

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – December 16, 2013

A Regular Session of the Wayland School Committee was held on Monday, December 16, 2013, at 7:00 P.M. in the Large Hearing Room of the Wayland Town Building.

Present:

Barb Fletcher, Chair
Beth Butler, Vice Chair
Malcolm Astley
Ellen Grieco
Donna Bouchard

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

Barb Fletcher convened the Regular Session at 7:08 p.m. and announced that WayCAM is taping the meeting. Barb reviewed the format of the meeting and announced that a public forum will be held on January 6, 2014. She invited the public to attend the forum or send their comments to the members via phone calls, emails or letters.

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

There were no comments or written statements.

2. **Special Matters:**

(a) Superintendent's Recommended FY15 Budget Presentation:

Paul informed the audience of where the documents pertaining to the budget and the final report of the Elementary Building Use Task Force are located on the website.

During the presentation, Paul reviewed the district-wide goals and the Central Office-Driven Goals, which are supported by the budget. The Maintenance of Effort Budget (MOE), which would offer the same level of services in FY15 as it does in FY14, was reviewed, including what the MOE budget also takes into account – enrollment changes, mandated programs, utility and transportation contracts, and contractual obligations. Built into the budget are an increase in athletic fees for the high school and middle school because that item has been running at a deficit, Special Ed prepay for a portion of next year's tuition costs, and turnover savings from staff exchange.

Paul reviewed the FinCom Allocation Budget, stating that he anticipates an increase in mandated services for ELL (English Language Learners) and Special Education, which would cost the district \$631.00, resulting in a \$342,253 difference between the FinCom Allocation Budget and the Maintenance of Effort Budget. Depending on which budget the School Committee votes, to reach the FinCom Allocation Budget, some reductions to the budget would need to be implemented. Paul reviewed this list of suggested cuts, if needed.

Paul also went over the two initiatives in the budget – STEM (Science, Technology, Engineering, and Math) and the K-5 elementary school reconfiguration. Paul briefly reviewed the K-5 initiative that included the recommended model, buffer zones, and a transition plan. The school reconfiguration includes capital costs for the Loker kitchen and cafeteria renovation, the Happy Hollow cafeteria and art room renovation, and the Happy Hollow nurse's area renovation (funds approved for nurse's area at Town Meeting 2013), for a total of 496,000.

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If the reconfiguration does not occur this year, the Town will still need to spend that level for the capital improvements at Happy Hollow alone. If the K-5 initiative is implemented, Paul stated that there will be additional operating budget costs, which would also include staff and moving expenses for a total of \$594,645.

Paul reviewed the STEM Initiative and its components: 1) build a comprehensive STEM curriculum; 2) expand computer science education with MassCan in partnership with Code.org; 3) leverage online learning; and 4) scale up K-2 math assessment, including using Kathy Richardson's intervention tools/programs. Paul noted that this initiative is supported by the budget, but does not have any additional costs due to the reallocation of current staffing and expense account resources, as well as taking in money from outside funding sources.

The major initiatives not supported by this budget are Full Day Kindergarten, world languages in the elementary schools, and expanded learning time. Paul also commented that the following programs have been partially implemented, but full implementation is not funded in the budget: health and wellness, instructional technology, a comprehensive RTI model, building-based instructional leadership, and fiscal operations.

In summary, the Maintenance of Effort Budget totals \$34,746,527; however, adding the expenses of \$594,645 for the elementary school reconfiguration brings the total requested FY15 budget to \$35,341,172, which represents a 4.04% increase over the FY14 Maintenance of Effort Budget. However, Paul's recommended budget is 5.82% over last year's budget, primarily because of the K-5 initiative.

- (b) Superintendent's Recommended Elementary Schools Reconfiguration Presentation:
During this presentation, Paul reviewed the work of the Elementary Building Use Task Force over the last 16 months, as well as the rationale leading to his recommendation for the K-5 reconfiguration.

Paul noted that there were four major reasons/concerns that a task force was formed: 1) a significant increase in enrollment; 2) the space needs at Happy Hollow for the common spaces; 3) the enrollment at Claypit Hill; and 4) the current model left little room for future flexibility of space for an increase in enrollment or programmatic reasons.

Paul reviewed the charge and the composition of the Task Force, as well as the vast amount of work done and the variables considered over the past 16 months leading up to his recommendation. Defining six options, the Task Force recommended three to the School Committee:

- K-5 (2 classes per grade at Loker, 3 classes per grade at Happy Hollow, and 4 classes per grade at Claypit)
- Lower Elementary (K-1 at Loker School, Grades 2-5 at Happy Hollow and Claypit)
- Upper Elementary

The School Committee further charged the Task Force to review the three recommended options again, even more closely, and to provide the Committee with a written report of their findings. As a result, the Task Force reached a final recommendation of the K-5 model (2-3-4) and the Lower Elementary model.

Looking at the geographic catchment area of enrollment, Paul explained why he chose Loker as the smaller school and not Happy Hollow. Paul also reviewed the rationale behind his decision, the transition issues, and the trade-offs (limitations in FDK slots, uncertainty created by buffer zones, and significant costs) of the K-5 model).

Finally, Paul commented that if the School Committee decides not to act on his recommendation at this time, there are space issues/needs at Happy Hollow that must be addressed now.

Public Comments:

- A parent had a concern about the two classes per grade level at Loker, specifically the equitability of the support available and the PTO involvement; also a concern for kids making friends.
- A parent commented about the 2-3-4 model and the concern that there is a lack of equity amongst the schools. For instance, Claypit's needs are being over supported in this reconfiguration; same taxes, but not the same level of services. A hardship for students when they enter middle school.
- A parent commented that the model further fragments the town and perpetuates the issues in town. Asked that the 3-3-3 model be considered and not limit the decision to the 2-3-4 model.

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- A parent is concerned that this decision is just a band aid and recommended that one school be eliminated, and enlarge the other two schools.
- A parent is a supporter of the 3-3-3 model, but is also concerned about children entering middle school from a small school and believes they will suffer socially and emotionally.
- A parent supports the 2-3-4 model, but understands everyone's point of view. However, there are concerns that Claypit Hill is too big because small schools do have advantages.

At this point, Paul commented that throughout the process, the status quo was no one's preference. He is not dismissing any of the concerns raised as a result of his decision, but given the demographics, the school buildings in place, and the financial constraints, a choice had to be made. Paul noted his appreciation for everyone's comments and concerns and believes they can all be addressed.

- A parent asked what impact the 2-3-4 model has on the diversity of the student body.
- A parent asked about the equity of teacher placement and asked for clarification of why the 3-3-3 model would not work. The sentiment is that the Loker community is going to be at a disadvantage again.
- A parent asked when they will be notified of school placement.
- A parent commented that there is already anxiety in the homes, and because this move affects a small group of families, their voices won't be heard. The belief is that Claypit Hill kids will have social advantages.
- A parent expressed concern about the model at Loker and believes the school will be at a disadvantage regarding the quality of education.
- Tom Sciacca commented that the shortfall in the budget is close to exactly 1% of the overall budget. Tom suggested increasing class size by 1% as an alternative to eliminating programs. He also asked the School Committee to look at sports programs that would improve the health of students by eliminating programs, such as football.

The School Committee asked Paul questions regarding the budget and the elementary school reconfiguration. Some of the issues discussed were salaries and benefits for staff in terms of the budget; the recommended cuts in the schools; the K-1 and 2-5 model supporting the FDK program; initiatives not supported by the budget; the consideration of a K-8 model; identification of buffer zones; transportation, including the bus contract and an increase in the fee; the elimination of extra-curricular clubs at the high school and middle school; identification of school districts; the size of Claypit Hill in terms of classrooms; and building flexibility on the final model. The School Committee thanked Paul, the administrators, and the Task Force for all their hard work.

3. **Educational Matters:**

- (a) Hear Superintendent's Report:
No report given.
- (b) Hear Student's Report:
Sarah will attend an upcoming Student Council meeting and will have more to report at a later time.

Sarah left the meeting at 9:00 p.m.

4. **Financial Matters:**

- (a) Prepare for Meeting with Finance Committee re: FY15 Capital Requests:
Barb commented that the MSBA is opening up a period of time for districts to submit Statement of Interests (SOI) for capital accelerated repair projects.

Claypit Hill Windows and Doors: After meeting with John Moynihan, he recommended to Barb and Paul that the CIP for the Claypit Hill windows and doors be altered and moved into 2015, as the original CIP was split over a two-year period. This would allow him to submit a Statement of Interest (SOI) for MSBA funding for the accelerated repair project. Once approved by the MSBA, the School Committee would have 120 days to secure Town Meeting approval for the funding for the entire project.

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (5-0) to approve the revised Capital Improvement Plan for the Claypit Hill windows and doors.

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Loker & Happy Hollow Floor Tile Replacement: John recommended that the Happy Hollow floor tile replacement now occur during the summer of 2014, given the Superintendent's elementary school reconfiguration recommendation and the location of the Pegasus program next summer at the Middle School. John will postpone the Loker tile replacement project until 2016. A discussion followed regarding the safety of the buildings, the capital costs, and the timing of the repairs, given the recommended budget. As an individual and not a member of the School Committee and based on the capital and operating costs for this year, Donna asked the FinCom members present to consider borrowing money in order to amortize the costs to cover of some of the capital costs.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve the schedule change for the Happy Hollow floor tile replacement.

Malcolm asked that all parties and committees involved coordinate their efforts for the wants and needs of these capital projects in terms of clarity. As noted by Donna, the Permanent Municipal Building Committee is relying on the Facilities Director's recommendations at this time.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to change the CIP for Loker's tile replacement to begin in 2016.

Middle School Window Replacement: As an update, Barb informed the School Committee that per Mark Lanza's recommendation, the money left from the Middle School roof project can possibly be used to replace the windows at the Middle School.

Claypit Hill PA System: Also as an update, the Finance Committee supports repairing the PA system now, but recommended that the School Committee look at the budget for the funds. However, if this causes a hardship to the budget, the FinCom would support the use of reserve funds, but asked that they be notified before moving forward.

Upon a motion duly made by Donna Bouchard, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to support the School Department's repair to the Claypit Hill PA system and looking to the school budget first for funds, and if they experience a hardship in covering those costs to come back to the School Committee in order to approach the Finance Committee to request access to reserve funds.

The issue of school safety in terms of the timing of the repair was discussed.

Loker School Playground: The CIP for the Loker School playground was submitted and did not require any changes.

- (b) Continued Discussion re: Next Steps for the METCO Account:
The School Committee agreed to postpone this discussion until January 6, 2014, as Barb did not have all the information needed in terms of the Committee's options. Also, Mark Lanza recommended that this issue be discussed in Executive Session. This was agreed to by all members.
- (c) Process Update re: School Committee Objective related to Fiscal Management Proposal:
As a result of a conversation among Paul, Ellen and Donna, Ellen requested that this discussion be added to the agenda in early January in terms of how and when to address the issue regarding the long-term issue of revisiting fiscal management policies and procedures. Donna will produce a list of topics related to more immediate short-term financial issues for the next meeting on January 6. The Committee also discussed developing a procedures manual, much like Weston's.
- (d) Discussion of Budget Work Session Schedule with Proposed Agenda Topics and Process for Elementary School Reconfiguration Decision:
The School Committee reviewed the list of topics/areas that will be discussed at each budget work session. The Committee discussed inviting the Elementary Building Use Task Force to a meeting to enhance the Committee's discussion in terms of details of the task force's research. The Committee also discussed the K-5 elementary reconfiguration in terms of the timing of the decision regarding the buffer zones to alleviate the concerns of families and to address the issue of a potential savings. The Committee discussed the process for

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reaching a decision in terms of which model they would support – the Superintendent's recommended K-5 model or another model that had been considered by the task force. However, some members of the School Committee would like to add a third model to their discussion. Paul noted that the K-5 (2-3-4) and Lower Elementary models were clear decisions on the part of the task force. Other suggested topics were the clarification of the proposed K-5 model and how it compares to the past K-5 model and the proposed Loker model as it relates to the assignment of specialists in the schools. The Committee would also like to hear the rationale and reasoning for implementation in FY15 as opposed to FY16.

An e-blast will be sent out to inform the community of Paul's presentation and to provide a Committee budget schedule for the month of January.

The Committee will vote prior to its budget presentation to the Finance Committee on January 21.

- (e) Receive the FY13 End-of-Year Report Submitted to DESE:
Geoff MacDonald summarized the FY13 End-of-Year Report noting that this report is done every year and is based on school expenditures based on all funds received from taxpayers and other sources. It is due at the end of September, but most districts take advantage of the automatic extension to October 31. This report is signed by the Superintendent, Chair of the School Committee, and the town's Finance Director. Geoff commented that the original goal of the report is to link dollars spent in the schools to performance and to get down to a site basis; however, this achievement is yet to be determined. The statistics that come from this report include per pupil costs, average teacher salaries, and net school spending requirements. Also included in the figures are progress payments from the MSBA, which were less in FY13 compared to FY12. Geoff commented that it is difficult to determine OPEB and benefits costs because of the various programs, and he recommended establishing a benchmark in the future. Geoff stated that Wayland received approximately \$5,000,000 from state aid and another \$5,000,000 from local receipts, which are deposited in the revolving accounts for cafeteria, transportation, etc. Grants received in FY13 totaled approximately \$1.4 million. Geoff stated that this report is subject to a Compliance Supplement each year, which is prepared by Melanson & Heath. The FY12 Compliance Supplement was done and submitted by Melanson & Heath.

5. **Procedural/Administrative Matters**

- (a) Discussion of Policies KCD (School Gifts & Fundraising) and DJ (Purchasing):
Donna Bouchard proposed new language for Policies KCD and DJ, for which she used the MASC website and other district's policies as resources. In terms of Policy DJ, Donna proposed that an employee must have the proper approval/authorization before a purchase can be made or he/she would incur the cost personally.

Donna referred to the statutes that regulate gifts stating that they make no exemptions and that all gifts and grants must be accepted by the School Committee, which she said is also cited on all policies on the MASC website. Under the current Policy KCD, she noted that the Wayland School Committee has exempted Wayland-based organizations, such as the PTO, CAPA, Boosters and Wayland Public Schools Foundation from requiring the Committee's approval. Donna is proposing that the gifts from these organizations be formally accepted by the School Committee. She noted Weston's policy of giving the Superintendent the authority of accepting gifts up to \$1,000 and, in turn, he/she authorizes principals to accept individual gifts up to \$100. She proposes the same for Wayland, but added that gifts should be recognized in writing, allowing for these gifts to be added to the agenda for School Committee approval.

The School Committee asked questions in terms of the language Donna is proposing. Paul asked that more information be provided regarding the policies from other school districts. As a first step to address these policy changes, Paul suggested that Geoff provide the correspondence he wrote to the faculty correcting the purchase order process as a result of the Melanson & Heath letter in an effort to assess the current purchase order process that is in place.

As part of the policy revision process by the Policy Subcommittee, Beth asked Donna to list her sources for the language changes that she is proposing.

- (b) Distribute Revised School Committee Protocols:
Barb distributed a draft of the School Committee Protocols that were revised with the changes suggested at the December 12th meeting. The Committee will discuss at a future meeting.

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6. **Consent Agenda:**

- (a) Approval of Payroll Warrant:
 - Wayland Public Schools Payroll warrant, dated 12/12/2013, in the amount of \$1,261,253.06
- (b) Approval of Minutes:
 - Regular Session of November 18, 2013
- (c) Acceptance of Gifts
 - A mini grant from Harvard Pilgrim Health Care Foundation in the amount of \$500 for Impact testing at the Middle School (Grade 7)
 - A donation to the METCO Program from Mary Ann Borkowski in the amount of \$1,500
- (d) Declassification of Executive Session Minutes: (See attached list).

Upon a motion duly made by Donna Bouchard, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve the Consent Agenda, including the November 18, 2013 Regular Session minutes, as amended.

Paul informed the School Committee that there will be one warrant during the month of January per the Finance Department.

7. **Comments from the Public:**

Jennifer Schreiber commented that although she appreciates all the work done by the Task Force, she believes that the 2-3-4 model for the elementary reconfiguration has the potential to do more harm than good. She commented that Loker kids would be at a disadvantage and feels that the 3-3-3 model is better.

8. **Executive Session:**

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the Committee voted unanimously (5-0) to enter Executive Session at 10:16 p.m., as permitted under M.G.L. Chapter 30A, Section 21(a)(3) to discuss strategy with respect to Collective Bargaining for all school unions (WTA, WESA, Custodial and Food Service), including the Q&A document, as such a discussion in open meeting may have a detrimental effect on the bargaining position of the School Committee and Executive Session is necessary to protect the bargaining position of the School Committee, and to review Executive Session minutes of November 18, 2013, pursuant to M.G.L. Chapter 30A Section 22. They will reconvene in Regular 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	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Ellen Grieco	X	
Donna Bouchard	X	

10. **Adjournment:**

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

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:
See attached list.

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Corresponding Documentation:

1. FY15 Budget Book
2. Elementary Building Use Task Force Final Report
3. FY15 CIP – Claypit Hill Door and Window Replacement
4. FY15 CIP – Happy Hollow Floor Tile
5. FY15 CIP – Loker Floor Tile
6. School Committee Budget Work Session Schedule
7. FY13 End-of-Year Report
8. School Committee Policies KCD and DJ
9. Draft School Committee Protocols
10. WPS Payroll Warrant
11. Regular Session Minutes of November 18, 2013
12. Harvard Pilgrim Healthcare Grant Information (gift)
13. METCO Gift Information

Executive Session Minutes Discussed for Declassification (12/16/13):

- January 9, 1995
- January 17, 1995
- January 19, 1995
- March 13, 1995
- March 22, 1995
- April 24, 1995
- June 5, 1995
- June 19, 1995
- September 11, 1995
- March 4, 1996
- March 25, 1996
- April 8, 1996
- April 9, 1996
- April 22, 1996
- June 3, 1996
- June 17, 1996
- July 22, 1996
- September 16, 1996
- October 17, 1996
- November 4, 1996
- December 2, 1996
- February 24, 1997
- March 10, 1997
- April 29, 1997
- May 12, 1997
- June 2, 1997
- June 16, 1997
- June 30, 1997
- July 29, 1997
- October 20, 1997
- November 10, 1997
- November 17, 1997
- November 18, 1997
- December 1, 1997

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- December 15, 1997
- January 28, 1998
- March 9, 1998
- April 27, 1998
- May 18, 1998
- June 8, 1998
- June 22, 1998
- July 27, 1998
- September 28, 1998
- November 16, 1998
- January 4, 1999
- February 23, 1999
- March 10, 1999
- April 13, 1999
- April 26, 1999
- May 24, 1999
- June 7, 1999
- October 25, 1999
- November 1, 1999
- November 15, 1999
- January 3, 2000
- May 15, 2000
- July 24, 2000
- August 28, 2000
- October 10, 2000
- October 23, 2000
- December 4, 2000
- January 8, 2001
- January 22, 2001
- March 12, 2001
- April 9, 2001
- May 8, 2001
- May 14, 2001
- May 23, 2001
- May 28, 2001
- June 4, 2001
- June 18, 2001
- July 16, 2001
- October 22, 2001
- November 5, 2001
- November 19, 2001
- January 7, 2002
- February 11, 2002
- May 13, 2002
- June 3, 2002
- June 17, 2002
- July 15, 2002
- September 23, 2002
- January 6, 2003
- March 10, 2003
- June 5, 2003
- June 16, 2003

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- September 8, 2003
- January 5, 2004
- January 12, 2004
- February 9, 2004
- February 23, 2004
- March 8, 2004
- March 22, 2004
- May 10, 2004
- May 17, 2004
- June 1, 2004
- June 14, 2004
- June 21, 2004
- June 28, 2004
- October 4, 2004
- October 18, 2004
- November 1, 2004
- January 10, 2005
- February 7, 2005
- February 15, 2005
- February 28, 2005
- March 21, 2005
- July 27, 2005
- August 29, 2005 #1
- August 29, 2005 #2
- September 6, 2005
- September 19, 2005
- October 17, 2005
- November 7, 2005
- November 21, 2005
- December 5, 2005
- May 15, 2006
- June 12, 2006 #1
- June 12, 2006 #2
- July 17, 2006
- September 5, 2006
- September 18, 2006
- October 3, 2006
- October 16, 2006
- November 6, 2006
- November 20, 2006
- November 27, 2006
- December 4, 2006
- December 18, 2006