

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – August 29, 2016

A Regular Meeting of the Wayland School Committee was held on Monday, August 29, 2016, at 6:30 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

- Ellen Grieco, Chair (arrived at 6:35 p.m.)
- Barb Fletcher, Vice Chair
- Jeanne Downs
- Kim Reichelt
- Kathie Steinberg

Also:

- Paul Stein
- Superintendent

Brad Crozier

Assistant Superintendent

Also:

- Ben Keefe
- Public Buildings Director

Vice Chair Barb Fletcher convened the regular session at 6:32 P.M. She stated that the School Committee will join the Finance Committee in the Selectmen’s Meeting Room for a joint Executive Session as noted on the meeting notice.

1. **Executive Session/Joint Meeting with Finance Committee:**

Upon a motion made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 6:47 p.m. for the purposes of discussing strategy with respect to health insurance and successor bargaining in regards to the AFSME Clerical Union, the AFSCME Professional Union, the Teamsters, the Library Association, the Police Union, the Fire Union, the Wayland Teachers Association, Wayland Educational Secretarial Association, the School Custodians Union and the Food Service Association, 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. 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 | |
| Jeanne Downs | X | |
| Kim Reichelt | X | |
| Kathie Steinberg | X | |

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, and Diane Marobella, recording secretary, as well as members of the Finance Committee and John Senchyshyn, Asst. Town Administrator and HR Director, Nan Balmer, Town Administrator, Brian Keveny, Finance Director, and Donna Lemoyne, Town Benefits Manager.

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

The School reconvened in open session in the School Committee Room at 7:22 p.m.

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

Tom Sciacca commented on cost containment and spending as they relate to the budget going forward. He specifically referred to teachers’ salaries in Wayland compared to schools all over the world, which he has visited in his travels. Tom believes that excellent teachers can be hired at a lower pay rate.

Chris Maietta distributed information stemming from an organization in Utah regarding past practices of Race to the Top and common core standards as they relate to testing in schools and how it could potentially increase “data mining” of children without parental consent. He noted that, according to this information, there could be 25 different

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tests given in a class of 25 students based on many factors, including race and income levels. He referred to a website that is receiving public comments regarding this issue until September 9, 2016. He conveyed his concerns to the Committee and would like to come up with a way to address these issues and to determine the validity of the information. Ellen will meet with him and the Superintendent to discuss his concerns at a future time.

3. **Financial Matters (taken out of order):**

(a) Discussion regarding the MSBA Initial Compliance Certification for the Loker Elementary Accelerated Repair Project and Possible Vote to Authorize the Chair to Sign this Document:

Ben Keefe updated the School Committee on the administrative process for the MSBA Initial Compliance Certification for the Loker Elementary School window and door project, which is the same process and the same set of rules that applied to the Claypit Hill Windows/MSBA Accelerated Repair Project. Ben confirmed Wayland is in compliance with the rules. Once the Certification is signed, it notifies the MSBA that Wayland wants to start the process, and when the Final Funding Agreement is approved, a commitment will be made to the MSBA.

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to authorize the Superintendent of Schools and the Chair of the School Committee to sign the MSBA Initial Compliance Certification for the Loker Elementary School Accelerated Repair Project as provided tonight.

4. **Educational Matters:**

(a) Hear Superintendent's Report:

Paul distributed his FY18 District-wide Goals and goals statements that were developed by the Administrative Council. The School Committee will vote to accept these goals on September 6th.

Paul reported on the work that was done at the recent Administrative Retreat, such as teaching citizenship within the district and facilitated by Jake Montweiler, the Middle School Curriculum Leader. Other areas included the goals, parent communication, and emotional intelligence.

Paul encouraged the Committee members to begin their liaisons with each school. The process was discussed, including how each member can assist the schools. Kim recently visited Happy Hollow Elementary School and shared her experience and visit to the school at the end of the 2015-2016 school year.

Paul referred to the Boston Magazine "Best High Schools" which named Wayland High School as #4 in the state. He commented on the data used to develop this list of high schools and noted that being in the top 20 is more important than a single ranking.

Paul commented that the staff gathered this morning to begin the new year with much enthusiasm and energy. This year's staff includes 21 new teachers and administrators and many new teacher assistants.

(b) Report on and Discussion of Student Data Privacy Initiative:

Jeanne updated the School Committee on the work in progress regarding the Student Data Privacy Initiative. She noted that Leisha Simon and Bethann Monahan worked on three tasks over the summer: 1) begin to secure the signatures of the software vendors on the Student Data Privacy Agreement; 2) continue to educate the staff about student data privacy; and 3) communicate with the parents about the Student Data Privacy Initiative.

Of all the school vendors, currently four have signed the agreement and one is in the process. Since this process is moving slower than expected, a staff member will work with the vendors to expedite this process beginning September 12th. Paul described the difficulty in the process thus far, including what could happen if the vendors do not sign the contract. Paul noted that a letter will be sent to parents once most vendors sign off on the agreement, possibly in mid-October.

Barb left the meeting at 7:48 p.m.; returned at 7:50 p.m.

5. **Financial Matters (continued):**

(a) Update regarding a Shift in Staffing Due to Special Education Needs of Incoming and Outgoing Students:
This agenda was passed over until September 6th.

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(b) Continued Discussion and Review of Selection Criteria for School Peer Analysis:

Barb commented that the Finance Subcommittee had nothing new to report regarding the selection criteria for school peer analysis. In an effort to work in conjunction with ClearGov in this regard, Kim updated the School Committee regarding a meeting with ClearGov for which she participated by remote. Susan Bottan attended the meeting. She commented on ClearGov's process for its website, including ClearGov's process based on what they consider to be important criteria for choosing its peer towns. Their intent is to provide the users with a wide variety of filters. A discussion ensued regarding the process going forward in terms of choosing peer towns. Barb noted that the overarching goal is for the School Committee to agree on a set of peer towns before union negotiations commence.

(c) Discussion of Revenue Fund Expenses and Cost Allocation Methodologies:

Kathie asked to continue this discussion before the budget process begins regarding allocating indirect costs to the budgets of the Wayland School Community Programs' (WSCP), including BASE, Pegasus and Full Day Kindergarten.

Kathie explained the rationale and expressed her concerns regarding cost allocations for the revenue funds, such as WSCP, in terms of being equitable. She used the building heating costs, custodial salaries, and benefits expenses as examples and whether they are considered program fees. This discussion will continue later in the meeting.

At 8:05 p.m., the School Committee joined the Finance Committee in the Selectmen's Meeting Room.

6. **Joint Meeting with Finance Committee (in Selectmen's Meeting Room):**

(a) Review FY18 Budget Guideline, Recommendation and Five-Year Projection with Town Administrator, Treasurer/Collector, Finance Director and Finance Committee:

Nan Balmer, Town Administrator, presented the Town of Wayland's Considerations for FY18 Budget Planning as a starting point for budget discussions. The School Committee listened to and observed the presentation.

The School Committee reconvened at 9:05 p.m. in the School Committee Room.

7. **Financial Matters (continued):**

(a) Continued Discussion of Revenue Fund Expenses and Cost Allocation Methodologies:

The School Committee resumed its discussion regarding revenue fund expenses and cost allocation methodologies. Barb responded to an earlier question regarding the WSCP account balances and the cost allocation recommendations made by Pat Keefe. She noted that the Finance Subcommittee met with Pat Keefe and Katy Merrell regarding their FY18 budgets, and they will come before the School Committee in early October to present their budgets. This topic will be added to the September 6th agenda for further discussion, including the review of the cost allocation methodologies for these programs. Paul added that any change in the cost allocation formula will have a direct impact on his recommended budget. Kathie will work with Susan to identify the areas in which she has the most concerns.

(b) Finance Subcommittee Update:

Barb updated the School Committee regarding the work of the Finance Subcommittee. The Subcommittee continues to review and refine the Financial Model, conducted discussions with Pat Keefe and Katy Merrell regarding their major budget drivers for FY18, met with Ben Keefe to review outstanding capital projects and provided draft CIPs for FY18, and reviewed the Year-End Report for support organizations. She noted the generous contributions the support organizations make each year.

Jeanne commented that the support organizations, including the Boston Parents Council, are moving forward according to the School Committee's policies and procedures. Kim will write an article about these organizations and their work with the Wayland Public Schools.

Susan updated the Finance Subcommittee regarding the work that Jonathan Ledwick is doing regarding custodial services. The School Committee will invite Mr. Ledwick to an October meeting to review his report. He has recommended that a night custodial supervisor be hired.

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8. **Administrative/Procedural Matters:**

- (a) Discussion and Possible Vote to Approve and Enter into a Contract with either Murphy, Hesse, Toomey & Lehane, LLP or Stoneman, Chandler & Miller, LLP:
Brad had no information to add regarding his reference checks that was different from the report Paul gave the Committee at its last meeting. The Committee continued to discuss the selection process. Ellen will follow up with Mr. Bresnahan to ask about the firm's expertise in the 3 or 4 areas where Wayland will most likely ask for legal assistance.

The selection process to engage a law firm was discussed, including distributing the standard agreement to the Committee in advance of its next meeting.

- (b) Continued Discussion regarding Process to Appoint School Committee Representative to the Audit Committee:
Barb updated the School Committee on the applications received thus far in this process. The School Committee will schedule interviews at the September 19th meeting.
- (c) Update regarding the Library Proposal and Potential Impact on the Middle School:
Kathie updated the School Committee on the proposed library project in terms of the driveway leading to the Middle School and the adjacent land on which the School Committee is considering parking the school buses. Paul updated the Committee on the meeting he recently attended regarding the library proposal, where the impact on the teen area and the Middle School parking were discussed. A discussion ensued in terms of alternate locations for the buses and the possible financial impact to the school budget, depending on where the buses would be parked. An estimated cost of \$382,000 to park buses outside of Wayland was quoted. Conceptual drawings for the library will be drafted as recommended by the Permanent Municipal Building Committee. Paul plans to hear from the architects as to whether there is a concept for bus parking in this area. He will follow up with the Committee.
- (d) Preliminary Discussion regarding the 2016 Annual Town Report:
Jeanne will draft the 2016 Annual Town Report and bring it to the September 19th meeting for the Committee's review.
- (e) Discussion and Possible Vote to Approve Response to George Harris's Open Meeting Complaint dated April 26, 2016, Alleging Improper Notice of Executive Session under M.G.L. c.30A, §21(a)(3), and dated May 23, 2016, Alleging Failure to Timely Respond to Complaint, Failure to Provide Sufficient Information to the Public in its Meeting Notice and Verbal Statement and Failure to Announce its Public Statement in Open Session:
This agenda topic will be discussed as part of the following agenda topic (8a).
- (f) Continued Discussion of Executive Session Minutes requested by George Harris in his Request of August 22, 2016, pursuant to M.G.L. c.30A, §22:
Ellen commented that she had a conversation with George Harris regarding this public records request of August 22, 2016 to clarify his request. Mr. Harris is asking about all executive session minutes that have been held since 1995. He requests that the Committee review the minutes that haven't been released to determine if past redactions are still necessary. Barb will review these minutes again per Mr. Harris's request. She will confirm her findings and a response will be sent to Mr. Harris. A discussion ensued in this regard.

Upon a motion duly made by Kim Reichelt, seconded by Ellen Grieco, the School Committee voted to give authority to Ellen Grieco and Barb Fletcher to write a letter and send it to George Harris in response to his August 22, 2016 public records request.

- (g) Communications Update and Report from the Chair:
- *Communications Update:* Kim commented that she would like to write a monthly article about the School Committee's current work in progress. A discussion ensued in terms of a process that wouldn't violate the Open Meeting Law. Ellen recommended a cyclical process in which the School Committee reviews the article at its meetings before being published. Kim would also inform the School Committee regarding public feedback on the articles written.
 - *October 13, 2016 OML Training by Attorney General's Office:* Ellen informed the School Committee that this OML training will be in Brockton.

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- *Campaign to Prevent Cap on Charter Schools/MTA Request:* Ellen will forward to the School Committee an email she received from the Mass. Teachers' Association regarding this issue. Barb noted that this issue would likely involve the Town of Wayland and not just the schools.
- *MASC Call for Contributions to Alleviate Flood Damage in Louisiana:* Ellen informed the Committee that she received an email from MASC regarding this issue.

9. **Policy Subcommittee Update:**

(a) Policy GBEA – Staff Ethics:

This agenda was passed over; there was no update.

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

None.

11. **Consent Agenda:**

(a) Approval of Minutes:

- Regular Session of July 25, 2016
- Special Session of July 28, 2016
- Special Session of August 3, 2016

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the Consent Agenda as presented today.

12. **Executive Session #2:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 10:05 p.m. for the purposes of reviewing executive session minutes for possible declassification as listed on the meeting notice, as permitted by M.G.L. c.30A, §22, discussing specific non-public executive session minutes requested by George Harris in his public records request of August 22, 2016, as permitted by M.G.L. c.30A, §22, approving minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meetings: July 20, 2016 and August 3, 2016, and reporting on executive session minutes requested by Assistant Attorney General Kevin Manganaro relative to George Harris's Open Meeting Law Complaints dated July 5, 2016 and July 21, 2016, originally filed with the School Committee on April 26, 2016 and May 23 2016, alleging improper notice of executive session under M.G.L. c.30A, §21(a)(3), alleging failure to timely respond to a complaint, failure to provide sufficient information to the public in its meeting notice and verbal statement and failure to announce its public statement in open session, 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 | |
| Jeanne Downs | X | |
| Kim Reichelt | X | |
| Kathie Steinberg | X | |

The School Committee will be joined by Paul Stein, Superintendent of Schools, 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.

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

(a) Possible Vote to Declassify Executive Session Minutes as Listed on the Meeting Notice:

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to declassify the Executive Session minutes as discussed and redacted in Executive Session and as listed on the meeting notice.

14. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to adjourn at 10:25 p.m.

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Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN, BUZZ

Corresponding Documentation:

1. Agenda & Backup Information
2. MSBA Initial Compliance Certification – Loker School
3. FY16 Year End Report for School Support Organizations
4. FY15 Annual Town Report
5. Regular Session Minutes of July 25, 2016
6. Special Session Minutes of July 28, 2016
7. Special Session Minutes of August 3, 2016
8. Town Administrator's Presentation re: Considerations for FY18 Budget Planning (FinCom Meeting)
9. Considerations for FY18 Budget Data Analysis (FinCom Meeting)
10. 2016-2017 "UNITED" District-wide Goals
11. Handout regarding Race to the Top