

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – October 6, 2014

A Regular Session of the Wayland School Committee was held on Monday, October 6, 2014, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Malcolm Astley (arrived at 7:06 p.m.)
Donna Bouchard
Jeanne Downs

Also:

Paul Stein
Superintendent of Schools

Brad Crozier
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Susan Bottan
Business Administrator

Also:

Jessica Brodie, Director of Park & Recreation
Brud Wright, Recreation Commission
Frank Krasin, Recreation Commission

Ellen Grieco convened the Regular Session at 7:02 p.m. Ellen announced that due to a personal matter, she will adhere to the time frame of the meeting.

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

Tom Sciacca commented on the proposed new turf field. He said that since the current one was installed in 2007, there have been multiple bacterial hits near the Happy Hollow wells, resulting in the shutdown of one of the wells. Tom pointed out the financial aspect of chlorine injections and water quality issues, since the installation of the field. Within its proposed Protection Plan, Tom noted that the Wellhead Protection Committee recommended that the field not be replaced with another turf field. Tom also commented on the increased rate of injuries on a turf field.

Ellen read a public comment from Margo Melnicove regarding the School Committee's request for reserve funds to pay the Attorney General's fine imposed on the Committee.

Ellen read a public comment from Kent George regarding the School Committee's communication relating to Open Meeting Law complaints and the Committee's request for reserve funds to pay the Attorney General's fine.

Malcolm responded to the letters, as he would like to write something that presents the facts accurately. This will be discussed at the October 20th meeting.

Speaking as a taxpayer, Ellen commented publicly that when she received the email from Kent George, she reached out to him because she disagreed with his comments and views.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – October 6, 2014

2. **Educational Matters:**

(a) Hear Superintendent's Report:

Paul commented that one of the striking effects of the elementary school reconfiguration is that the reconfiguration is only visible to those in the buildings, and is directly related to the reduced number of classrooms per grade in Happy Hollow and Claypit Hill. There are also less people in the cafeteria and other common areas, which contribute to the feeling of having more space. Paul elaborated further on the space issues.

Paul commented on his visits to Nashoba Valley and Minuteman Tech and considers these visits to be helpful in the process begun by the Board of Selectmen. Paul attended the opening of The Education Cooperative's new location, which was quite impressive. He also commented briefly on some of the programs they offer.

(b) Hear Student's Report:

There was no report.

(c) Discuss Goals Related to FY15 Superintendent Evaluation as Recommended by Dr. Stein:

Paul commented that he has given the Committee what he considers to be his four goals and asked the Committee to review them. At a future meeting, Paul will provide the Committee with strategies and benchmarks and welcomes any suggestions from the Committee. The goals are:

- **Student Learning Goal** – to increase the grade level proficiency in ELA and math of students identified as members of “high needs” subgroups, as measured by their performance on district-wide common assessments.
- **District Improvement Goal** – to enhance students' competencies and engagement in STEAM (science, technology, engineering, arts, and mathematics) education as the district formulates a comprehensive STEAM curriculum in conjunction with increased use of instructional technologies.
- **District Improvement Goal** – to successfully, and fully, implement the new state-mandated Educator Evaluation Framework (100% of faculty being evaluated this year)
- **Professional Practice Goal** – to further enhance communication and collaboration with family and community members to support student learning and development, as well as the growth of the district as a whole.

Paul elaborated on his efforts for each goal and why he chose them. For instance, in an effort to make the district a Level 1 district, they will continue to track and cull out the data for all high risk students, as well as taking a closer look at the data for those students who are proficient and advanced throughout their educational journey.

In terms of the Professional Practice Goal, Paul included this community engagement goal in response to the Committee's superintendent evaluation last year. Some of the work Paul will be focusing on is the continuation of the summit's goals and the Claypit Hill principal search. Paul elaborated on the Student Learning Goal. Paul also noted that they are still attempting to get the measuring instrument for the achievement gap functioning properly.

Paul also commented that the State should be developing a translation between the MCAS and PARCC scores. A discussion ensued regarding the district's ability to track special education students in terms of measuring the growth of these students and the district's responsibilities for those students on Individual Educational Plans (IEP).

Malcolm encouraged Paul to continue the summit work and continue to communicate with the community in order to assess the system overall and to build direction towards the larger issues. Ellen suggested a 5-year cycle for prioritization of the needs of the district. Paul responded that identifying the needs and developing the goals of the district is continuous and will think about including phrasing about engaging the community in long-term planning.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – October 6, 2014

Donna recommended forming a task force to identify concrete plans from the information gathered at the summit.

(d) Provide Information Gathered During Breakout Sessions at September 21, 2014 Long Range Planning Summit & Related Discussion:

The School Committee reviewed the information taken from the breakout sessions at the Long-Range Planning Summit. Paul explained how the notes are formatted and categorized and noted that even though the groups focused in on two or three areas, they didn't discuss the information at great lengths. He suggested that the Committee take some time to review the original list more closely and engage in a well vetted discussion at the next meeting and/or retreat. Paul distributed an "impact on student learning/ease of implementation" grid for which he explained the purpose and how the Committee would use it to fill in the extracted information from their individual breakout session lists.

Ellen asked the Committee to bring their completed charts to the meeting on October 20th. Paul also made suggestions for moving forward once the charts are complete, as it will be the Committee's decision to focus on the topmost items and to determine which aspect of this process is administrative and which aspect is a joint community effort.

3. **Financial Matters:**

(a) Hear Business Administrator's Report:

Susan commented that she will be attending the Town Administrator's monthly finance meetings, and the first meeting's discussion was about the FY16 budget guidelines. She will also be having the first department staff meeting with the Finance Department regarding procedures. Susan noted that Wayland has been selected, along with many other districts in the Commonwealth, to have an audit conducted of its MA Teacher Retirement System reporting. KPMG will be conducting this audit and should be completed by the beginning of November.

Donna thanked Susan for her collaborative efforts between the town and the School Department.

(b) Review FY14 End-of-Year Report:

Susan referred to the Massachusetts DESE End-of-Year Report, which is submitted annually and contains very comprehensive data. She briefly reviewed with the Committee the Wayland Public Schools End-of-Year Report (EOYR), which was also shared with the Finance Subcommittee. The Finance Subcommittee made recommendations in terms of the format of the EOYR and in the reporting of the quarterly reports.

Susan reported on the financial results of FY2014. She noted that the district began with an appropriated budget of \$33,397,005 and ended up with a revised budget of \$33,838,687 due to a combined town approved transfer and carryover encumbrances for the prior fiscal year.

Susan also described what she will be reporting in the quarterly reports going forward.

(c) Discussion of School Committee Guidelines and Finance Committee Guidelines for FY16 Budget & Budget Timeline:

Barb referred to the Finance Committee Guidelines and noted that the Finance Committee is asking for level services for FY16 (compared to services provided in FY15). The Finance Committee has also asked that any unmet needs be separated in a separate schedule, which will be confirmed by Carol Martin of the Finance Committee. Barb gave examples of some unmet needs from last year, such as the replacement of teachers' computers.

A discussion ensued in terms of how the budget is developed and the process taken, which was described as a reflection of the district goals and the reallocation of funds in terms of priorities. As noted, the School Committee determines what is needed and necessary for the district, while Paul described how he will approach the budget in terms of his process before presenting his recommended budget to the Committee.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – October 6, 2014

(d) Discussion of Recreation Commission Master Plan, including Possible Turf Field:

Brud Wright commented that the Recreation Commission is working on its Master Plan. Brud reported on the areas that will directly impact the schools, such as two multi-purpose fields – one turf and one grass field. The Recreation Commission targeted certain aspects of its Master Plan, which Brud noted was based on The Gale Report and taking a conservative view. Within that report, Gale recommended four multi-purpose fields. Brud explained that one turf field equates to three grass fields, which is why they are considering one turf and one grass field to be developed. The DPW site is being considered for the turf field. The Nike site and Loker recreation area are also being considered for field development. It has been requested that the artificial turf field be placed near the high school on the JV baseball field.

Brud asked the School Committee to review the information and the report in an effort to report back to the Recreation Commission in terms of their preferences of the plan that would serve the schools' best interests, including pros and cons of the plan. He also asked the Committee to consider whether the JV baseball field would make a better grass field, while still considering the other sites for the turf field or vice versa.

Brud noted that two firms have submitted preliminary prices for both types of fields, grass and turf. Environmental studies have yet to be done for the suggested sites. A discussion ensued in terms of the impact of the wells at the high school and if the study will include statistics regarding injuries on these types of fields, as well as the environmental impact in terms of the placement of the fields and the proposed solar project.

Tom Sciacca commented on the proposed solar project at the High School as it relates to field placement.

Barb noted that she will work with Brud to provide the Gale Reports to the School Committee. Paul will work with the high school staff in terms of determining the pros and cons of the recommended sites. General questions will be sent to Paul, and he in turn will forward them to Jessica Brodie. Brud agreed to work with the appropriate firm to develop cost estimates and an evaluation of conditions for the two suggested sites for the turf field at the DPW and at the High School.

Brud addressed the time frame of this process and the prior cleaning up of the DPW site.

(e) Continued Discussion of FY16 Operating Budget and Capital Requests, including Possible Feasibility Study of Elementary Schools and Possible Special Education Program Review:

As a preliminary discussion, the Finance Subcommittee reviewed this matter and agreed on three action steps in terms of gathering more information. This would involve conversations with Lea Anderson of the former High School Building Committee, the new Public Buildings Director, and the Permanent Municipal Building Committee (PMBC).

Barb asked Jeanne to ask the PMBC to provide its guidance in terms of how to approach this matter and in which direction the School Committee should move toward in this decision-making process for capital improvements for the elementary schools. Donna elaborated on the rationale behind this process.

Special Education Review: As a matter raised by the Finance Subcommittee, and as a result of the last budget cycle in terms of the FinCom guideline, it was suggested to the School Committee that Special Education increases be included in the guideline and a closer review of the program be done to determine ways in which the program can be improved. As examples, the Finance Subcommittee provided reviews done for the Newton and North Reading Special Education programs.

Barb asked the School Committee and Paul and Marlene for their thoughts and opinions regarding a review. Paul asked the Committee to be clear about its expectations regarding a review and also suggested that the Committee seek references for any company that is considered to do the review. Paul also recommended that, if a plan was introduced, it should include the implementation stage. Further, Paul would welcome suggestions on how to serve kids better and how to do it more efficiently.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – October 6, 2014

A discussion ensued regarding the School Committee's goal(s) in terms of a Program Review and how to approach the effort. Marlene added that districts work in many different ways in terms of delivering services to its students. One example would be the RTI support provided in each community. Paul and Marlene cited several components in both regular and special education, such as RTI, that should be considered in such a review.

Donna elaborated on a possible approach whereby the company hired would communicate with the staff in an attempt to craft a report that everyone supports and is eager to implement. Paul suggested that a different model and/or approach could be achieved with a consultant. Paul and Marlene will ask their colleagues to recommend consulting firms and if they have had such a review conducted.

(f) Review and Vote to Approve CIPs for FY16 Capital Requests:

The Finance Subcommittee reviewed the CIPs for the FY16 capital requests that were recommended by John Moynihan. The Finance Subcommittee recommended that the following CIPs be requested for FY16: the furniture at the three elementary schools, the Claypit Hill doors and windows replacement, the middle school window replacement, and the middle school furniture. Due to the unknown status of the assessment of the elementary buildings, the Finance Subcommittee recommended that the remaining CIPs be viewed as placeholders.

Barb and Donna elaborated on the timetable and some of the work that will be done. All will be submitted regardless of their status. The technology CIP was also discussed. As a member of the Technology Task Force (TTF), Tom Sciacca updated the School Committee on the TTF's discussion in terms of the information to be gathered. The technology CIPs will be discussed again at a future meeting once the TTF has completed the work.

Upon a motion duly made by Donna Bouchard, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve and submit the CIPs for FY16 for \$35,000 for Claypit Hill furniture, \$250,000 for the Claypit Hill doors and windows, \$35,000 for Happy Hollow furniture, \$62,100 for Happy Hollow floor tile replacement, \$195,000 for Happy Hollow renovations, \$52,000 for Happy Hollow paving topcoat, \$160,000 for the planning of the Loker doors and windows, \$1.3 million for the construction of Loker doors and windows, \$110,000 for Loker floor tile replacement, \$35,000 for Loker furniture replacement, \$120,000 for phone upgrade for four buildings, \$250,000 for the middle school window replacement, and \$25,000 for the middle school furniture replacement of which the furniture at Loker, Happy Hollow, Claypit Hill and the Middle School, the Claypit Hill doors and windows, and the Middle School window replacement would all go through and that the rest would be submitted as placeholders subject to the outcome of the assessment of the elementary school buildings.

(g) Update regarding the Claypit Hill Windows:

Jeanne informed the School Committee that the contract has been signed for the Feasibility Design Study in the amount of \$46,000, slightly lower than the original contract. Everything will be submitted in time for the January MSBA meeting, staying on schedule for the work to be done next summer. Jeanne elaborated on the timetable, noting that we should have a better sense by the end of December as to whether the capital request submitted for the additional funding required for this project is sufficient.

(h) Vote to Approve Invoice for Pinck & Co. related to the Claypit Hill Windows Repair Project:

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve payment of the invoice from Pinck & Company in the amount of \$4,031.25.

4. **Administrative/Procedural Matters:**

(a) Provide Update regarding Declassification of Executive Session Minutes:

According to the School Committee's policy, Barb noted that she has reviewed all the executive session minutes as of the end of the first quarter of FY2015. She plans to bring back the more recent executive session minutes and the minutes that were impacted by recent OML decisions to the Committee on October 20th for possible declassification.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – October 6, 2014

(b) Discuss Schedule for Preparation & Approval of Minutes:

Ellen noted that the schedule to discuss and approve executive session minutes should be up to date and described the plan moving forward. A discussion ensued regarding the time involved and the work being done by the recording secretary.

It was recommended that during the budget process, Paul consider an adjustment for the recording secretary's compensation.

(c) Review Draft FY15 School Committee Calendar with Topics Included:

Ellen asked the School Committee to review the meeting calendar and send changes/additions to Diane. This calendar will be updated monthly and posted to the website. As of this meeting, the dates for the budget cycle have not been set.

A discussion ensued regarding the timing of the discussion for the superintendent's goals. Ellen reviewed the topics for the October 20th meeting and going forward. Paul described what he will present to the School Committee regarding his goals, such as benchmarks/evidence. The Committee discussed ways in which to incorporate the Committee's summit work and link it to Paul's Professional Practice Goal. Ellen asked Paul to draft a practical goal in this area and the School Committee will review it.

(d) Discussion of Policies regarding Communications with Media:

This agenda item was passed over and turned over to the Policy Subcommittee. The Committee agreed that the Chair should be the only person responding to the media.

(e) Discussion of Wayland School Committee Fine related to Settlement Agreement related to Attorney General's Decision regarding Open Meeting Law Complaints filed by George Harris on June 27, 2013 and Donna Bouchard on July 1, 2013 regarding the June 3, 2013 Executive Session:

Ellen commented that the Finance Committee has discussed and are comfortable in providing the funds for the fine related to the Settlement Agreement. However, the timing and where the funds will come from have not been decided. Ellen noted that one option is for the fine to be paid out of the schools' budget and the Finance Committee will reimburse the School Department. Ellen will follow up with Tom Greenaway regarding the details of the FinCom's discussion. The payment of the fine will be put on the next warrant and will be segregated for signatures.

Jeanne commented that she has received affirmation from the public regarding this process; thus, comments have not been all negative.

(f) Discussion of Fall Forum – Suggested Topics:

The School Committee reviewed topics of discussion at its Fall Forum. Suggestions included discussions about the Common Core and how it is linked to PARCC, a brief presentation by Paul of the FY15 district goals, a quick overview of the long-range planning summit, and the budget timeline. Malcolm also suggested that the forum be left open to any and all discussions generated by the residents in attendance. A communication about the forum will be sent via the List Serve and possibly via other media to the community.

(g) Discuss an Evaluation of Counsel:

Ellen asked the School Committee if they would like to initiate an internal evaluation of legal counsel. The Committee discussed the process and how to approach it. As part of the evaluation and in terms of producing a survey, it was suggested that the attorney's hourly rate be considered, as well as his/her particular areas of strength.

Brad suggested contacting prior School Committee members for any information they could provide when considering law firms; thus, Barb will contact Lea Anderson. Also, each Committee member will draft three evaluation questions to ask those staff members who contact legal counsel (Paul, Brad, Marlene and Susan).

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – October 6, 2014

(h) Distribution and Possible Discussion of FY14 Annual Town Report:

Malcolm informed the School Committee that he sent the schools' FY14 Annual Town Report to Mary Ann DiNapoli. However, revisions could be made until November 1st. The Committee will review the report.

5. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated October 6, 2014, in the amount of \$188,291.22
- Wayland Public Schools Accounts Payables warrant (Student Activities), dated October 6, 2014, in the amount of \$601.74
- Wayland Public Schools Payroll Warrant, dated October 2, 2014, in the amount of \$1,221,527.71

(b) Approval of WHS Trips:

- 8th Grade Geology Trip to New York
- 8th Grade Washington, D.C. Trip
- WHS Sailing Team Trip to Coast Guard Invitational Regatta

(c) Acceptance of Gifts:

- Target Rewards Donation to Wayland High School in the amount of \$359.10

(d) Approval of Minutes:

- Regular Session of August 28, 2014

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the Regular Session Minutes of August 28, 2014, as amended.

6. **Comments from the Public:**

Tom Sciacca commented on the Gale Report submitted by Gale Engineering who was involved in the process for the drainage system for the first turf field at the high school. Given that the system does not work as designed by Gale, Tom questioned why Gale was being put forth again. Also, in Tom's opinion, the grass on the field is not being maintained properly.

Tom commented on the subject of finding efficiencies within the district and offered suggestions in terms of how and where to find them.

7. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to enter Executive Session at 10:03 p.m. for the purposes of reviewing Executive Session minutes with the corresponding documents listed on the meeting notice for declassification, pursuant to M.G.L. c. 30A, §22, to review the revised Executive Session minutes related to Open Meeting Law Complaint filed by George Harris on August 27, 2014 for approval and potential declassification, pursuant to M.G.L. c. 30A, §22, to discuss strategy related to the Open Meeting Law Complaint filed by George Harris on September 15, 2014 related to the January 21, 2014 and January 27, 2014 Executive Session minutes, pursuant to M.G.L. c. 30A, §21(a)(1), approval of minutes pursuant to M.G.L. c. 30A, §22, including the Executive Sessions of August 28, 2014, September 8, 2014, #1 of September 22, 2014, and #2 of September 22, 2014. The School Committee will also discuss a matter that was not reasonably anticipated by the Chair, pursuant to M.G.L. c. 30A, §21(a)(5), which is to investigate charges of criminal misconduct or to discuss the filing of criminal complaints. A roll call vote was taken as follows:

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – October 6, 2014

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|---------------------------|------------|-----------|
| Ellen Grieco, Chair | X | |
| Barb Fletcher, Vice Chair | X | |
| Malcolm Astley | X | |
| Donna Bouchard | X | |
| Jeanne Downs | X | |

The School Committee will be joined by Paul, Superintendent of Schools, Brad Crozier, Assistant Superintendent, Diane Marobella, and Mark Lanza, Town Counsel.

The School Committee will reconvene in Open Session to conduct regular matters as listed on the meeting notice.

Malcolm noted that he would like to discuss future agenda topics and concussions at the meetings on a regular basis.

The School Committee reconvened in Open Session at 11:26 p.m.

The Committee discussed the upcoming Boston parents' meeting and possible format and agenda topics. Paul and Brad will create an activity in terms of the summit topics, such as forming five breakout sessions for the topics that were discussed at the September 21st summit.

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

(a) Possible Vote to Declassify Executive Session Minutes and Corresponding Documents as Discussed in Executive Session and Listed on Meeting Notice:

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to declassify the Executive Session minutes with certain redactions and the corresponding documents as listed on the meeting notice and as discussed in Executive Session.

(b) Approve and Possible Vote to Declassify Revised Executive Session Minutes related to Open Meeting Law Complaint filed by George Harris on August 27, 2014 as Discussed in Executive Session:

This agenda item was tabled, as the School Committee will continue its consideration of these matters; thus, there will be no vote.

(c) Possible Vote to Send Response to Attorney General related to Open Meeting Law Complaint filed by George Harris on September 15, 2014 regarding Executive Session Minutes of January 21, 2014 and January 27, 2014 as discussed in Executive Session:

This agenda item was tabled, as the School Committee will continue its consideration of these matters; thus, there will be no vote.

9. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:33 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN
Amy Simmons, Wayland

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – October 6, 2014

Corresponding Documentation:

1. Agenda & Backup Information
2. Draft Goals for Superintendent's Evaluation 2014-15
3. Impact Chart re: School Committee Summit
4. Summit Break-out Session Notes
5. End-of-Year Summary Report 2012-2014
6. Memo and DESE End-of-Year Report 2014
7. Summary Report (2012-2014) and WPS End-of-Year Report 2014
8. FY16 Budget Guidelines
9. FY16 Budget Timeline
10. Newton Public Schools Special Education Report 2011
11. Walker Proposal from North Reading
12. FY16 Capital Improvement Plans
 - CH Classroom Furniture
 - CH Doors & Windows Replacement
 - HH Classroom Furniture
 - HH Floor Tile
 - HH Paving & Topcoat
 - HH Renovations
 - Loker Classroom Furniture
 - Loker Doors & Windows Replacement
 - Loker Floor Tile
 - MS Window Replacement
 - MS Classroom Furniture
 - Phone Upgrade in Four Buildings
13. Invoice from Pinck & Co. – CH windows
14. Status Chart of OML Complaints
15. FY15 School Committee Meeting Calendar – Draft
16. FY14 Annual Town Report
17. Accounts Payables & Payroll Warrants
18. Memo & Form re: MS Washington D.C. Trip
19. Memo & Form re: MS New York Geology Trip
20. WHS Sailing Team Trip Request
21. Memo re: Target Rewards Donation to WHS
22. Regular Minutes of August 28, 2014
23. Executive Session Motion