

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – May 2, 2016

A Regular Meeting of the Wayland School Committee was held on Monday, May 2, 2016, 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair (arrived at 8:55 p.m.)

Barb Fletcher, Vice Chair

Jeanne Downs

Kim Reichelt

Kathie Steinberg

Also:

Paul Stein

Superintendent

Brad Crozier

Assistant Superintendent

Susan Bottan,

Business Administrator

Marlene Dodyk

Director of Student Services

Also:

Rebecca Puolo, Math Curriculum Co-Leader & Math Teacher

Donna Sumner, Math Curriculum Co-Leader & Math Teacher

Tricia O'Reilly, Elementary Curriculum Director for Math and Science

Liz McGonagle, Executive Director of The Education Cooperative

Vice Chair Barb Fletcher convened the regular session at 7:02 P.M. and announced that the meeting is being broadcast by WayCAM.

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

Susan Foster reiterated her request at the April 21st to receive an account of monies spent on the METCO program. She read an excerpt from the Inspector General's report regarding its findings related to the METCO investigation. Susan noted that she has not heard from Ellen Grieco since the last meeting when Ellen invited Susan to meet regarding METCO. *Barb confirmed that Ellen did try to contact her, but that it was possible Ellen had the incorrect email address.* Ms. Foster stated that, in her opinion, there is a lack of transparency, a lack of follow through, and a lack of confidence in the School Committee. Ms. Foster commented that she researched METCO money spent in past years. She also compared the METCO transportation expenses for FY12 and FY14, as well as the total monies spent for the METCO program during those two years. Ms. Foster asked for clarification related to the appropriations and monies spent, including cost per METCO student.

Tom Sciacca referred to the movie "Spotlight" in which there was an organizational culture of whistleblowers and cover-ups. He noted that the message and theme of the movie was "Look at all the wonderful things this organization does (the Catholic Church)" in its defense of the perverted culture that existed. In Tom's opinion, there is an obvious analogy with what is going on in Wayland.

2. **Special Matters:**

(a) Presentation regarding Assessment and Testing (Focus on Math Assessment):

Brad began the presentation by stating that assessment covers many areas and is a huge topic. It can vary by the type and/or purpose of the assessment, the format of the questions, different delivery methods (online or paper based), and different scoring methodologies. Brad distributed a grade level Summary Chart that includes the assessment category, the type of assessment, its duration and format, when administered and the frequency, how the data is used, and the grades levels for each assessment. Brad added that the fundamental belief is that whatever is extrapolated from the assessment, it is being put to good use. Thus, this presentation includes the data and how it is being used.

Elementary:

Tricia O'Reilly presented the formal elementary assessments, even though informal assessments also take place in the classroom. Tricia commented that everything that is done in terms of assessments is to inform the instruction. Tricia noted that Kathy Richardson's materials are used in Kindergarten and Grade 1 by conducting a 1:1 interview, and the data is used to assess the students' growth and, when possible, invite them to participate in the summer programs.

There are also quick ten-minute assessments that include a screener and a benchmark, such as Symphony Math (K-5), which tracks students' growth over the year. Tricia elaborated on this type of assessment. About two years ago, uniform K-5 pre- and post-assessments were developed, but different depending on the grade level. The data is used in many ways, but is also used when making RTI recommendations in terms of groups and instruction. GMADE is a standardized test used in the elementary schools, but is not required by the State. Again, Tricia elaborated on the GMADE and explained the administering schedule of PARCC and MCAS. In addition, there is one cumulative assessment that informs a 5th Grade student's growth in math among the factors used to make recommendations for the 6th Grade.

Barb Fletcher asked if the PARCC and MCAS tests are used to inform instruction and what, if any, value do these tests have. Tricia responded that the data from these tests is studied and used, as it shows what topics are being taught really well and topics that may need further review. The turnaround time in terms of results makes these tests less valuable than they could be. Brad added that although there may not be immediate feedback, the results do help to close the achievement gap.

Middle School:

Rebecca Puolo and Donna Sumner presented the Middle School assessments. Similar to the elementary schools, the Middle School uses the results of the assessments to help with instruction and, in some cases, pre-assessments are given for some units. Depending on grade level, the same types of assessment may be given different names, i.e. a quiz in 8th Grade may be referred to as a check-in for 7th graders. Donna explained some of the differences. Rebecca added that many teachers are shifting from the summative tests to more formative tests, such as the exit tickets and check-ins which allow for shorter and more frequent assessing. Donna noted that summative and formative assessments in PLCs are the same and given on the same schedule no matter the grade level or the teacher.

Brad noted that diagnostic assessments are given to a small group of students in elementary and middle school who are not meeting the benchmarks. One is identified as iReady for the Middle School. Also leveling students into 1, 2 or 3 allows students to push themselves in order to identify which skills they have mastered.

Barb asked if there has been any thought to change the type of assessments taking into consideration the type of learner that the student represents. Tricia responded for the elementary students and Rebecca and Donna responded for the middle school students.

High School:

High School assessments are similar; however, Barbara Coughlin was not able to attend to make the presentation.

Kim Reichelt asked if finals at the High School are necessary and what, if anything, do they contribute to the overall assessments. Brad commented that finals and mid-terms fall under the category of tests.

(c) Presentation by Liz McGonagle, Executive Director of The Education Cooperative (TEC):

Paul commented that TEC is an extraordinary organization of which Wayland is a part as a member district. It services children in many areas, such as special education, technology, and professional development for faculty.

Ms. McGonagle gave a brief overview of the TEC programs and the benefits to member districts. TEC was formed in 1968 and became an independent collaborative in 1980. Its mission is to actively develop and coordinate educational and organizational programs to meet the needs of member communities and their students as educational partners. There are 16 member districts currently.

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TEC supports member districts in many areas, such as cooperative purchasing through TEC bids, discounted tuition rates for Special Education programs, professional networking and job-alike groups, innovative programs and services, collaborative grant opportunities, and custom professional development and consultation. District staff is supported through professional development, licensure programs, teacher leadership, and professional networking and job-alike groups. Finally, students are supported through high quality Special Education programs and services, college and career services, and the TEC Online Academy.

Ms. McGonagle elaborated on several of TEC's offerings and benefits, including the TEC bid process for cooperative purchasing, the TEC Online Academy, the offering to district administrators in Leadership in Blended and Digital Learning, and leadership training in partnership with Boston University. Ms. McGonagle presented the TEC High School in East Walpole, how it became a reality, including its high-quality programs. There are Special Education offerings for students, ages 3-22. Paul added that if Wayland had a student(s) who fit into any one of TEC's programs, a significant amount of money is saved each year, depending on the number of students who are enrolled. There is a TEC Phoenix Academy that serves students in Grades 8-12 and offers a vocational experience for students. After much fundraising, there will be a universally accessible playground constructed beginning in June at the East Walpole site. A brief discussion followed the presentation.

3. **Educational Matters:**

(a) School Choice Discussion, including Timing of Hearing:

Barb explained the process regarding School Choice, beginning with a discussion followed by a Public Hearing at which the School Committee will vote to participate or not in School Choice. The Public Hearing is scheduled for Monday, May 16th.

4. **Financial Matters (taken out of order):**

(a) Update regarding the Claypit Hill School and Loker School Windows Repair Projects:

Jeanne updated the Committee regarding these two projects. The Claypit Hill project is in process and is expected to start on June 21st. The Loker windows repair project is similar to Claypit Hill's; however, MSBA funding has not been approved yet. MSBA did conduct their site visit at Loker. If approved, the Loker project will begin in the summer of 2017.

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

(a) Hear Superintendent's Report, including Curriculum Spotlight #13:

Paul reported that a new school physician, Dr. Marni Roitfarb, will be appointed (distributed resume). Paul thanked our two long-time previous physicians, Dr. Simone Mordas and Dr. Kim Wilson. Paul announced that Mary Beth Sacramone received the Goldin Foundation Award for Excellence at a recent ceremony. Four teachers in total received this award and it is a well-deserved honor. The second annual Ted Talks took place in Wayland and were presented by our students who combined their knowledge and experience in an extraordinary way. Paul thanked everyone who participated, including the teachers and coaches. The Wayland Historical Society made a presentation to a packed audience of our students in Kevin Delaney's class regarding the research that the students did about WWI soldiers who served our country and lived in Wayland. The Wayland Public Schools Foundation recently had a Fiesta fundraiser, which drew huge support. Paul expressed his appreciation for WPSF. Lastly, theatrical students wrote and performed their own work in their play, "Waiting for the Train" with great skill.

Curriculum Spotlight #13 – Grade 2 Sand Dune STEM Project:

Every elementary classroom agrees to and is expected to incorporate three STEM/Steam projects into the curriculum throughout the school year.

The project begins with the engineering design challenge being read to them. In this case, it was a unit on erosion and weathering, particularly the erosion of sand dunes on beaches in Orleans, MA.

The objectives of the project, taken from the standards of the curriculum, is to investigate and understand physical changes on Earth, to realize how wind and water change the land, and to provide a solution to slow or prevent wind and water from changing the shape of the land. The students answer the guiding questions related to the topic, such as thinking about the difference between wind and water erosion, which leads to reflection questions that ask if human activity contributes to erosion and if erosion is harmful.

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As is true in all grade levels, the students develop an engineering design plan that identifies the problem and after exploring the issue, they design and create a solution, try it out, and, if needed, they improve upon their solution. The students work in teams from beginning to end, as Paul described the steps they take in his presentation. A writing component was added at Happy Hollow that covers narrative, opinion and informative styles of writing from a scientist's point of view. Finally, Paul noted the teachers' perspective on this project, which they describe as a shift in teaching and learning.

(b) Discussion of Annual Evaluation of Superintendent, including Dr. Stein's Professional Practice Goal:

Paul commented that he follows certain steps to reach each goal, in this case, the Professional Practice Goal. He referred to the information provided as evidence and key elements related to the goal, which were approved by the School Committee. Paul noted that because there are two months left in the school year, many issues have not yet come to fruition. Paul elaborated on his process regarding the four pieces of evidence that have come to fruition since the beginning of the year.

- Student Feedback from the Tripod Survey – teachers implemented the Tripod Survey and will be continued next year
- Northeastern Study – this study addressed the cultural issues; it focused on the students' experience in the athletic program; working on implementing recommendations
- Instructional Rounds – they are done each year in the classrooms as Professional Development for those administrators who participate; they have a powerful impact each year
- Inservice in February – an educational program to challenge thinking among the entire faculty was presented mid-year

A discussion followed regarding the timing and process of the implementation of the results of the survey.

6. **Financial Matters:**

(a) Review and Possible Approval of the WHS 1:1 MacBook Air Lease Extension for a Fifth Year:

Susan reported that the fifth year extension for the MacBook Air Lease was recommended by Leisha Simon. Although the extension was projected to cost \$96,465, the actual cost is \$83,412 for a savings of \$13,053, which will help with the replacement or repair of these computers. The School Committee reviewed the lease agreement.

Kathie asked about the possibility of a rolling lease program. Paul explained the benefits of leasing the computers, one being the flexibility of being up to date with technology programs.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to approve entering into a fifth year for the leasing of 870 MacBook Airs as presented with the lease agreement tonight and authorizing the Superintendent to sign the lease agreement on behalf of the School Committee.

(b) Review and Possible Approval of Amended Language to the Indirect Cost Allocation Agreement:

Susan noted that Melanson & Heath completed its audit of the end-of-the-year report in April. Two reports were produced and, although not included in the findings, Melanson & Heath has recommended adding amended language to the Indirect Cost Allocation Agreement to provide more specificity in terms of the methodology used to allocate direct retirement costs. Susan provided the edited allocation agreement for the Committee's review, which has also been reviewed by Melanson & Heath and Brian Keveny, Director of Finance. Upon the School Committee's vote, the agreement will be given to the Board of Selectmen for review and authorization.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to approve the revised Town of Wayland Indirect Allocation Agreement for certain municipal expenses, dated April 2016, as presented tonight.

(c) Review and Possible Approval of Invoices from Pinck & Co. related to the Claypit Hill Windows Repair Project:

Jeanne noted that the Permanent Municipal Building Committee approved these invoices at its last meeting.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to approve the Pinck & Co. invoice for \$2,460 for the Claypit Hill windows replacement project as presented tonight.

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(d) Review and Analysis of Budget Process:

The Committee discussed its FY17 budget process for the purpose of gathering feedback in preparation for the FY18 budget process.

Kathie commended the administrators for providing clear and concise budget documents.

Ellen arrived at 8:55 p.m.

Susan recommended that the School Committee have a budget workshop in the fall and invite the community to participate, much like Lexington's process. This would allow the possibility of doing preliminary budget work before Paul presented his FY18 recommended budget. A discussion ensued in this regard, including inviting the Finance Committee and Board of Selectmen to join the conversation well before the Budget Guidelines are implemented. The timing of the Committee's vote to approve the budget was discussed; the budget schedule will be reviewed as well as the Multi-Year Financial Model.

Paul suggested that questions about budgetary matters, such as grants and special revenue funds, not related to the operating budget be presented and discussed in the fall before the budget process begins. Susan expressed her interest in reviewing the town's multi-year projections specifically related to free cash and capital.

Susan and the administrators will discuss what, if anything, they would like to see included or changed during the budget process.

7. **Administrative/Procedural Matters:**

(a) Discussion of Memorandum of Understanding (MOU) between the Wayland School Committee, Wayland Recreation Commission, and the Wayland Board of Public Works:

Paul commented that the Recreation Department, Public Works, the Facilities Department and School Department all worked together to create a process in which there is a forum to consider proposals that would include funding and the consideration of goals within each department in an effort to move forward in a timely manner. This process would also ensure a cycle of completed maintenance and other projects. The Athletic Director will represent the School Department going forward. The School Committee reviewed the MOU for content and language and a few changes were recommended. Paul will bring these changes to the other departments for review.

(b) Review and Discussion of Process for Public Comment:

Based on past public comment sessions and to encourage a civil and respectful environment, Ellen and Kathie are suggesting that the Committee review the policy in place and possibly set some guidelines for public comment in terms of the process. Kathie distributed a list of suggestions to consider going forward that included responding to the public's questions and the timing of Executive Sessions. The Policy Subcommittee will review the current policy. The Committee will discuss further at a future meeting.

(c) Review and Discussion of Hiring New Counsel to Advise regarding Negotiation of Contracts, Labor Matters, and Matters related to the Delivery of Student Services:

Ellen informed the School Committee that School Counsel Gini Tate is retiring at the end of June 2016. A process was discussed in terms of hiring new counsel who has experience with negotiations, labor matters and matters related to student services. Ellen will work with the administrators in this regard and bring recommendations back to the School Committee in terms of the process going forward, including the transition period for ongoing matters.

(d) Discussion and Possible Vote to Appoint a New Member to the Finance Subcommittee:

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to appoint Kathie Steinberg to the Finance Subcommittee.

(e) Discussion of Outstanding Public Records Requests and Open Meeting Law (OML) Matters, including Review and Possible Approval of Responses to Three OML Complaints Filed by George Harris on April 24, 25, and 26, 2016, respectively, Alleging Late Review and Release of Executive Session Minutes, Improper Recess, and Reconvening of Meeting on April 7, 2016, Improper Notice of Executive session under M.G.L. c.30A, §21(a)(3):

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Ellen corrected the filing dates posted regarding the three OML complaints. They are April 20, 22, and 26, 2016, respectively. She updated the Committee about her conversation with George Harris after realizing the error in posting the dates, and he assured Ellen that the error in posting would not be an issue in terms of the Open Meeting Law. Two responses are due before the next meeting of May 16th. Therefore, Ellen will ask for an extension until May 13th, as the Committee will discuss again at its meeting of May 12th. Jeanne distributed the response she drafted to the April 20, 2016 OML complaint.

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

None.

9. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Payroll Warrant, dated April 14, 2016, in the amount of \$1,312,310.09
- Wayland Public Schools Payroll Warrant, dated April 27, 2016, in the amount of \$1,377,324.42
- Wayland Public Schools Accounts Payables Warrant, dated May 2, 2016, in the amount of \$471,910.45

(b) Approval of WHS Trips:

- Approval of WHS Football Camp Trip to Caribou, Maine
- Approval of Model UN Trip

(c) Approval of Minutes:

- Budget Hearing/Regular Session of February 22, 2016
- Regular Session of March 7, 2016
- Special Session of April 11, 2016
- Special Session of April 12, 2016

Kathie asked a question in terms of fundraising for school trips and the related field trip and fundraising forms. A discussion ensued.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda without the Model UN Trip, as presented tonight.

10. **Comments from the Public:**

Stephen Cass addressed Kathie Steinberg's comment about the events that took place on Election Day related to his ability to vote. He gave his account of what he believed to have happened that day. In terms of the School Committee's public statement, he asked them for an apology and a thank you for doing his job as the athletic director. He described some of what he accomplished during his tenure, including the successes of the athletic teams. He commented on the recent trial and statements made at the trial related to the computer that he had in his possession at the time of his arrest. *Ellen interrupted Mr. Cass and asked him to refrain from using individuals' names except for those on the School Committee.* He continued making his statement about how the administration communicated with him when asking for the computer. Mr. Cass commented on the MUNIS system in terms of athletic purchases made. He provided an example of an invoice for items purchased before he arrived in Wayland. He ended by saying that people must be held accountable for their actions.

11. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to convene in Executive Session at 9:58 p.m. to discuss strategy with respect to pending litigation under 42 U.S.C. 1983 and other statutes by John Doe against the Wayland Public Schools and the School Committee, pursuant to M.G.L. c.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, discuss a complaint about an employee and the resolution thereof, pursuant to M.G.L. c.30A, §21(a)(1), such employee having waived procedural rights under subsections (i) – (iv) of that section, discussing strategy related to negotiations with WTA, WESA, Food Service, and Custodians, pursuant to 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 with respect to threatened litigation under Title IX Anti-Retaliation Provisions and M.G.L. c.149, §185, by the Former Athletic Director Stephen Cass against the Wayland Public Schools and the School Committee,

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as permitted by M.G.L. c.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, discussing strategy with respect to pending litigation under 42 U.S.C. 1983 and other statutes by John Doe against the Wayland Public Schools and the School Committee, as permitted by M.G.L. c.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, and reviewing and possible vote to approve minutes from prior executive sessions, as permitted by M.G.L. c. 30A, §22, for the following meetings: March 21, 2016, April 7, 2016 (Sessions 1 and 2), April 12, 2016, April 15, 2016, and April 21, 2016.

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

The School Committee will reconvene in open session for adjournment purposes only.

12. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to adjourn at 11:01 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN and BUZZ
Alice Boelter
Susan Foster
Stephen Cass

Corresponding Documentation:

1. Agenda & Backup Information
2. Spreadsheets regarding Assessment K-12
3. WHS MacBook Air Lease – 5th Year Extension
4. Indirect Cost Allocation Agreement
5. Pinck & Co. Invoice – Claypit Hill Windows Repair Project
6. MOU between Wayland School Committee, Recreation Commission, Board of Public Works
7. Notification of Retirement Letter from School Counsel
8. WHS Trip Request to Camp Caribou, Maine
9. Regular Session Minutes of February 22, 2016
10. Regular Session Minutes of March 7, 2016
11. Special Session Minutes of April 11, 2016
12. Special Session Minutes of April 12, 2016
13. Draft Proposal regarding Public Comment Sessions
14. Draft Response to the April 20, 2016 OML Complaint
15. Resume for Marni N. Roitfarb, M.D.
16. Invoice for Athletic Supplies
17. Executive Session Motion