

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – May 11, 2015

A Regular Meeting of the Wayland School Committee was held on Monday, May 11, 2015, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Donna Bouchard
Jeanne Downs
Kathie Steinberg

Absent:

Barb Fletcher

Also:

Paul Stein
Superintendent

Brad Crozier

Assistant Superintendent

Susan Bottan

Business Administrator

Marlene Dodyk

Director of Student Services

Also:

Leisha Simon, Director of Technology & Accountability
Jay Moody, WHS teacher
Kevin Delaney, WHS Social Studies Teacher & Department Head
Peter Curran, WMS art teacher
WHS Student Representatives

Chair Ellen Grieco convened the Regular Session at 7:07 p.m.

1. **Special Matters:**

(a) Joint Meeting with WHS Student Representatives:

The following students met with the School Committee: Ben Verdi, Student Council President; Ben Porter, Senior Class President; Daly Place, President of SADD; Anna Hubbell, Vice President of the Senior Class; and Elizabeth Jenny, Student Leader.

The students shared their positive educational experiences at Wayland High School. The faculty is caring and understands the pressures of the students, thus, they take the time to listen. They all agreed that a mutual respect is formed over the years. The students appreciate the many clubs available providing options to the students, and they believe that the 1:1 laptop initiative is great.

The students shared what they feel could be improved upon. Although some benefited from the competitive academic environment, some felt that too much competition is detrimental, as it can put too much pressure and stress on the students. They believe that programs should be implemented for students as a way of dealing with stress, such as a day off now and then.

The students had mixed opinions on advisories vs. a homeroom setting. Although there are benefits from Advisories, they felt that they are too regulated. They are not as popular as homeroom, which was much more fun. The students felt that if advisories were by grade level, it would create more class unity. The students also recommended changing from advisories to homeroom in senior year.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – May 11, 2015

The students shared their thoughts and opinions about the 1:1 laptop initiative. Having their own laptop does make their life easier; however, too much time is spent looking at a screen; could not be healthy. Although the assignments can be done at their own discretion and when they have time, some believe that too much information is put online, and some homework assignments are not posted in a timely manner. The students also felt that there are advantages and disadvantages to having grades posted online.

Finally, the students all agreed that they are fortunate to be living in Wayland. They believe that small classes are important, and there is too much competitiveness. However, in their opinion, teachers can be the solution to this problem if the students take the time to seek their help.

(b) Introduction of Katy Merrell – The Children’s Way Director as of July 1, 2015:

Brad outlined the administrative hiring process that led to the appointment of Katy Merrell as the next Children’s Way Director. He commented that Katy has had over 20 years in early childhood education and is passionate about supporting these young students, their families and teachers.

Katy also commented on the thorough hiring process and shared her background with the Committee. She spoke about how and why she became an early childhood teacher and the journey that took her to becoming a Director prior to coming to Wayland. Based on research, Katy believes that an early childhood program like The Children’s Way provides enormous benefits for the children as they prepare for elementary and secondary education.

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

Kim Reichelt and Jenny Silverman commented that they are working together regarding information about School Start Times. They noted that their interest peaked because their children have difficulty in getting up in the morning. They related that research shows that school should not start before 8:30 because older children’s brains are wired to go to bed later in the evening, thus, the majority of students get less than 7 hours of sleep. As a result, if students don’t get enough sleep they fall asleep in class, have suicidal tendencies, form risky habits, are more likely to be obese and suffer from diabetes. Kim and Jenny noted that this movement is taking hold in some states, including in Massachusetts towns, such as Sharon, Duxbury, and Nauset. Kim and Jenny commented that Massachusetts Senator Creem has introduced a Senate bill to study School Start Times, and the states of Maine and Maryland are now trying to change legislation in this regard. They asked the Committee to consider looking into earlier start times, and recommended some professionals who could assist the Committee with this process.

Ellen read a public comment from Heather Pineault regarding the revolving funds that some residents want put back in to the town’s operating budget. Heather gave specific examples of money that should not be turned over to the town. She shared an experience regarding a grant she secured for professional development for World Language teachers in Wayland and other districts. Since this professional development was not at the taxpayers’ expense, she disagreed that any balance in the revolving fund should be returned to free cash.

3. **Educational Matters:**

(a) Receive and Hear Presentation of the Technology ACE Report:

Paul commented that the ACE Report is an end-of-the-year report on how the district is doing regarding its HEART goals. The acronym ACE represents: Accomplishments, Challenges, and Exemplars and is an efficient way to organize the information presented related to its goal. Paul explained further and stated that one area will be reported on in each ACE report, and “Maker Spaces” will be tonight’s focus.

Peter Curran (partnered with Sara Ravid and Stacy Reed) worked to develop a MakerSpace at the Middle School. Lacking the room or the staff to develop an independent space, they developed the MakerMobile Concept, a portable cart named The Maker Cart and all made possible from a Wayland Public Schools Foundation (WPSF) Grant and additional support from the PTO. Peter listed the key tools and resources available on the cart, such as, but not limited to, Makey Makey kits, Arduino Boards, Raspberry Pi boards, LEGO Mindstorms, and a LEGO Architecture kit. Peter commented that the cart is hands on, is simplified, and is

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – May 11, 2015

student-centered and he described the concept of building on the understanding of how things work. Peter also described some of the makings and creations made by the students. Teachers can borrow the cart for a particular project or take some of the tools to be used in a classroom. Not only is the cart used for curriculum integration, but a Maker Club has also been formed for students.

Brad commented that the Maker Grant did not come from the traditional STEM subject areas, as Peter is a middle school art teacher and Jay is the entrepreneurial teacher at the high school. Thus, when incorporating these different subject areas, extra life is added to this project.

Jay Moody (together with Kevin Delaney) also received a WPSF grant to create a vision for a MakerSpace for the high school and to study what the benefits would be. Jay noted that two visioning/brainstorming sessions were held with 30 or more in attendance (students, teachers and counselors, administrators, parents WPSF Board and School Committee members, and HMFH architects), as well as MakerSpace experts from Tufts, Newton North High School, etc. Jay described the brainstorming sessions and what they hoped to accomplish. He also described some of his work with students in terms of finding solutions to a particular problem and building something to solve the problem, such as finding a way to transport a backpack that is too heavy.

Jay noted that the Visioning Sessions resulted in broad-based enthusiastic support, the selection of a makerspace in the graphics lab in the Academic Building, and the creation of a new makerspace-centered course – Creativity, Problem Solving, and Invention (CPSI). Jay explained the Pencil Vending Project, which was done in his entrepreneurship class where the students developed a pencil vending machine to solve the problem of lost pencils. The students also worked on different delivery mechanisms for the pencils. Finally, Jay commented that the MakerSpace concept adds a very different dimension to education. Jay answered questions from the School Committee.

(b) Superintendent's Report:

Paul attended an outstanding program about a past Wayland resident, Jessica Henderson, and sponsored by the Historical Society. Paul noted that Kevin Delaney's WHS history class did a history project regarding Ms. Henderson's life, and the students presented at this program.

Paul informed the Committee that a school delegation of administrators and teachers from Abu Dhabi visited Wayland, as they wanted to learn how Wayland addresses STEM subjects. They met with staff from Loker, the Middle School, the High School, and Central Office. Suggestions were made by the Abu Dhabi staff that an exchange program between the two schools be implemented.

The Florence Adler Walk/Run METCO fundraiser was a positive uplifting experience and festive day. Paul also attended a program at which TEDx talks were conducted and organized by a group from Wayland. There were 13 students from the middle and high schools who gave a TEDx talk on a variety of inspirational subjects, which he named. Paul encouraged everyone to view the talks online, as he felt this was an amazing event. Paul noted the guidelines in terms of participation.

(c) Technology Spotlight #11 – Read&Write for Google Docs and LearningAlly:

Read&Write for Google Docs is a software program, particularly helpful to students with special needs. As a text to speech and speech to text tool, it is useful for students with dyslexia, ELL students, as well as other learning disabilities. The software enables students who struggle with reading and writing to show what they know and gives them independent access to their learning. Revisions can be done independently and easily by the students and encourages good study habits. Paul reviewed the features of Read&Write for Google Docs and walked through an example of how to use this software program, adding that the students can sort notes by colors in terms of organization. Voice can also be used to dictate on a page for the purposes of typing.

LearningAlly is an audio book program that is funded through a state grant for about 40 students. The program was originally created to assist visually impaired students and dyslexic students. There are over

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – May 11, 2015

80,000 books in the audio library and students can use any personal computer (not Chromebooks) or a smart phone. Teachers can track students' progress, including the books and genres they are reading and the amount of time spent reading on a given night. The program also directs students to the appropriate grade-level reading material. Finally, Paul showed a short video about students' experience with LearningAlly.

(d) Discussion regarding Student Reporting:

This agenda item was passed over.

(e) Discussion regarding School Start Times:

Ellen asked the Committee members and Paul if they would like to pursue the issue of changing school start times. Paul commented that from a research perspective, it would be better for kids, but from a practical side, especially when proposals are presented, there is much pushback because of after school schedules, religious activities, morning routines, and transportation costs. A discussion ensued.

The Committee is open to entertaining this issue, but feel that actual community support is needed. Donna suggested that the School Committee appoint an Advisory Group to research this issue. It was also suggested that a regional agreement be put in place because of schedule demands.

4. **Financial Matters:**

(a) Review FY15 Q3 Financial Report:

Susan reviewed the third quarter FY15 Financial Report with the School Committee. Susan noted that the district is expected to meet all obligations, including \$39,871 of unpaid invoices from the prior fiscal year that were voted to be paid at Town Meeting.

A year-end balance is projected to be approximately \$101,000 based on information through the end of March. There have been savings in staff exchange, due to unanticipated retirements, and although money was budgeted for degree reimbursements, some of that money was not issued. Susan explained why the substitute budget was over budget. She addressed the non-personnel expenses and commented that the transportation and utility costs are high; thus, these deficits are being addressed. Susan anticipates that \$200,000 will be set aside for the end-of-the-year SPED prepayment.

Susan pointed out indirect and direct cost allocations that were agreed to by the Finance Subcommittee in the areas of Full Day Kindergarten and WSCP programs. She explained and will provide a separate spreadsheet for the Committee in this regard. A discussion ensued about the projected year-end balance, the tracking of savings for utilities being done by Ben Keefe, and Food Service's ability to make its FY14 fringe payment.

(b) Discuss Possible Options to Fund Legal Counsel to Clarify Underlying Statutes for Certain School Revolving Accounts:

Ellen updated the Committee regarding available options to retain legal counsel to clarify underlying statutes (71:71E) for certain school revolving accounts related to a recent letter received by George Harris. She informed the Committee that the Board of Selectmen will vote at its meeting tonight if they want to join the School Committee in this endeavor.

Ellen noted that Jim Toomey's rate is \$235/hr., but the total amount will depend on the scope of the charge and the amount of time spent in this regard. A discussion ensued regarding the options available in terms of funding for this legal expense, including funds from the revolving accounts in question. Susan commented that the Business Office has \$5,000 available from unspent auditing funds available.

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted (3-1) (Donna opposed) to approve spending up to \$5,000 of the school budget money to defray legal expenses related to statutory authorization of the revolving accounts and to be shared with the Board of Selectmen.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – May 11, 2015

Donna requested a report from Susan for May 26th noting FY15 revenues that have been collected by 10 fee-based programs, including The Children's Way, and whether or not FY15 expenses are exceeding FY15 revenues.

(c) Review Revised Basis for Allocation of Direct and Indirect Expenses Document for Wayland School Community Programs, including Full Day Kindergarten:

Donna commented that this topic was discussed at the last Finance Subcommittee meeting; however, Susan was not present. Donna noted that Barb recommended that the School Committee engage in a philosophical discussion regarding the basis for allocation of direct and indirect expenses for Wayland School Community Programs and Full Day Kindergarten. Kathie commented that Barb also recommended that a past cost allocation report done by Gail Zemen be used as a starting point.

Kathie referred to a 2005 opinion regarding the allocation of direct and indirect expenses written by Kathleen Caleery of the Municipal Tax Bureau. She will forward it to the Committee. This topic will be discussed again on May 26th.

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

Jeanne commented that the invoice from Pinck & Co. was approved by the Permanent Municipal Building Committee.

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the Pinck & Co. invoice in the amount of \$1,162.50 in conjunction with the Claypit Hill Windows Project.

(e) Continued Review of Draft Guidelines and Policy related to Advertising on School Property:

Paul noted the changes in the policy related to Advertising on School Property, including unacceptable restrictions to the policy.

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to adopt the policy titled Advertising on School Grounds and School Property, and through School Publications.

(f) Discuss a Possible Annual Financial Summit to be Held in the Fall:

This agenda item was passed over.

(g) Provide Finance Subcommittee Update:

Donna updated the School Committee in terms of the work being done by the Finance Subcommittee. The Subcommittee discussed revolving accounts and grants in relation to Gail Zemen's report; this information will be reviewed at the next meeting. Barb reviewed prior WSCP indirect and direct cost allocations, and program appropriations will be reviewed further. Also discussed was the fee-based policy in terms of deficits and whose responsibility it is to cover deficits, should they occur; budgets for the revolving funds; the cost allocation agreement for retirees; and the third quarter financial report.

5. **Administrative/Procedural Matters:**

(a) Continued Discussion of Superintendent's Evaluation and Provide Feedback to Dr. Stein on the District Improvement Goal (STEAM):

The School Committee continued its discussion of the Superintendent's evaluation and provided feedback to Dr. Stein regarding the District Improvement Goal related to STEAM. Some of the positive feedback included the quality of information included in the ACE Reports and Paul's knowledge, understanding and presentation of the Technology Spotlights.

Kathie asked about a qualitative assessment of evidence in terms of Paul's meetings with faculty and staff, citing some examples. A discussion ensued in terms of what the evaluation instrument dictates and how to quantify the information given in the evidence. Paul replied that the evidence, including the ACE

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – May 11, 2015

Reports, describes a significant amount of progress made, given the broad-based goals. STEAM initiatives were discussed in terms of peer towns vs. the strength of STEAM in Wayland. Paul commented that some districts are similar, for example Burlington, but doesn't believe that many participate in the 1:1 laptop initiative 6-12, which puts Wayland ahead of the curve in terms of available opportunities and projects K-12. Paul and Brad described some of the projects in the schools.

Paul identified better professional development in terms of allowing the time to work on projects and teacher collaboration to be a limited resource related to the STEAM initiative.

(b) Discussion of Meeting Schedule and Future Agenda Items:

- School Calendar: (passed over)
- Schedule of Meetings for May/June (including Summit Meeting, OML Training, and the 5/18 Finance Committee Meeting):
Ellen informed the Committee that she cannot attend the OML training on May 21st and has approached George Harris about doing a separate training for the School Committee. Members who cannot attend on May 21st will view the training session online.

The Committee agreed to hold a special Summit follow-up meeting on May 20th.

Ellen noted that the Chair of the Finance Committee wanted to have a general discussion, possibly on May 18th, regarding the handling of fee-based funds and taxpayer funds at one of its meetings. Ellen has not followed up on this, but if School Committee members wanted to attend, a meeting would have to be posted.

- Future Agenda Topics:
 - Goals for next year (5/26)
 - Review current year's budget process (6/8)

8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated May 11, 2015, in the amount of \$525,178.53
- Wayland Public Schools Payroll warrant, dated April 30, 2015, in the amount of \$1,335,467.32

(b) Approval of Minutes:

- Regular Session of February 10, 2015
- Special Session of April 6, 2015
- Special Session of April 7, 2015
- Special Session of April 8, 2015
- Special Session of April 13, 2015

(c) Approval of Trips:

- WHS Music Trip to New York

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to approve the Consent Agenda with the amended minutes of February 10, 2015.

9. **Comments from the Public:**

Tom Sciacca commented on Kevin Delaney's presentation to the Historical Society regarding Jessica Henderson. Tom noted that Kevin teaches critical thinking, creativity, and research methods, and the work he did was equivalent to a doctoral dissertation. In Tom's opinion, this project would not have been possible without the 1:1 laptop initiative, as education reaches another level with the help of technology. Tom also informed the audience that Kevin Delaney was named the High School History Teacher of the Year.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – May 11, 2015

10. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to enter Executive Session at 11:12 p.m. for the purpose of discussing strategy with respect to collective bargaining with the custodians, as permitted by M.G.L. c. 30A, §21(a)(3), as such discussion in open meeting may have a detrimental effect on the bargaining position of the School Committee and an Executive Session is necessary to protect the bargaining position of the School Committee, discussing strategy related to George Harris’s Open Meeting Law complaints of February 28, 2014 and October 20, 2014 and the decision of the Attorney General regarding those complaints, including potential review of Executive Session minutes referenced therein for revision and declassification, pursuant to M.G.L. c. 30A, §21(a)(1) and M.G.L. c. 30A, §22, discussing strategy related to George Harris’s Open Meeting Law Complaint of November 10, 2014 and decision of the Attorney General regarding that complaint, including potential review of Executive Session minutes referenced therein for revision and declassification, pursuant to M.G.L. c. 30A, §21(a)(1) and M.G.L. c. 30A, §22, and approving minutes from prior Executive Sessions, as permitted by M.G.L. c. 30A, §22 for the following meetings: April 6, 2015 and April 27, 2015. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	X	
Barb Fletcher (absent)		
Donna Bouchard	X	
Jeanne Downs	X	
Kathie Steinberg	X	

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

The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice.

11. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 11:43 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Kim Reichelt, Wayland
Jenny Silberman, Wayland
Tom Sciacca, WVN

Corresponding Documentation:

1. Agenda & Backup Information
2. Information regarding School Start Times
3. Technology ACE Report
4. Q3 Financial Report for Finance Subcommittee regarding Revolving Accounts
5. Overview of the Q3 Financial Report
6. Q3 Financial Report for the School Committee
7. Invoice from Pinck & Co. for the Claypit Hill Windows Project
8. Policy regarding Advertising on School Property
9. Cost Allocation Recommendations in 2012 by Gail Zemen

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – May 11, 2015

10. Accounts Payables & Payroll Warrants
11. Regular Session Minutes of February 10, 2015
12. Special Session Minutes of April 6, 2015
13. Special Session Minutes of April 7, 2015
14. Special Session Minutes of April 8, 2015
15. Special Session Minutes of April 13, 2015
16. Request for WHS Trip to New York
17. Executive Session Motion