

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – July 6, 2015

A Regular Meeting of the Wayland School Committee was held on Monday, July 6, 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 (arrived at 7:05 p.m.)  
Jeanne Downs  
Kathie Steinberg

Also:

Paul Stein  
Superintendent

Marlene Dodyk  
Director of Student Services

Susan Bottan  
Business Administrator

Absent:

Brad Crozier  
Assistant Superintendent

Also:

Ben Keefe, Public Buildings Director

Chair Ellen Grieco convened the Regular Session at 7:02 p.m. and announced that the meeting is being recorded by WayCAM.

1. **Executive Session #1:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to enter Executive Session at 7:03 p.m. for the purposes of continuing to discuss 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. 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	
Donna Bouchard (absent)		
Jeanne Downs	X	
Kathie Steinberg	X	

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

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

The School Committee reconvened in open session at 7:25 p.m.

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

Tom Sciacca commented on recent issues surrounding allegations by the former Athletic Director. He suggested that the School Committee adopt a policy regarding family members working in the same department

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to prevent the perception of non-business interactions.

John Flaherty asked the School Committee which sports are represented on the Search Committee for a new Athletic Director.

As a former School Committee member, Beth Butler commented that during the Superintendent Search, Paul Stein was recruited for several reasons, including his human resources expertise, his great integrity, empathy, and openness. Beth remains impressed with Paul's ability to lead the staff and teachers and to follow the law. She noted Paul's accomplishments during the past four years, stating that the residents can be proud of this school system. Despite her angst among all the comments published, anonymous or otherwise, Beth supports and appreciates Paul and his administrative team.

Ellen read a public statement from David Watkins dated June 22<sup>nd</sup> regarding the restructure of the Technology Task Force and the issue regarding the lease of computers.

3. **Educational Matters:**

(a) Superintendent's Report:

Paul commented that he was invited to a program called "Building Bridges" at the Islamic Center of Boston. This event, informing people of what the Islamic Center does, was attended by many members of this congregation. Paul noted that Wayland has many extraordinary religious centers.

Paul shared the artwork of the first graders who participated in a book mark contest and received an honorable mention this year. The purpose of this contest was to emphasize the importance of libraries.

(b) Development of FY16 District Goals:

Paul commented that the development of the FY16 district goals is contingent upon narrowing down the issues derived from the Summit and the preferences of the School Committee. It is important to balance goals spanning over a number of years and to have effective goals in place before the start of the school year in terms of School Improvement Plans and the evaluation process. Paul would also like to find a way to adapt the HEART goals into next year's goals. This process will continue at the Administrative Retreat.

(c) Summit Follow-up Meeting Update and Schedule:

The Committee discussed dates for another Summit follow-up meeting prior to the Administrators' Retreat as a means to develop goals going forward. The Committee agreed that it will continue this discussion for at least two hours on August 3<sup>rd</sup>. Barb noted that those who were involved in the mini-groups should be included and given advance notice, as well as sending a communication to the community at large. Paul will send his list of enhancements/highlights derived by the subgroups' breakout sessions in an effort to assist in the development of the goals. A discussion ensued in terms of process going forward and each Committee member will ask each mini-group to choose its top priority. Kathie will become a member of the Health and Wellness group.

The Committee discussed the Open Meeting Law in terms of sharing information prior to the August 3<sup>rd</sup> meeting.

(d) School Start Times Update:

Kathie prepared a charge for the Committee's review for a Start Time Advisory Committee based on information given to the School Committee. She described how she drafted this charge based on the research and information available, as well as the district's commitment to the students, and identified the recommended tasks of this committee. Kathie noted that a Framingham delegation is going before the state legislature this week to request that start times be changed statewide.

A discussion ensued and other suggestions were made in terms of the charge for the committee, such as soliciting the interest of the Wayland community, looking at end times, adding extra-curricular activities and student work commitments, and consider including the work of Framingham with the state legislature.

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Paul noted his support for this effort. However, it will entail many hours of work and, if the principals are asked to be involved, the committee needs to be clear in terms of the commitment, logistics and meeting schedule. Kathie responded in this regard.

Kathie commented on the work being done and the process implemented by other Massachusetts communities, as well as in other states, and the role that School Committee takes on. The School Committees in Westborough, Newton, Natick and possibly Weston are driving this effort. A discussion ensued in terms of how to approach the implementation of this process. Donna suggested postponing a decision until after Framingham's meeting with the state legislature, and Barb suggested approaching this process in phases, beginning with the collection of data. Ellen suggested reaching out to the four towns already involved in this process. Kathie noted that the Walden Forum in September will be devoted to this topic.

Kathie will proceed with a phased approach to include data collection and information gathering which will be brought back to the Committee with a more detailed recommendation as to the process for further evaluation.

Residents Kim Reichelt and Jennie Silberman will assist Kathie going forward.

4. **Financial Matters:**

(a) Continued Review and Possible Vote to Approve Revised Indirect Cost Allocation Agreement for Municipal Expenses:

The Committee continued its review of the revised Indirect Cost Allocation Agreement for Municipal Expenses reported to the DESE in the end-of-the-year report, in particular, the costs specific to retirees on the town side of the budget. Susan noted that these costs are included in the net school spending calculation, and the agreement was revised based on the Melanson & Heath audit. A discussion ensued in terms of clarification of these expenses.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to authorize Ellen Grieco as Chair of the School Committee to sign the Town of Wayland Indirect Cost Allocation Agreement for Certain Municipal Expenses, dated July 1, 2015, on behalf of the School Committee.

(b) Review and Vote to Approve Invoices from Pinck & Co. related to the Claypit Hill Windows Project:

Jeanne confirmed that the Permanent Municipal Building Committee approved the invoice from Pinck & Company.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the invoice from Pinck & Co. related to the Claypit Hill windows project in the amount of \$776.25.

(c) Discuss and Vote to Authorize the Superintendent to Enter into a Contract to Lease School Computers for a 4 or 5 Year Period:

Upon review by the Finance Subcommittee at its last meeting, a new bid was put out for a 4 or 5-year contract for 194 laptops, 50 desktops, and 2 additional laptops. The Finance Subcommittee also voted to authorize the Superintendent to enter into a contract with the lowest bidder for these computers. Susan reviewed with the School Committee the lease in its entirety, including the 4 and 5 year lease quotes and the annual payments. Based on the lowest quotes, a four-year lease would cost \$72,887 per year and a five-year lease \$63,154 per year. Susan noted that a lease to buy could be negotiated two months prior to the end of the lease period; she explained the process. The Committee discussed the potential life of the student desk tops and teacher laptops, as well as the pros and cons of a 4-year vs. a 5-year lease. From a financial standpoint, Susan recommended the 4-year lease; however, it will bring the district over its annual budget for FY16 by \$7,500. The discussion continued and the Committee agreed on a 4-year lease.

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Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to authorize the Superintendent to enter into a 4-year lease contract with Ontario Investments to lease 194 laptops, 50 desktops, plus 2 additional laptops.

5. **Consent Agenda** (taken out of order):

(a) Vote to Approve to Recycle Surplus Technology Equipment/Hardware:

This item was taken out of order in case the School Committee had questions for Leisha. This will be approved as part of the Consent Agenda later on in the meeting. A question was raised as to who handles the recycling of the surplus technology equipment/hardware.

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

(a) Discuss and Vote to Approve Summer Project with Dan Sullivan from CliftonLarsonAllen to Budget Programs underlying Revolving Accounts and Grants in MUNIS:

This agenda topic was discussed at the Finance Subcommittee meeting, as Susan would like the budgets for the revolving accounts and grants to be entered into MUNIS going forward. Susan consulted with Dan Sullivan regarding completing this project over the summer. Susan described the work proposed regarding One Fund 25 that includes revolving funds, grants, gift accounts, and student activity accounts. Certain attributes of each one of these accounts would be identified and then compiled into four new funds based on like attributes. Susan explained the current process and elaborated further on the proposed process, noting that based on the attributes of these accounts, budgets could be established and expenditures and revenues could be tracked. Susan, Brian Keveny and others would develop an implementation plan before September. The cost for this project would be about \$6,600, and the funding would come from several revolving accounts by way of the warrant process. This project would improve transparency and reporting and would save time. The Committee supported this effort.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the expenditure of approximately \$6,600 for the business office to work with Dan Sullivan to set up the revolving account budgets in MUNIS and to allocate that cost to the revolving accounts.

(b) Provide Finance Subcommittee Update:

Barb provided the School Committee with an update of the work of the Finance Subcommittee that included working procedures into the Budget Book from the Cost Allocation Agreement, voting unanimously to transfer the full amount of the FY14 fringe benefit for food service from the revolving account to the General Fund, and reviewing results of a pilot regarding UniPay for student activities. Susan is researching UniPay further and is also developing an Operations Manual. Susan noted that preliminary discussions are taking place regarding the process for capital requests that will also include kitchen equipment and playground equipment.

Donna and the other Committee members acknowledged Susan's one-year anniversary and thanked her for the tremendous work that she has accomplished during that time.

7. **Administrative/Procedural Matters:**

(a) Review Draft of Superintendent's Evaluation Document, including Continued Discussion of Related Standards:

Ellen and Jeanne, members of the Superintendent Evaluation Subcommittee, reviewed the draft evaluation for the Superintendent with other members of the School Committee. Ellen described the process she followed and the information noted under the indicators, as well as the descriptions for each goal.

*Jeanne left the meeting at 8:48 p.m. to make additional copies of the draft evaluation; she returned at 8:51 p.m.*

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The Committee provided revisions and additions to the evaluation and referred to the Rubric as part of its review. Ellen noted that past member Malcolm Astley's comments are included in the evaluation, as he attended the last Superintendent's Evaluation Subcommittee meeting, and he will be asked to provide evidence regarding his comments.

Ellen will make the revisions and send to the School Committee prior to the August 3<sup>rd</sup> meeting. The standards will also be discussed at the August 3<sup>rd</sup> meeting.

(b) Discussion and Possible Approval of the 2016-2017 School Year Calendar:

The Committee reviewed and discussed the school calendar for 2016-2017, noting that Columbus Day is October 10, 2016 and Yom Kippur is October 12, 2016. At the request of the WTA, the School Committee discussed making October 11, 2016 a "no school" day; the pros and cons were discussed.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the 2016-2017 school calendar with October 11, 2016 as a holiday.

The first vote was rescinded.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the 2016-2017 school calendar with October 11, 2016 as a "no school" day, and the last day of school for students will be June 16, 2016.

(c) Vote to Appoint Certain School Committee Members to the Finance Subcommittee, the Superintendent Evaluation Subcommittee, and the Policy Subcommittee for FY2016:

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to appoint Jeanne Downs and Ellen Grieco to the Superintendent Evaluation Committee.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to appoint Jeanne Downs and Barb Fletcher to the Policy Subcommittee.

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to appoint Barb Fletcher and Donna Bouchard to the Finance Subcommittee.

Ellen appointed Barb Fletcher as the Chair of the Finance Subcommittee.

Ellen appointed Jeanne Downs as the Chair of the Policy Subcommittee.

Ellen appointed Jeanne Downs as the Chair of the Superintendent Evaluation Subcommittee.

(d) Report on Discussion with Attorney General's Office regarding Open Meeting Law Issues:

Although Ellen was not prepared to report to the Committee this evening on this agenda topic, she did comment that she consulted with the Attorney General's office regarding the issue of whether Committee members can raise an issue at a meeting that is not posted on the agenda, even though he/she is not the Chair of the Committee. The Attorney General stated that it is permissible for Committee members to raise issues and deliberate these issues, even though they are not posted on the agenda. However, the Chair cannot, unless it is a matter truly not reasonably anticipated by the Chair. Ellen will prepare a report regarding this agenda item for the next meeting.

Kathie noted that she researched the proper way to prepare minutes when a School Committee member attends a Subcommittee meeting of the School Committee.

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(e) Discussion of School Committee's Communication with Former Athletic Director and Referral of Certain Matters to State Agencies:

Barb recused herself from this discussion. Kathie prepared a response regarding the former Athletic Director's email dated May 19, 2015 to the School Committee. However, she asked that the Committee have the discussion in Executive Session. Ellen noted that agenda item 8(b) in Executive Session could include this discussion. The Committee agreed.

(f) Discuss Correspondences concerning Allegations of Impropriety sent to State and Federal Agencies:

Barb recused herself from this discussion. Donna questioned whether the former Athletic Director should have been contacted by legal counsel before his contact information was sent to state and federal agencies. Donna also felt that the former Athletic Director's email to the School Committee should be given to the state and federal agencies. A discussion ensued for a brief time before Ellen asked the Committee if this discussion should continue in Executive Session. Ellen would like to obtain the opinion of legal counsel in this regard. Donna believes there should be a commitment by the School Committee to report this matter and other pending matters to the public. After taking a consensus of the Committee members, three out of four agreed to move this discussion into Executive Session; however, Ellen was not prepared to make any commitments at this time.

(g) Discussion of School Committee's Responses to Requests for Production of Documents:

The Committee discussed the two recent public records requests regarding the former Athletic Director from the MetroWest Daily News and Michael Short of Wayland Voters Network. Ellen asked the Committee members to bring their emails in their entirety to the recording secretary by the end of this week. Because the Chair is responsible for responding to such requests, it is important that all documents are received in the same format. Ellen noted that Donna sent her paperwork to the requesters and recording secretary directly in a different format. A discussion ensued regarding school policy regarding public records requests and what an entire email should include.

(h) Discuss and Vote to Approve Draft Response to George Harris's Open Meeting Law Complaint of June 18, 2015, alleging that Certain Minutes Listed at the End of the Meeting Notice were not Released to the Public on a Timely Basis, including Discussion of a Process for Releasing and Posting Minutes of the School Committees and Subcommittees:

The Committee reviewed a draft response to the Attorney General's office written by Barb addressing George Harris's June 18, 2015 Open Meeting Law complaint. The Committee also reviewed the minutes mentioned in the complaint regarding their status. A discussion ensued and additional suggestions for the response were made. Kathie commented that in checking websites of other Wayland committees and subcommittees, she concluded that some are also in violation of untimely approval of minutes.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve sending the response to the Attorney General for the Open Meeting Law complaint filed by George Harris on June 18, 2015, as discussed tonight.

(i) Receive Update regarding Declassification of Executive Session Minutes:

Barb commented that according to School Policy, the School Committee must review certain executive session minutes in executive session and then vote to declassify in open session on a quarterly basis. Barb has reviewed the executive minutes dating back to 2005 to the present, as well as updated the OML status chart.

(j) Discuss Proposed School Committee Communication Plan for the 2015-2016 School Year:

The School Committee discussed sending a weekly update to the community about the positive aspects and events taking place in the schools. The Committee will develop a list of topics to start with, and each member, on a rotating basis, will write the update every two weeks.

Kathie shared ways in which the School Committee can be more proactive in terms of responding to correspondence received by the Committee, such as emails or statements made in the public comment

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portion of a meeting. The Committee could address some issues/concerns noted in the communications in terms of clarification or to correct misinformation as a regular part of its meetings. Ellen commented on Kathie's suggestion in terms of the Committee's process of responding. A discussion ensued. Kathie suggested a responsive process going forward, as well as suggesting that School Committee members attend other Board and Committee meetings as a way of being involved in a dialogue. Kathie volunteered to attend meetings that are of interest to the Committee. The Committee will review its liaison appointments at a future meeting.

(k) Discussion of Meeting Schedule, Agenda, Delegation of Matters, and Future Agenda Items:

The Committee discussed the Special Town Meeting and warrant schedule. The School Committee may consider submitting a warrant based on the work being done by Jim Toomey regarding the revolving accounts. The timing of this work was also discussed, which included a review of a possible warrant article at its August 3<sup>rd</sup> meeting.

8. **Consent Agenda** (continued):

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated July 6, 2015, in the amount of \$713,236.78
- Wayland Public Schools Payroll warrant, dated June 25, 2015, in the amount of \$553,750.70

(b) Approval of Minutes:

- Session with Finance Subcommittee of November 14, 2014
- Session with Finance Subcommittee of February 27, 2015
- Session with Finance Subcommittee of March 4, 2015
- Session with Finance Subcommittee of May 1, 2015
- Session with Finance Subcommittee of May 29, 2015
- Session with Finance Subcommittee of June 29, 2015
- Regular Session of May 11, 2015
- Special Session of May 20, 2015
- Regular Session of May 26, 2015

The Committee discussed changes to the March 4, 2015 and May 1, 2015 minutes.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the Consent Agenda with changes made to the March 4, 2015 and May 1, 2015 minutes.

9. **Comments from the Public:**

A resident asked about a reference made earlier in the meeting in terms of why the former Athletic Director's letter was not turned over to the Office of Civil Rights. She commented this agency is looking for more information from the School Committee which, in her opinion, is not being identified in regard to the investigation of the allegations made by the former Athletic Director. Ellen responded that given this is a personnel matter and the document in question remains confidential, the School Committee will have its discussion in Executive Session. Ellen also noted that the Committee has been proactive in getting information to the state agencies. Paul confirmed that when information is requested, everything is sent.

John Flaherty asked about the process when agencies don't ask for the information. No response was given.

10. **Executive Session #2:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to enter Executive Session at 10:35 p.m. for the purposes of complying with the provisions of a General Law of the Commonwealth, as permitted by M.G.L. c. 30A, §21(a)(7), Public Records Law c. 4, §7(a) specifically or by necessary implication exempted from disclosure by statute, discussing strategy with respect to threatened litigation against the School Committee, as permitted by M.G.L. c. 30A, §21(a)(3), as such

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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, reviewing executive session minutes for possible declassification as listed on the meeting notice, as permitted by 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: June 22, 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, Vice Chair	X	
Donna Bouchard	X	
Jeanne Downs	X	
Kathie Steinberg	X	

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

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

Barb left the meeting, as she recused herself from the discussion of topics 8(a) and 8(b) in Executive Session. Barb returned to the Executive Session for topics 8(c) and 8(d).

The open session resumed at 12:17 a.m.

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

(a) Potential Vote to Send Correspondence to Former Athletic Director:

This agenda item was passed over, as the School Committee is not prepared at this time to take action.

(b) Possible Declassification of Executive Session Minutes as listed on the Meeting Notice:

This agenda item was passed over, as the School Committee is not prepared at this time to take action.

12. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 12:18 a.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Beth Butler, Wayland  
Kim Reichelt, Wayland  
Tom Sciacca, WVN  
Jenny Silberman, Wayland  
Linda Shinomoto, Wayland  
Lillian Leong, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. Executive Session Motions
3. Draft Charge for Change in School Start Times
4. Revised Cost Allocation Agreement between Town & Schools



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5. Invoices from Pinck & Co. for Claypit Hill Windows Project
6. Technology Quotes for Leasing New Computers
7. Technology Quotes from Apple for Leasing New Computers
8. Document regarding School Committee in Attendance at Subcommittee Meetings
9. Draft Superintendent's Evaluation
10. Draft Response regarding George Harris's OML Complaint filed on June 18, 2015
11. Accounts Payables & Payroll Warrants
12. Surplus Technology Equipment Recycle Information
13. Regular Session Minutes of May 11, 2015
14. Regular Session Minutes of May 20, 2015
15. Regular Session Minutes of May 26, 2015
16. Special Session Minutes of November 14, 2015 (with Finance Subcommittee)
17. Special Session Minutes of February 27, 2015 (with Finance Subcommittee)
18. Special Session Minutes of March 4, 2015 (with Finance Subcommittee)
19. Special Session Minutes of May 1, 2015 (with Finance Subcommittee)
20. Special Session Minutes of May 29, 2015 (with Finance Subcommittee)
21. Special Session Minutes of June 26, 2015 (with Finance Subcommittee)