

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – November 14, 2016

A Regular Meeting of the Wayland School Committee was held on Monday, November 14, 2016, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair  
Barb Fletcher, Vice Chair  
Jeanne Downs  
Kim Reichelt  
Kathie Steinberg

Also:

Paul Stein  
Superintendent

Brad Crozier  
Assistant Superintendent

Marlene Dodyk  
Director of Student Services

Susan Bottan  
Business Administrator

Chair Ellen Grieco convened the regular session at 7:02 P.M.; the meeting is being recorded by WayCAM.

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

There were no comments or written statements from the public.

2. **Educational Matters:**

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

Paul noted that the WHS play "Clue" was a wonderful play in which he played a part, as did a different staff member each night.

For a matter of discussion at a future meeting, Paul informed the School Committee of the "touch point" issues related to the FY18 budget preparation.

- Add a 5<sup>th</sup> grade classroom at Loker
- Review enrollment for the incoming kindergarten class at Claypit Hill
- Possible decrease in enrollment at the middle school; increase at the high school
- Develop an interdisciplinary set of courses that link together with robotics and/or course offerings around engineering, if grant funds are not available
- Increased needs may require more Special Education aides
- Possible savings in facilities
- Review the Edvocate study recommendations
- Possible need for textbooks and teachers' kits for new science standards
- Research new math and ELA assessments to replace GMADE/GRADE assessments
- Cost increase in Special Education legal services
- Cost increase for new bus contract
- New initiative for a phased-in elementary world language immersion program
- FY2017 initiative for a full-time elementary assistant principal and more guidance counselors

*Curriculum Spotlight – Global Read Aloud Project:*

This project began in 2010 connecting classrooms all over the world in over sixty countries through reading via skyping, blogging, Twitter and the use of Padlet. Each year, beginning in October, teachers sign on for six weeks and choose a book for each grade level to read. A presentation was made by Wayland teachers Ms. Ciavarro and Ms. Mattson at the summer Literacy Institute, and one class at Happy Hollow and one at Loker are participating this year. Paul showed a brief video describing the project.

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The goals of this project are as follows:

- Teach reading comprehension
- Motivate kids to read
- Use technology in a transformative manner
- Use reader's notebooks ( write about what is read)
- Expose the positive aspects of social media

3. **Financial Matters:**

(a) Continued Discussion regarding the FY18 Budget Process and Meetings with Various Stakeholders:

The Committee discussed the upcoming meetings in January regarding the FY18 budget process with various community stakeholders, such as the Wayland Children and Parents Association (WCPA), Council on Aging (COA), The Children's Way parents, all Wayland parents and other community residents. Barb distributed a small paragraph for the COA newsletter for the Committee's review.

*Paul revisited his Superintendent's Report:* He informed the School Committee that Athletic Director Heath Rollins will come to the November 28<sup>th</sup> meeting to update the Committee regarding the strides/changes made in the last six months as a result of the Northeastern Study. The Athletic Advisory Committee is meeting on November 30<sup>th</sup>.

(b) Finance Subcommittee Update:

Barb noted that the Finance Subcommittee reviewed the 1<sup>st</sup> Quarter Financial Report and the FY18 Special Revenue Budgets are being provided for the School Committee for its review. This topic will be on the November 28<sup>th</sup> School Committee agenda for possible approval.

As she did for the Finance Subcommittee, Susan updated the School Committee on the school bus parking. She reviewed the steps that have been taken to identify temporary and long-term parking for the buses, which includes a letter prepared and being sent to the Board of Public Works to ask for its consideration to allow the buses to be parked at the former Board of Public Works site on Main Street from July 1, 2017 to June 30, 2018. Meanwhile, Susan is working with Annette Lewis of the WRAP Committee who has identified three possible parcels for bus parking. Susan explained the process that she is pursuing and with whom, and it is possible that the options and costs will be known by the first week of December. Susan also commented that an alternative bus bid was received, and it was confirmed that the cost to park the buses outside of Wayland is about \$300,000 annually.

Finally, the DESE is finalizing its review of Wayland's fiscal procedures, and Wayland was chosen to work with them on their budget analysis and resource allocation pilot. Susan is working with the DESE.

4. **Administrative/Procedural Matters:**

(a) Continued Discussion regarding Superintendent Search Process and Timing, including Selection of Screening Committee:

Based on information from NESDEC regarding the superintendent search, Barb distributed a list of decisions that the School Committee should consider for the search process. The Committee reviewed the timeline of the search and the logistics of the focus groups. On behalf of the School Committee and during this process, Jeanne will be the liaison and Ellen will be the spokesperson. The Committee also reviewed the announcement letter to be put on NESDEC letterhead and some recommended changes were made. A brochure will not be produced.

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to approve that NESDEC will send the invitation letter for the superintendent search as amended.

Advertising for the position will begin on December 2<sup>nd</sup>, thus, the School Committee discussed its options and advertising sources that included Top School Jobs, AASA Job Bulletin, LinkedIn, and Education Week. Jeanne will consult with Art Bettencourt of NESDEC regarding the window of receiving applications and the composition of the focus groups. Focus groups will be led by NESDEC in January, and they will be made up of parents, community members, administrators, support staff, faculty, students, and municipal staff. A discussion ensued in this regard, including the best times of day for each constituency to meet.

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In terms of which municipal staff/leaders of the community will conduct initial interviews, the School Committee would ask the Town Administrator, the Chair of the Board of the Selectmen, the Town Finance Director, a liaison for the Finance Committee and the President of the PTO. Former School Committee members were also recommended. Jeanne will confirm with Art Bettencourt this list and ask him for a list of interview questions.

Known from the last search, Barb reviewed the potential members of the Screening Committee: 3 teachers from the elementary schools, the middle school and high school, 3 parents, a central office administrator and a building principal, and 3 community members. It is questionable if a School Committee member and a municipal representative should serve on the Screening Committee. Marlene provided a list of those who served on the 2010 screening committee. It was noted that an odd number of members is recommended. The Committee discussed the selection process for the screening committee, and Barb described the process that was followed in the last search. Among other questions, Jeanne will ask Art Bettencourt if teachers and administrators must fill out a disclosure form related to the Conflict of Interest Law.

The School Committee will vote to sign the NESDEC Agreement on November 28<sup>th</sup>.

(b) Continued Discussion of Selection Criteria for Peer Towns:

Barb created a slightly different peer town ranking from what Kathie had presented to the School Committee. She commented that she did not include the regionals in her calculations. Barb distributed the rankings and explained how she developed them noting that Bedford and Medfield come in very close to Wayland. A discussion ensued, including the current peer towns and why some are not included in the new peer town list. Kathie noted that ClearGov has a list of peer towns that currently includes Wayland, Sharon, Westwood, Medfield, Hopkinton and Bedford.

Paul commented that he and the administrators used a different process for developing a peer town list, which included Medfield, Belmont, Lexington, Needham, Wellesley, Weston, Westwood, Holliston, Bedford, and Sharon. The state data base was used. Paul and Brad described their process.

Barb and Kathie will work together to finalize Wayland's list of peer towns.

(c) Update and Discussion regarding School Start Times:

Kim informed the School Committee that Wayland Buzz has asked to interview her regarding school start times. The School Committee encouraged Kim to do the interview.

(d) Communications Update and Discussion regarding Possible Future Articles:

Kim will write another article thanking other support organizations, including the Gossels family, the Mary L. Johnson Travelship, and the Katy Lynch Foundation. Susan will review all gift funds to confirm the list. Kim will arrange to meet with the Gossels family.

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

The topic of installing cameras in the school parking lots will be added to the November 28<sup>th</sup> agenda.

6. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated 11/28/2016, in the amount of \$608,999.77
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated 11/28/2016, in the amount of \$11,524.18
- Wayland Public Schools Payroll Warrant, dated 11/23/2016, in the amount of \$1,349,468.01

(b) Approval of METCO Appeal Letter Donations

(c) Approval of Minutes:

- Regular Session of October 17, 2016

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the consent agenda as presented tonight.

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7. **Executive Session**

Upon a motion made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 9:24 p.m. for the purposes of discussing a residency matter, as permitted by M.G.L. c.30A, §21(a)(7) in order to comply with the Massachusetts Student Records Regulations, 603 CMR 23.00; the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; and the Massachusetts Right to Privacy Law, M.G.L. c.214, §1B; and approving minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meeting: October 24, 2016. 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	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

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

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

8. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to adjourn at 9:57 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

**Corresponding Documentation:**

1. Agenda & Backup Information
2. NESDEC Announcement Letter for Superintendent Search
3. Accounts Payables & Payroll Warrants
4. METCO Appeal Letter Donations
5. Draft Peer Town List
6. Regular Minutes of 10-17-2016
7. Executive Session Motion