

MINUTES – WAYLAND SCHOOL COMMITTEE

Joint Meeting with BOS & FinCom and Regular Session – June 18, 2012

A joint meeting with the Board of Selectmen and Finance Committee was held on Monday, June 18, 2012 at 6:30 P.M. in the Large Hearing Room of the Wayland Town Building. Following the joint meeting, a Regular Session of the Wayland School Committee was held at 8:11 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Barb Fletcher, Chair
Beth Butler, Vice Chair
Malcolm Astley
Ellen Grieco
Shawn Kinney

Also:

Paul Stein
Superintendent of Schools

Brad J. Crozier
Assistant Superintendent

Marlene M. Dodyk
Director of Student Services

Geoffrey S. MacDonald
Business Administrator

Also:

Pat Tutwiler, WHS Principal
Scott Parseghian, WHS Dean of Students
Justice Smith, Athletic Director
Cheryl Fertig, Director of The Children's Way
Brian Jones, Director of WSCP/Loker Principal
Gail Zemen, Consulting Business Administrator

1. **Joint Meeting with Board of Selectmen and Finance Committee:**

The School Committee, together with the BOS and FinCom, interviewed the following seven candidates to serve on the Audit Committee: 1) Tony Boschetto, 2) Donna Bouchard, 3) Gordon Cliff, 4) Chris Cullen, 5) Ben Downs, 6) Frank Krasien, and 7) Chris Reilly.

Following the Joint Meeting at 7:57 P.M., Chair Barb Fletcher re-convened the Regular Session at 8:11 P.M. in the School Committee Room and informed the audience that the meeting was being taped by WayCAM.

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

Heather Pineault read a statement to the School Committee regarding the Achievement Gap Goal presentation at the June 4th meeting, and, in her opinion, the School Committee lacks understanding in terms of how much work is being done to address the needs in the schools. She asked the School Committee to continue to support this important and essential work, as there is a need for further training, which forces educators to ask whether practices and systems work for all children. Finally, she stated that race and the color of one's skin does matter; otherwise, they are not being seen for who they are and their experiences in life are not being acknowledged. This can cause a disconnect and the inability to build a trusting relationship. She urged the School Committee to continue to recognize this goal in order to meet the needs of all students throughout their educational journey.

Louis Jurist also commented on the Achievement Gap Goal presentation at the June 4th meeting. He also pointed out that at the WHS Undergraduate Awards Ceremony, the vast majority of the recipients were female. In his opinion, this is a concern that starts early on in a child's education and asked the administrators to examine this issue.

Tom Sciacca stated that he sent a link to the School Committee of a New York Times article regarding the increasing concern of head injuries resulting from football. He commented that even though there is a long history of acceptance of this sport, that doesn't make it right.

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Shawn Kinney, making a public statement, addressed the issue of the discussion regarding the Achievement Gap Goal presentation on June 4 and this meeting's first public comment. Shawn explained why he responded the way he did to the statement made about racism in the schools. He feels that the School Committee should be able to have open discussions, regardless of the sensitivity of the subject, without fear of reprisal.

3. **Goal #3 – Health and Wellness:**

Marlene Dodyk, Pat Tutwiler, Scott Parseghian, and Justice Smith presented Goal #3 – Health and Wellness – which states: "To enhance health and wellness education, employing a systemic approach to curriculum, instruction, extra-curricular activities and school culture."

The School Committee was provided with a summary of the year's work of the Promoting Healthy Relationships Committee and the SWOT format related to Health and Wellness Education. Pat reviewed the work being done at the high school level and Marlene highlighted the work that is being done in terms of healthy relationships.

The School Committee and administrators discussed progress made, if any, in terms of health and wellness outside of the classroom, specifically the playground, and how it relates to this particular goal. Paul stated that Open Circle is about the curriculum and the approach of giving kids the tools to respond to a situation that they consider to be problematic and to be able to de-escalate conflicts on the playgrounds. Brad also stated that at all levels, particularly the elementary level, the anti-bullying curricula are not just in one department, but ties can be seen in all of the curricula areas. Also, Just Like Me has another curriculum that has been revised over the years to include lessons related to bullying.

Malcolm asked, in terms of the SWOT format, how outcomes can become a clear part of the process while still using the SWOT format. He acknowledged that there is so much going on, but asked how progress can be measured and reach the outcomes expected for our students.

Paul stated that he recognizes Malcolm's concerns and this continues to be an ongoing process. The School Improvement Plans will be delivered under a new format, which will be worked on by the principals after the goals are developed and then presented to the School Committee in late September or mid-October. The progress and expected outcomes vary from grade level to grade level, particularly for elementary children because they start at different levels.

Also discussed was what has happened this year regarding health and wellness and what the administrators see in terms of the needs for next year. Pat responded that health and wellness covers the following areas: healthy relationships, anti-bullying, substance abuse, nutrition, Project Adventure, and stress management. These topics, which also include sub-topics, are not being looked at in depth at this time because of time constraints.

They also discussed parent communication, which has been covered in the healthy relationships curriculum over the past five years at the High School. Pat commented that two representatives from REACH (Refuge, Education, Advocacy & Change) attended one of his PIE meetings and conducted a training on how parents can communicate with their children in terms of healthy relationships and how to identify the signs when things are not going well. However, more capacity in staff is needed to cover the scope of this issue and to change the culture.

Pat Tutwiler described the curriculum in grades 9 and 11 and provided a brief sketch of where they've been, where they are, and where they would like to go. He commented that the plan is to have a health and wellness curriculum in place for grades 10 and 12 next year. In response to Malcolm's questions, Pat stated that there is not much accountability in learning since a pass/fail grade is given. Marlene stated that since classes meet so infrequently, it's difficult to establish a grading system. However, developing clearer goals in this area is being planned in moving forward. Pat also discussed the subject of measuring students' engagement in the curriculum.

Because this department at the high school is too small to serve the amount of students, Pat stated that more staffing and training is needed at the high school level. Malcolm stated that one of the functions of the Lauren Dunne Astley Memorial Fund is to provide whatever is needed to help accomplish this goal.

The School Committee and administrators discussed the Safe Dates curriculum, which includes a total of 6 classes for 50 minutes per class. They concurred that more classes are needed in this area, but difficult to schedule with the staff available. Marlene explained that this effort is a huge undertaking, but they are moving forward with the help of

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staff from guidance, health and wellness, and teachers.

4. **Discussion of Audit Committee Candidates:**

The School Committee, together with the Board of Selectmen and Finance Committee, interviewed 7 candidates to serve on the Audit Committee. Based on skills and professional backgrounds, each Committee member stated their first and second choice candidates, as they will appoint one.

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted (3-2) to appoint Tony Boschetto as their first choice to serve a one-year term on the Audit Committee as the School Committee representative.

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted (3-2) to appoint Donna Bouchard as their second choice to serve a one-year term on the Audit Committee as the School Committee representative.

5. **Continued Discussion re: Cost Allocation for WSCP:**

Geoff MacDonald and Gail Zemen, consulting Business Administrator, presented six recommendations for School Committee consideration, which focused on cost allocation for WSCP and some for FDK. Their goal was to keep the methodology simple, but have a plan in place that was replicable and sustainable. Geoff also stated that this work will result in some systemic changes in allocations at the building level of services/expenses, such as custodial and utilities.

Gail presented six recommendations for School Committee consideration, which focused primarily on the WSCP and in areas of cost allocation to FDK. She also explained what a spreadsheet would look like in terms of categories taken from the DESE rules for accounting. They include direct expenses, personal services, program and operating expenses, and indirect and allocated expenses.

Gail also recommended for FY13 and beyond that the same methodology be used with more expenditures charged directly to the WSCP revolving accounts.

After a brief discussion, the School Committee concurred that these recommendations and this process was simple and logical and should be implemented going forward.

Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted unanimously (5-0) to approve the six recommendations for the allocation methodology.

6. **Approval of The Children's Way FY13 Salaries:**

Upon reviewing supporting documentation, Cheryl Fertig, Director of The Children's Way, and Brian Jones, Director of WSCP, requested School Committee support of an increase in compensation for The Children's Way personnel. They stated that the increase will be absorbed in the operating budget, and non-personnel expenses will be reallocated to cover the cost of the recommended salary increases. There will not be a tuition increase for the third year in a row. Cheryl also stated that even with an increase in salaries, the staff will only earn 52–57% of other neighboring districts. They also stated that when hiring new highly-qualified personnel, TCW needs to remain competitive.

A discussion ensued in terms of a long-term plan to bring TCW non-union salaries up to par with other district employees and neighboring districts, taking into consideration some savings acquired through retirements. Paul commented that he would like to work toward a clear-coded system that is fair and equitable for all employees. The process toward a new salary model will be discussed further at a future meeting.

The School Committee provided support for the proposed salary increases for TCW employees.

7. **Review of Resolution re: Scope of Revolving Accounts Audit:**

Ellen Grieco, with the assistance of Rebecca Chasen, drafted the "2012 Agreed upon Procedures for Off Ledger Accounts," regarding the scope of the revolving accounts audit. Ellen distributed the newly drafted document, which takes the place of the previously drafted resolution, to the School Committee. Shawn Kinney also passed out a document showing the history of the high school principal's discretionary accounts in terms of deciding how far back

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the audit should cover.

The School Committee discussed the process by which an auditor would be hired. Geoff MacDonald commented that this audit can be classified as CPA services and does not have to be put out to bid.

They also discussed the additional responsibilities that would be placed on the staff during the summer in preparation for this audit, and Paul asked that the task be more defined in terms of accessing all email records for the WPS employees and the Town of Wayland that would provide backup.

The School Committee agreed to review the documents presented and come to the June 25th meeting with specific language changes, including a clear definition of the purpose of the audit/review. Barb recommended that the Committee review the Quarterly Reports for the revolving accounts for the purpose of deciding which accounts to review. The goal is to have this work done during the summer.

8. **Committee Delegations & Appointment of Chair/Vice Chair:**

Barb Fletcher stated that other committee responsibilities should be taken into consideration when electing a chair and vice chair, especially since the district will begin negotiations in the early part of 2013 and typically the School Committee liaison to the bargaining team does not serve as the Chair.

Barb read the policy in terms of the process of this appointment, which states that the Superintendent presides over the election with a quorum present and done according to policy. Once a Chair is determined, the Chair will call for a nomination of the Vice Chair, following the same procedure.

Upon a motion duly made by Ellen Greico, seconded by Shawn Kinney, the School Committee voted (4-1) by roll call vote (Barb abstained) to nominate Barb Fletcher as the School Committee Chair for the 2012-2013 school year. Barb accepted the nomination, but asked to delegate some of her responsibilities to other Committee members, specifically the 2013 graduation speech.

Upon a motion by Malcolm Astley, seconded by Shawn Kinney, the School Committee voted (4-1) by roll call vote (Beth abstained) to nominate Beth Butler as School Committee Vice Chair for the 2012-2013 school year. Beth accepted the nomination.

Malcolm asked that the Wellness Advisory Committee be added to the list, as well as clarifying issues in terms of the Suburban Coalition going forward. Beth also suggested a discussion regarding whether a Legislative Liaison is necessary. The delegations will take place at a future meeting.

9. **Review of School Committee Meeting Dates 2012-2013:**

The School Committee reviewed the meeting dates for 2012-2013. Barb Fletcher will ask the Finance Committee for a budget schedule. The Committee confirmed that the summer meetings are July 9, July 24, and August 29. Barb will offer dates for the School Committee retreat after she and Paul meet with Irwin Blumer. Paul also suggested that the Committee decide on the schedule for Quarterly Reports.

10. **Consent Agenda:**

(a) Approval of Accounts Payables and Payroll Warrants:

- Wayland Public Schools Accounts Payable warrant, dated 6/18/2012, in the amount of \$165,078.37
- Wayland Public Schools Payroll warrant, dated 6/14/2012, in the amount of \$4,952,032.51

(b) Acceptance of Gifts:

- An anonymous donation from a local family of \$3,500 dedicated to the cost of a tile mosaic at Wayland High School in memory of Lauren Dunne Astley, Class of 2011.
- A gift of two solar panels to the Wayland Middle School from Sunlight Solar Energy, Inc., as part of a 6th grade science unit.

(c) Approval of Minutes:

- Regular Session of June 4, 2012, as amended

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Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Accounts Payable warrant and the gifts.

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted (4-1) (Shawn Kinney abstained) to approve the June 4, 2012 Regular Session minutes, as amended.

11. **Superintendent's Report:**

Paul Stein commented that he is monitoring the elementary enrollment for September 2012, particularly first grade at Happy Hollow and third grade at Claypit Hill. He stated that if the numbers continue to increase for third grade at Claypit, class sizes will exceed School Committee guidelines.

Paul also praised the graduation ceremony on June 10. He commented on the elaborate mosaic and moving ceremony, which was put together by students and graduates of WHS, as a tribute to the memory of Lauren Dunne Astley.

Malcolm Astley publicly thanked the students, staff, and all those who contributed to the mosaic and its dedication.

12. **Follow-up and Future Agenda Items:**

(a) Finalize School Committee Report of Part II of Abrahams Group Report:
Agenda item was tabled.

(b) Creation of Revolving Account for High School Student Computer Maintenance:

As stated by Geoff MacDonald, a voluntary \$60 maintenance fee will be collected from high school students for the maintenance and support of their laptop computers, which will be given to them as part of the 1:1 laptop initiative. If students opt out of this maintenance fee, they will be solely responsible for the cost of repairs to their laptop. This revolving account will be authorized under Chapter 71, Section 47 and School Committee approval is requested to establish this revolving account.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted (5-0) to create a revolving account under Chapter 71, Section 47 for funds related to the \$60 optional maintenance fee for the care, maintenance, and support of the laptops.

(c) Middle School Roof:

Barb also stated that the MSBA Board approved Wayland to enter into the Feasibility Study phase to replace the Middle School roof. The next step would be the design phase with the goal of having the work done during the summer of 2013. Barb will keep the School Committee informed of any updates.

13. **Comments from the Public:**

Heather Pineault apologized for any confusion and clarified her intent about her previous comments surrounding the Achievement Gap Goal presentation at the June 4th meeting, at which she expected to hear a different conversation, especially about the work that is going on and the data gathered. She also stated that she welcomes healthy and respectful dialogue, particularly around the School Committee's decisions that impact teaching and learning.

Donna Bouchard asked the School Committee to consider turning the oversight of the audit/review to the Audit Committee. She also commented that the student activity accounts, according to statute, must go through the warrant process and asked the School Committee to expedite this process. Donna pointed out that the audit for the student activity accounts was not done according to statute for FY2011, and asked the School committee to place this audit under the jurisdiction of the Audit Committee.

14. **Adjournment:**

Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:16 P.M.

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Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Heather Pineault, 53 Country Corners Road

Tom Sciacca, WVN

Louis Jurist, Wayland

Donna Bouchard, Wayland

Corresponding Documentation:

1. Goal #3 – Health & Wellness Presentation
2. Memo & Backup Information re: Approval of The Children’s Way FY13 Salaries
3. Handout - “2012 Agreed Upon Procedures Regarding Off-Ledger Accounts”
4. Handout – Wayland High School History of Revolving Account
5. List of Members and their Committee/Organization Delegations
6. List of Proposed School Committee Meeting Dates for 2012 – 2013
7. Regular Session Minutes of June 4, 2012
8. Accounts Payables & Payroll Warrants
9. Handout – General Laws: Chapter 71, Section 47 re: Student Activity Accounts