

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – August 3, 2016

A Special Meeting of the Wayland School Committee was held on Wednesday, August 3, 2016, at 12:30 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

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

Absent:

Kim Reichelt

Also:

Paul Stein
Superintendent

Marlene Dodyk

Director of Student Services

Susan Bottan

Business Administrator

Also:

Mark Lucier, Treasurer
Wayland Boosters

Chair Ellen Grieco convened the special session at 12:33 P.M. and announced that 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. **Discuss, Review Interviews, and Possible Vote to approve and Enter into a Contract with One of the Following Law Firms:**

Murphy, Hesse, Toomey & Lehane, LLP and Stoneman, Chandler & Miller, LLP

While making reference checks, Paul commented that he spoke to several superintendents and noted that the experience between the two law firms is varied and, in most cases, is limited. Marlene reached only one of her colleagues.

Paul reviewed the references he received for the attorneys representing Stoneman, Chandler & Miller – Kay Hodge and Andrea Bell. Among other positive qualities, Kay Hodge is extremely knowledgeable, reliable, a straight shooter and always responsive. Andrea Bell demonstrates many strengths in her representation and is well versed in many domains of the law. In addition to the positive feedback for each attorney, he commented that the third attorney who was not present at the interview, Colby Brunt, was well respected in her field.

Paul then reviewed the references for attorneys from Murphy, Hesse, Toomey & Lehane – Kevin Bresnihan and Mary Ellen Sowyrda. Kevin Bresnihan is measured, thoughtful, listens well, gives good advice, possesses a likeable demeanor and approach, and is trustworthy. He makes himself available when an urgent situation presents itself. Mary Ellen Sowyrda is personable, a good problem solver, is experienced, responsive, knowledgeable, and always available. She has prior knowledge of Wayland and works with a team of Special Education lawyers from the firm.

Ellen briefly reported that she didn't reach as many School Committee members but reached five districts. She didn't receive any substantive responses for Stoneman, Chandler & Miller and had one response from the chair of a peer district in terms of the attorneys with whom they work from Murphy, Hesse, Toomey & Lehane.

A discussion followed regarding the references and information received, including each member's preferences based on this information. There was general consensus that the Committee and administrators would like to consider Mary

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Ellen Sowyrda for Special Education issues. The possibility of using both law firms – one for Special Education and the other for labor and personnel – was raised. Paul commented on the time involved and areas in which Town Counsel is consulted. Ellen expressed her concerns regarding the attorneys' experience surrounding negotiations and their association with the Massachusetts Teachers' Association.

The School Committee will ask Brad Crozier to call his colleagues for additional reference checks for the attorneys in the areas of personnel and negotiations. Susan will notify the law firms that a decision was delayed. Susan will also create a Letter of Agreement.

3. **Approval of Minutes:**

- Regular Session of June 20, 2016
- Special Session of June 27, 2016
- Special Session of July 20, 2016

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted (3-0-1) (Barb abstained) to approve the Regular Session Minutes of June 20, 2016 as amended.

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted (3-0-1) (Kathie abstained) to approve the Special Session Minutes of June 27, 2016 as amended.

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to approve the Special Session Minutes of July 20, 2016 as amended.

4. **Financial Matters:**

(a) Discuss and Potential Vote to Confirm Committee Approval of Non-Union Salary Structure for FY17 for Positions as Listed on the Meeting Notice:

Barb commented that the non-union salaries were approved when the FY17 budget was approved and were recorded in the budget documents. To maintain transparency, the School Committee voted to approve the non-union salaries again and will consider this process going forward.

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to approve the salaries for the non-union personnel for FY17 as included in the meeting notice and as they were presented in the FY17 budget.

A discussion ensued regarding the approval process of non-union salaries.

(b) Discuss and Possible Vote to Enter into a Contract with ClearGov and Approve Funding:

Although the School Committee voted to approve the funding (\$2,250) and enter into a contract with ClearGov at its last meeting, Barb commented that the funding is slightly higher (\$2,625) than was voted. Barb recommended that the Committee authorize Paul Stein to sign the agreement.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve funding of \$2,625 from the FY17 budget to fund the agreement with ClearGov and authorize Paul Stein to sign the agreement all subject to Mark Lanza's review for form.

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

Special Education Staffing:

Paul reported there will be a shift in special education staffing as a result of a shift in new students moving to Wayland and movement out of Wayland. He and Marlene will report further at the August 29th meeting.

6. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to enter executive session at 1:30 p.m. for the purposes of reviewing February 22, 2016 executive session minutes for possible declassification, as permitted by M.G.L. c.30A, §22, and to approve minutes from prior executive session, as permitted by M.G.L. c.30A, §22, for the following minutes: July 25, 2016. A roll call vote was taken as follows:

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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	X	
Barb Fletcher, Vice Chair	X	
Jeanne Downs	X	
Kim Reichelt	absent	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, and Diane Marobella, recording secretary. The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice, including a potential vote to approve the Fiscal Agreement between the Wayland Boosters and the Wayland Public Schools.

Ellen left the meeting at the conclusion of the Executive Session: 1:55 p.m.

7. **Regular Matters (continued)**

(a) Discuss and Potential Vote to Approve Fiscal Agreement between the Wayland Boosters and the Wayland Public Schools:

Barb noted that the Fiscal Sponsor Agreement includes two other documents that do not require School Committee approval – General Funding Request Guidelines and Team Project Funding Guidelines.

Mark Lucier provided a brief overview of this agreement and its purpose. Although the agreement dates back three years, the management of team fund money is significant and involves 17 teams on an aggregate basis. This agreement outlines the process and keeps everyone informed and working together. The agreement clarifies the roles and responsibilities of the Boosters' Board and the fiscal responsibilities of the teams in terms of their fundraising efforts. Town Counsel reviewed the recent changes to the agreement and accepted them with the exception of one. Mark elaborated on the one change and the Boosters Board's final recommendation/decision regarding this change.

A concern was raised regarding some parents making purchases for the teams in terms of a conflict of interest. Susan commented that parents are not reimbursed and noted the instances parents might make small purchases, i.e. food or drink purchases. A discussion ensued and Mark provided more examples of purchases made by parents.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (3-0) to approve the Wayland Boosters Fiscal Sponsor Agreement as presented today.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (3-0) to authorize Ellen Grieco as Chair of the School Committee to sign the Fiscal Sponsor Agreement as presented today.

Mark thanked the School Committee and conveyed Maureen Tillett's appreciation as well. As part of fundraising, Mark commented that Boosters is hoping to purchase a washer/dryer for uniforms.

(b) **Possible Vote to Declassify Executive Session Minutes of February 22, 2016:**

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (3-0) to declassify the Executive Session minutes of February 22, 2016 as amended, as discussed, and as redacted in Executive Session.

8. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (3-0) to adjourn at 2:07 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

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Observers:

Eric Swanke, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. Regular Session Minutes of June 20, 2016
3. Special Session Minutes of June 27, 2016
4. Special Session Minutes of July 20, 2016
5. Wayland Boosters Fiscal Sponsor Agreement

Non-Union Salaried Positions:

Accountant/Analyst
Accounts Payable Specialist
Administrative Assistant to the School Committee
Administrative Assistant to the Assistant Superintendent
Administrative Assistant to the Director of Student Services
Administrative Assistant to the Superintendent
Assistant Principal, Wayland High School
Assistant Principal, Wayland Middle School
Assistant Superintendent
Athletic Director
Athletic Trainer
Board Certified Behavior Analyst
Certified Occupational Therapist
Certified Occupational Therapy Assistants (2)
Computer Technicians (2)
Data Manager
Director of Elementary Curriculum Assessment & Accountability for Humanities
Director of Elementary Curriculum Assessment & Accountability for Math & Science
Director of Student Services
Director of Technology & Accountability
Director of The Children's Way
Director of Wayland School Community Programs
Early Childhood Coordinator
Facilities Manager
Human Resources Director
Network Administrator
Physical Therapists (2)
Principal, Claypit Hill Elementary School
Principal, Happy Hollow Elementary School
Principal, Loker Elementary School
Principal, Wayland High School
Principal, Wayland Middle School
School Business Administrator
Special Education Tutor
Systems Administrators (2)
Transportation Coordinator
Wayland Bus Driver

Grant & Revolving Accounts:

Food Services Director
METCO Administrative Assistant
METCO Bus Monitor
METCO Coordinator (Elementary)
METCO Coordinator (WHS)

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METCO Coordinator (WMS)
METCO Director
Wayland Cares Program Coordinator