

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting/Budget Work Session – January 12, 2015

A Regular Meeting and Budget Work Session of the Wayland School Committee were held on Monday, January 12, 2015, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair  
Barb Fletcher, Vice Chair  
Donna Bouchard  
Jeanne Downs

Absent:

Malcolm Astley

Also:

Paul Stein  
Superintendent

Brad Crozier

Assistant Superintendent

Susan Bottan

Business Administrator

Marlene Dodyk

Director of Student Services

Also:

Ben Keefe, Public Buildings Director  
Gretchen Lutz, Early Childhood Coordinator  
Ilene Lieberman, Out-of-District and ELL Coordinator

Chair Ellen Grieco convened the Regular Session at 7:01 p.m.

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

Matt Aufman noted he had two children in the schools, one with special needs. Upon watching several School Committee meetings, he referred to the comments made by Donna Bouchard regarding the Special Education Program. He, and others, realized there was never a reference made to the quality of the Special Education Program and, in his opinion, the law has been disregarded when certain comments were made. He also believes that Donna lacks a commitment to education, even though laws are in place that require school districts to educate special needs children. Matt related his personal experiences in terms of his children and his “special” daughter. Finally, he urged the Committee to spend the budget on education and not on lawyers.

Joanna Hartunian, a Children’s Way parent, commented that because her child was diagnosed with special needs at age three, they switched preschools and enrolled him at The Children’s Way (TCW). She elaborated on the invaluable support they received regularly from the staff resulting in a successful transitional experience from TCW to Loker School. Without doubt, TCW has met and exceeded their expectations for their children and is a wonderful model for other preschools and the town.

Ellen received several emails, but read 8 into the record regarding the value of The Children’s Way in terms of their individual experiences. (7 senders listed below).

- Olivia and Douglas Kroncke
- Stephanie and Michael Hollander
- Kate Binlayson
- Daria and Christopher Greeley
- Lena and Dave Botwright

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting/Budget Work Session – January 12, 2015

- Nora Bruno
- Clinton and Jamie Nolan

A Children's Way parent commented that inclusion has meant a very successful experience at The Children's Way for all families. She noted that the staff does their job so well and with love and focuses not only on the child, but the whole family. She asked the Committee not to dismantle or change this program in any way, as the long term effects could lead to costing the town more if this program disappeared.

2. **Budget Work Session/Financial Matters:**

(a) Budget Work Session/Financial Matters:

**Review of Budget for Facilities:**

Ben Keefe was present to answer questions from the School Committee.

Ben was asked to comment on the increases in gas and electricity this year. He noted that after the last Town Meeting, contracts with the energy companies were renegotiated in May and June of 2014. Last year's budget did not reflect the unanticipated increases, resulting in a two-year catch up this year of about a 20 to 22% increase for the cost of the utilities. The current contract will expire at the end of FY17. Pat explained the delivery and commodity costs for both gas and electricity, noting that the delivery costs are expected to increase, but the commodity costs stay the same until the contract ends.

In terms of utility costs and the possible installation of solar panels at four town locations, Ben commented that projected cost savings is still being calculated. In his opinion, the solar panels will decrease the amount of the increases, but will not produce enough savings to roll back the budget. A discussion ensued regarding potential savings in terms of building the budget. Ben also explained the monitoring of the "guaranteed" savings for each building related to the ESCO projects, including the timeline related to the budget.

Susan and Ben responded to whether the maintenance budget for FY16 is sufficient, given that the actual budget for FY14 was higher. Susan noted that the decrease is related to a one-time budget expense to support the move and the elementary reconfiguration. Ben noted that his budget from FY15 to FY16 is nearly level and is not sufficient enough. He is working on a detailed maintenance evaluation of all the school buildings in an effort to develop a true long-range plan.

In terms of the custodian staff, the decrease in head custodians' salaries for FY16 and the increase in other custodians' salaries for FY16, Susan noted were caused by staffing exchanges that occurred during this fiscal year. In regard to the research regarding an outsourcing analysis, Ben and Susan are working together and will bring the results of their findings to the Finance Subcommittee in February.

Regarding the possibility of reducing the cost of purchasing custodial supplies, Ben commented that the way in which his department purchases supplies is adequate via state purchase agreements. Susan noted that The Education Cooperative is not always the most cost efficient way to purchase supplies, and Pat Morris is always exploring and researching other pricing options.

Ben commented on the timing of the MSBA process, as well as the bidding process, for the Claypit Hill windows and doors project. He will receive an estimate from the MSBA in the first week of February and will go to bid in November. Ben noted that the middle school windows project is status quo going into town meeting, and the Happy Hollow paving must be done.

In Ben's opinion, the hiring of an HVAC/electrician and general maintenance worker is cost beneficial to the town, rather than outsourcing the work. Also, the salaries for these two positions are budgeted by the school department. Given that Ben's salary is paid by the town and Pat Morris's by the schools, Paul commented that he would like to look into the salary structure for facilities. He would also like to include technology in this discussion.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting/Budget Work Session – January 12, 2015

Ben confirmed that utilities not only includes gas and electricity, but also includes trash removal, water, wastewater, and the wastewater plant.

**Student Services:** Gretchen Lutz and Ilene Lieberman were also present to answer questions.

Marlene thanked the Special Education staff beginning with early education at The Children's Way and including the staff for all grade levels in the schools. Marlene noted that the system is based on inclusion and the philosophy in which the special education programs have been built and continue to do so. She praised the staff's ability to address the needs of all students and their continuous research in terms of trying to find creative ways in addressing the needs of students. Thus, Marlene explained the thought process in developing the special education requests included in the FY16 budget.

Marlene elaborated on the program at the high school that was developed to keep students in district vs. out-of-district placement. She described the students' participation in this public school setting, which is being made possible because of the support in place. Marlene noted that the program has been expanded to make room for three students coming from the middle school. In terms of collaboration with other districts, Weston's out-of-district tuition is projected to increase. She will approach Weston to see if there is an interest in Wayland's program, but wants to be sure that our students' needs are met at this point. Marlene commented that there is a projected tuition savings going forward because of our high school program.

In terms of how the proposed budget supports the ELL students, Marlene commented that Wayland is now in compliance based on the Corrective Action Plan and contingent upon hiring staff this year to meet the needs of about 43 students. Marlene also noted that testing is done in January and the scores are not received in time to prepare for the following year's budget.

Paul added that because Wayland is a low incident community, and due to the state's requirements, the staff has had to increase from 1.8 FTEs to 3.8. Level of proficiency is also a factor in terms of staffing.

In response to the question regarding the increase in the Student Services Director's and The Children's Way Director's salaries, Marlene confirmed that she has given a three-year notice for retirement. Also, Cheryl Fertig is retiring. Marlene noted that the preschool speech and language therapist went from a 0.8 FTE to a 1.0 FTE. Susan explained this position in terms of budget vs. actuals.

Marlene explained the Collaborative tuition increase from FY14 to FY16 and the in-district expenses increase related to testing.

At the request of the School Committee, Marlene, Gretchen Lutz and Cheryl Fertig researched a different way to service children with special needs at the early childhood level and who require a preschool program, while they still maintain a strong belief that the program should be an inclusion model. Currently, the model at The Children's Way (TCW) is approximately 25% special education and 75% regular education, whereas other towns have a 50/50 model. Marlene noted that the cost to educate 18 students who require teaching support is projected to cost \$252,534, which includes tuition (\$147,313) and TA's. There are also associated costs for health insurance, subs, salaries, equipment, and food. Twenty-six students are projected for next year, which does not include those who are being evaluated currently and those who are presently in early intervention.

Marlene described what would be involved to start over in building a new program, i.e. the number of classrooms and staff and the associated costs. Salaries alone would be approximately \$547,338 and food, supplies, equipment and instructional materials total about \$21,306, totaling \$568,644. This total does not include benefits, retrofitting the bathrooms, preschool playground equipment for two schools, additional speech and language time, occupational therapy, physical therapy, and substitutes.

Marlene also described the revenue based on 32 tuition paying students using Weston's tuition rate of \$7,500 per student. As a result, and compared with expenditures for TCW right now, there is a \$75,000 savings, plus 10 benefits packages.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting/Budget Work Session – January 12, 2015

With the exception of Sudbury and Weston, all other peer towns have early childhood centers. Marlene stressed the benefits of having The Children's Way model in the community. Loker School was suggested as being a school that could house the preschool program. Paul responded to this suggestion in terms of classroom space at Loker and the elementary reconfiguration. A discussion ensued.

According to the DESE website, a preschool population does not exist in Wayland because of the existing model. For a better understanding, Gretchen explained that the current model was created in 1986 from a grant and noted that the DESE has sanctioned this model. Marlene commented that based on recent conversations with the DESE, coding is done according to the DESE's recommendations. Also noted was that there are certified special education teachers at TCW, but not part of the Wayland Teachers' Association under the Wayland Public Schools. Marlene added that based on a state-wide study, many districts would love to be able to create the TCW model as their own.

Regarding the SPED Review, Marlene distributed a memo from Dorsey Yearley, a former Director of Special Education and Executive Director of the EDCO Collaborative. Based on the School Committee's recommendation to conduct the review in a two-tiered manner, Dorsey has proposed the parameters of a preliminary SPED Review. She also recommended that she work together with Bob Gass, who has a vast amount of experience in this area. Marlene noted his expertise and leadership roles. The cost is \$750/day for each of them. Marlene commented on the timeline of their availability. Paul commented that this expenditure is possible this year. However, to expense a second stage of this review, it would have to be budgeted for FY16. Susan confirmed that an RFP is not required as the cost would not meet the threshold of \$35,000.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to ask Dorsey Yearley to develop a more detailed proposal for the preliminary work as outlined in the cover letter for this year.

Marlene was asked to describe the process of reallocation of services in terms of the budget. Marlene commented that this process is a "moving target" because situations change all the time. She consults with her staff in estimating the planning for the following year in terms of the possibility of grouping students and pairing teachers. Marlene elaborated on the process for elementary and secondary students. Paul added that contractual services can also determine a shift or reallocation of staff.

(b) Continued Discussion of Budget Drivers, Assumptions, Fees and Funding Sources, and Requests for Information:

The Committee discussed the timeline of receiving the information that Donna was charged with putting together. The information is related to what needs to be done to better understand The Children's Way, the Wayland School Community Programs, and cohorts served, including the obligation. Given the time element, Barb suggested that this information be sent to the administrators. In terms of the Committee's budget discussions, Ellen requested that all necessary information is made available by the end of the week. A discussion ensued.

The administrators are gathering additional benefits information for the Committee. It was noted that resident Annette Lewis informed the Committee and administrators that she had begun this process and took information from the Staff Deployment Report. As requested, she will provide the data for other licensed professionals.

Susan is preparing the Q2 Report for distribution.

(c) Vote to Approve a Contract Award to WhiteWater, Inc., for the Operations & Management Services for the WHS Wastewater Treatment Plant:

Since a contract was not received from WhiteWater, Inc., this agenda item was passed over.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting/Budget Work Session – January 12, 2015

3. **Educational Matters:**

- (a) Discussion regarding Minuteman and a Possible Warrant Article:  
Jeanne updated the Committee regarding her meeting with Tony Boschetto, Gil Wolin, Maryellen Castagno, and Weston and Sudbury representatives to discuss a possible warrant article related to the status of memberships with Minuteman. Jeanne noted that Wayland voted last year to enter into a non-binding intent agreement to withdraw from the membership. Since then, she and Paul visited other vocational schools as viable options. Minuteman is seeking ratification in order to get building funding from the MSBA before the June deadline, and they need 100% support of the 16 member towns to receive funding. Sudbury compiled a detailed cost study comparing memberships with Assabet vs. Nashoba, which the Board of Selectmen used to develop a comparison for Wayland. They are also waiting to receive additional information from the Superintendent of Minuteman. It is expected that the BOS will vote tonight to put the warrant article as a placeholder; the deadline for submission is February 15. The warrant article will allow Wayland to opt out of the membership, while still approving the capital project. As a result of a vote at Town Meeting, Weston has withdrawn.

Paul commented that the Superintendent of Minuteman will send to him an analysis of costs. Still needed is some clarity for the ways in which Special Education is assessed, as well as transportation costs, and capital expenses. Finally, a new state-of-the-art building and the program offerings should also be considered. A discussion ensued regarding how the Committee will proceed in terms of the warrant article.

Brad left the meeting at 9:17 p.m. to report to the Board of Selectmen that the School Committee's does not have an opinion, as they are actively seeking out more information.

4. **Consent Agenda:**

- (a) Accounts Payables & Payroll Warrants:
- Wayland Public Schools Accounts Payables warrant, dated January 12, 2015, in the amount of \$233,685.82
  - Wayland Public Schools Accounts Payables Student Activities warrant, dated January 12, 2015, in the amount of \$32,807.89
  - Wayland Public Schools Payroll warrant, dated January 8, 2015, in the amount of \$1,233,136.79
- (b) Approval of Invoices for the Claypit Hill Windows Repair Project:
- Invoice for Claypit Hill windows project from CGKV Architects, Inc. in the amount of \$6,660.00
  - Invoice for Claypit Hill windows project from CGKV Architects, Inc. in the amount of \$13,406.50
- (c) Acceptance of Gifts
- A donation from the Jon Schwartz of Over the Rainbow Foundation in the amount of \$500.00 to the WHS Water Warriors Club
  - A donation from the Box Tops for Education rewards program in the amount of \$250.00 to the Wayland Middle School
  - A donation from Megan McInerney and Michael Falvey of Boston in the amount of \$250.00 to the Wayland METCO Program.

Barb noted that additional information was received regarding the METCO gift.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to approve the Consent Agenda as provided tonight.

5. **Comments from the Public:**

Carrie Kornish, co-chair of SEPAC, voiced her concern that the School Committee is losing sight of the educational programs in Wayland, as the amount of information that the Committee requests and the number of analyses that are produced does not focus on the education of the students. The Committee is getting bogged down with other matters.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting/Budget Work Session – January 12, 2015

Laura Malnight, co-chair of SEPAC, commented that based on past School Committee meetings, people in town do not want to run for the two vacant seats on the Committee. Although the Committee is appreciated for the work they do, she commented that the number of hours and time spent by the administrators to address the many questions given to them by the Committee is offensive. She praised Marlene and the work she does to serve each child and the taxpayers of Wayland. Wayland is lucky to have her, but noted her sadness that Marlene is retiring.

At 9:20 p.m., Brad reported that the BOS thanks the School Committee for considering the topic of the warrant article. The BOS voted on two placeholders that were similar to last year's placeholders.

Barb left the meeting at 9:26 to make copies of the minutes for executive session.

6. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee entered Executive Session at 9:26 p.m. to receive the executive session minutes from executive session meetings listed on the meeting notice for possible declassification, as permitted by M.G.L. c. 30A, §22. 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	
Malcolm Astley		X	
Donna Bouchard		X	
Jeanne Downs		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 for adjournment purposes only.

7. **Regular Matters:**

- (a) Possible Vote to Declassify Executive Session Minutes as Listed on the Meeting Notice:  
This agenda item was tabled.

8. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 9:36 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Matt Aufman  
Carin Kornish, Co-Chair of SEPAC  
Laura Malnight, Co-Chair of SEPAC

Corresponding Documentation:

1. Agenda & Backup Information
2. Memo from Ben Keefe regarding Award of Contract to WhiteWater for the WHS Wastewater Treatment Plant
3. Invoices from CGKV Architects
4. Request to Approve WHS Gift to the Water Warriors

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting/Budget Work Session – January 12, 2015

5. Request to Approve the WMS Gift
6. Request to Approve the METCO Gift
7. Memo from Dorsey Yearley regarding the Preliminary SPED Review
8. Executive Session Motion