land behind the wastewater treatment plant and baseball field at the High School as a possible site for solar panels. The Committee is also considering three other sites in town, for which they would go before the

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – May 12, 2014

fall Town Meeting. The LOI would allow Ameresco to do an investigation in terms of the project at no cost to the town.

The School Committee will vote at its May 27 meeting. All questions will go directly to Ellen Tohn.

5. **Educational Matters continued:**

- (a) Receive Update re: Full Day Kindergarten Program and Discuss Long-Term Strategy for this Program:
This discussion was tabled and will be discussed in late June. However, Paul noted that Geoff is working on cost allocation depending on the number of full-day classes, and an adjustment in cost will be made, if needed, depending on enrollment.

6. **Financial Matters continued:**

- (a) Receive Third Quarter (Q3) FY14 Financial Report:
Geoff noted that since the report was delayed, the actuals reported are from April 18 forward.

Malcolm left the meeting at 9:02 p.m.

Geoff commented that for the FY15 budget, \$200,000 was estimated for the SPED prepay. A request has gone out to staff to close any purchase orders for money that is not needed for FY14 in order to get as close to the \$200,000 as possible. Also, a freeze on new purchase orders was implemented for May 1st.

The School Department received \$213,000 in funding from the town, and \$135,000 went towards the COLA for FY14 for all district employees. Also expended from the town's budget was money for the following negotiated positions - \$38,698 for elementary computer lab assistants, \$19,443 for a .2 music teacher, and \$20,864 for the high school student supervisor.

Geoff noted that funding for the Claypit Hill PA system and the fiscal audit by Powers & Sullivan was not received. Barb explained why the funding was not appropriated. Also noted was a favorable payroll variance due to staff exchange. However, there is a projected negative of \$100,000 on the expense side, due to increased legal expenses and tuition.

Malcolm returned to the meeting at 9:07 p.m.

Geoff reviewed and discussed grants and capital, including the METCO transportation grant. The revolving accounts were also reviewed and updated with projections based on the latest cost data. Transportation, athletics, music, and the Circuit Breaker were all included in the projections, as well as the OPEB costs being fully noted. Geoff also commented on the gift accounts.

At the request of the Finance Committee, Barb commented that the FinCom would like to close out some of the capital projects by the end of the fiscal year. Barb will follow up with John Moynihan regarding the FY09 security improvements, the Middle School roof project, and repairs related to the High School building project. This matter will be discussed again at the May 27 meeting.

Donna asked if surpluses will be present in the revolving accounts for BASE in terms of offering participants a payment hiatus at the end of the year. Barb suggested that the School Committee first discuss a long-term view for BASE, as well as its sustainability as a program because of the recent obligations for OPEB and fringe benefits. The Children's Way sustainability has been reviewed by the Committee. A discussion ensued.

Also discussed was the increase in the FY14 legal bills for Q1, Q2, and Q3. Donna proposed that the legal bills are addressed separately from the warrants. Paul commented that the bills reflect what the School Committee has initiated, as well as the costs related to open meeting law complaints for which the Committee has been aware. Much of what has been charged cannot be anticipated. The School Committee agreed that the legal bills should be monitored going forward and discussed how to review the

MINUTES – WAYLAND SCHOOL COMMITTEE
 Regular Session – May 12, 2014

legal expenses on a regular basis. Barb will contact Gini Tate to discuss a more frequent billing cycle and more itemization regarding time spent on the issues.

Donna requested that this matter be discussed at the next meeting.

Geoff suggested that the data analyst put together a spreadsheet of legal bills. Also, moving forward, the practice of encumbering money could be put in place.

(b) Review Results of Special Education Transportation Analysis:

Geoff noted that the report was favorable in terms of comparisons of rates for special education transportation throughout the state. The consultant who did this report met with some vendors and ultimately recommended Van Pool Transportation. After meeting with Van Pool, a contract is being drafted by Town Counsel. In addition to the efficiencies gained in the process, Van Pool guarantees a 5% savings for next year, using the same arrangement that is in place now.

Marlene described the process of retaining a transportation vendor and what they have available in terms of vehicles and equipment. She commented that she has experienced a positive beginning with Van Pool, as they are very reliable, accommodating, and very knowledgeable. Also discussed was the possibility of putting the SPED transportation contract out to bid.

Barb noted that the consultant spoke favorably in the report of Wayland's ability to manage costs effectively and to provide a good service. Marlene commented on the question of where the benchmark of analysis for coordinating transportation was developed.

7. **Administrative/Procedural Matters:**

(a) Vote a Vice Chair for the Remainder of FY14:

Barb recommended that the Committee nominate a member to serve as vice chair for the remainder of FY14.

Upon a motion duly made by Malcolm Astley, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to nominate Ellen Grieco as the vice chair for the remainder of FY14. A roll call vote was taken as follows:

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

8. **Consent Agenda:**

(a) Approval of Accounts Payables and Payroll Warrants:

- Accounts Payables warrant, dated May 12, 2014, in the amount of \$425,806.68
- Accounts Payables warrant (Student Activities), dated May 12, 2014, in the amount of \$19,223.85
- Accounts Payables Payroll warrant, dated May 1, 2014, in the amount of \$1,198,225.05

(b) Approval of Minutes:

- Regular Session of March 3, 2014
- Regular Session of March 10, 2014

(c) Acceptance of Gifts:

- A gift in the amount of \$500 was received from the Floyd Family Foundation of Palo Alto, CA to the WHS Water Warriors Club.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – May 12, 2014

Upon a motion duly made by Donna Bouchard, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve the Consent Agenda, with the regular session minutes of March 3, 2014 and March 10, 2014, both as amended. A roll call vote was taken as follows:
Donna thanked the Floyd Family for the generous gift to the Water Warriors.

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

9. **Comments from the Public:**

Tom Sciacca commented on the article he forwarded to the School Committee regarding the issues with football. He asked the School Committee to discuss this topic going forward, as many people do not want the sport to continue as it is. Tom also commented on the RTI discussion in terms of a comment made regarding “a closed loop system” and what the term means to engineers. His impression is that RTI is fairly new to the district and questioned how far into the system it was extended. In terms of technology use at the elementary schools, and as a member of the Technology Task Force, Tom advocated the incorporation of technology into areas where it would be most useful and most appropriate.

Malcolm noted that the topic of concussions will be on a follow-up agenda.

10. **Executive Session:**

Upon a motion duly made by Malcolm Astley, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to enter Executive Session at 9:58 p.m. for the purposes of discussing an investigation related to possible charges of criminal misconduct, as permitted by M.G.L. Chapter 30A, §21(a)(5), and to discuss strategy with respect to litigation from the Attorney General’s decision regarding the Open Meeting Law Complaints filed by George Harris on June 27, 2013 and Donna Bouchard on July 1, 2013 related to the June 3, 2013 Executive Session, as permitted by M.G.L. Chapter 30A, §21(a)(3), as such discussion in open meeting may have a detrimental effect on the litigation position of the School Committee and an Executive Session is necessary to protect the litigation position of the School Committee. In addition, the School Committee will enter Executive Session for the purpose of conducting a negotiating strategy session related to the Superintendent’s contract, as permitted by M.G.L. Chapter 30A, §21(a)(2), and to approve minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A, §22 for March 10, 2014.

The School Committee will be joined by Paul Stein, Superintendent of Schools, and Brad Crozier, Assistant Superintendent of Schools. The School Committee will reconvene in open session for adjournment purposes only. A roll call vote was taken as follows:

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

Barb noted that if a member participates remotely, he/she shall state at the start of any Executive Session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public. Since Ellen was participating remotely, Barb asked Ellen if any other person was present and/or able to hear the discussion at the remote location. Ellen indicated that no other person was present to hear the discussion.

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – May 12, 2014

11. **Adjournment:**

Upon a motion duly made by Malcolm Astley, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 11:49 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Maryann Borkowski, Wayland
Tom Sciacca, WVN

Corresponding Documentation:

1. Agenda & Backup Information
2. RTI ACE Report
3. Draft Letter of Intent with Ameresco
4. Third Quarter Financial Report & Cover Memo
5. SPED Transportation Analysis Report
6. Regular Minutes of March 3, 2014
7. Regular Minutes of March 10, 2014
8. Memo to Accept Gift to Water Warriors