

# MINUTES – WAYLAND SCHOOL COMMITTEE

## Regular Session – November 18, 2013

A Regular Session of the Wayland School Committee was held on Monday, November 18, 2013, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present:

Barb Fletcher, Chair (arrived at 7:50 p.m.)  
Beth Butler, Vice Chair  
Malcolm Astley  
Ellen Grieco  
Donna Bouchard (arrived at 7:30 p.m.)

Also:

Paul Stein  
Superintendent of Schools

Brad Crozier  
Assistant Superintendent

Marlene Dodyk  
Director of Student Services

Geoff MacDonald  
Business Administrator

Beth Butler convened the Regular Session at 7:05 p.m.

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

Malcolm Astley, as an individual citizen, announced that an initiative has been set up through the Lauren Dunne Astley Memorial Fund. This initiative is a mini-grant program for community members and Wayland staff who may have a project regarding effective teen relationships and violence prevention, the arts or community service. Interested parties can apply online ([laurendunneastley Memorial Fund.org](http://laurendunneastley Memorial Fund.org)), as the deadline for the first round of applications is January 31, 2014. Malcolm thanked the community members from Wayland and surrounding towns for making this initiative possible.

### 2. **Financial Matters:**

- (a) Approval of Gossels Fund for Academic Excellence Requests
- WHS Model UN Club
  - Walden Forum Speaker Events at High School

Paul Stein presented Principal John Ritchie's request for funds from the Gossels Fund for Academic Excellence for the Model UN Club to pay for the advisor's stipend. He commented that the organization has been in existence for some time, and as he is encouraged that it is being brought back to Wayland. He noted that the Gossels family has approved of this request.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (3-0) to approve and support Dr. Stein's approval of this request.

Tom Liszewski, Director of Walden Forum, described the mission of the Walden Forum and the speakers' luncheon programs that have been introduced at the High School and will be introduced to WHS students going forward. He reported that the program has received positive feedback from the teachers; he also read statements from those who support the Walden Forum. The request is for \$5,000 from the Gossels Fund for Academic Excellence for in-school programs.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (3-0) to approve and support this request for the Walden Forum for luncheon speakers at WHS, subject to the approval of the Gossels family.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 18, 2013

3. **Educational Matters:**

(a) Discuss Superintendent Evaluation Process & Related Goals:

Paul began by saying that the district goals are multi-year goals, and his four goals have similarities to the district goals. The following are goals for the purpose of evaluation.

- Addressing the Level 2 status of Claypit Hill and Happy Hollow, particularly with the 4<sup>th</sup> grade MCAS scores. Paul will meet with Brad and Marlene regularly to determine the causes of past scores and work toward addressing this, while supporting the schools
- Implementation of the elementary grade schools' configuration; Paul hopes to have a conclusion by end of year with hopes of establishing a very clear direction
- Implementation of DESE Educator Evaluation Framework – the new system will be implemented and 50% of the faculty will be evaluated under the new model. The second piece is to develop District Determined Measures for the staff, which measures student progress to reflect teachers' skills; involves working closely with the WTA
- Encouraging and enabling the administrative staff to enhance their role as instructional leaders by introducing instructional rounds (Professional Practice Goal)

Beth commented that the goal of tonight's meeting was to vote on Paul's goals for his evaluation and to introduce the proposed evidence and timeline for the goals of the evaluation. She distributed an evaluation timeline. The Committee will discuss at the next meeting the evidence that Paul has noted and come up with further evidence related to Paul's goals.

*Donna arrived at 7:30 p.m.*

A discussion ensued as a result of Ellen asking Paul if he had thought about how Goals 1 and 2 might intersect each other. Paul responded that all goals intersect each other, but a lot does happen when schools are reconfigured. Paul hopes that whichever configuration is chosen, it will facilitate students' learning from year to year and allow the faculty to develop interventions and to work collaboratively in PLC's. Ellen asked Paul to consider Goal #1 in the final decision of the reconfiguration. Although Paul's goals are focused on the elementary schools, there are many other concerns within the district that he is addressing.

The School Committee consensus was to postpone the vote to approve Paul's goals to December 2. Benchmarks will also be discussed.

Paul responded to Donna's question regarding Goal #4 and explained the reasoning behind this goal in terms of easing the managerial responsibilities of the building administrators so they can focus more on teaching and learning.

Malcolm asked Ellen if while serving on the Elementary Building Use Task Force, she had found the answers to her own questions. Ellen and Paul elaborated on the research and thought process undertaken by the task force. Malcolm wondered how many other districts are struggling with testing and asked Paul to look for evidence that is as close to student measurements as possible and to determine what works and keep it simple. Paul is open to suggestions in terms of what kinds of evidence to present to the Committee.

Beth commented that a new pilot might be introduced in the evaluation process. It would entail interviewing administrators related to how Paul's goals are working and being implemented. Another suggestion was for the School Committee to research peer communities' system-wide and/or Superintendents' goals for purposes of comparison.

*Barb arrived at 7:50 p.m.*

Malcolm noted the 2014 timeline for the evaluation process and Paul's system-wide goals.

(b) Receive 2013 Staff Deployment & Class Size Report:

Brad Crozier presented the 2013 Staff Deployment and Class Size Report to the School Committee. Brad commented that this report shows the assignment of staff based on October 1<sup>st</sup>, which is the date that state reports are based. This report compares budget to actuals and reports on class size and historical trends. Brad noted that there was an increase in FTE's from last year to this year, as the majority of the increases were

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 18, 2013

driven by the fee-based programs and were unbudgeted positions. Brad also looked closely at class size averages and for the most part they meet the School Committee's targets.

The School Committee asked questions regarding class size. Barb will forward the report to the Finance Committee as a reference tool in the budget process.

- (c) Receive October 1<sup>st</sup> Enrollment Report & FY15 Projections:  
Geoff MacDonald presented Wayland's October 1<sup>st</sup> Enrollment Report and FY15 Projections. He commented that in preparing the report, he looked at the budget to the actuals and then projected to FY15. Geoff also commented that Wayland has developed its own three-year cohort survival rate model several years ago, which are used in conjunction with the NESDEC Report. He reviewed the current and projected enrollment for all grade levels, while also comparing the number of classrooms this year and projecting to next year. Geoff also reported on the number of Boston students (137) and students of staff members (48).

Paul commented on the budget process based on the enrollment report and added that there will be an increase of a .4 high school Chinese teacher. With all of the pluses and minuses, there may be a total increase of 0.75 FTE.

Barb will send this report to the Finance Committee for reference purposes.

- (d) Hear Superintendent's Report:  
Paul praised three incredible events that took place in the schools: the impressive program Wayland Sings, a presentation and interpretation of the statistics by SADD students from the Youth Risk Survey, and "Dead on Arrival", a high school play written and produced by the students.

Paul announced that Sarah Maietta will be the student representative serving on the School Committee. She will attend meetings and participate in the subjects that relate to the students, as well as provide feedback to the Committee. She will also give a student's report at each meeting.

4. **Financial Matters (cont'd):**

- (a) Approval of Transfer of Funds re: China Exchange Program:  
Paul requested that a transfer be made from the substitute teacher account to the high school administrative expense account to cover substitute expenses and other miscellaneous expenses for the China Exchange initiative. Part of this transfer request will be deposited into the district summer work account to fund a summer workshop in Chinese language and culture for Wayland participants.

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (5-0) to approve the transfer of funds as described in a memo from Paul Stein dated November 14, 2013.

- (b) Vote to Approve FY15 Capital Budget Request re: Security Improvements at the Middle School:  
Barb informed the Committee that John Moynihan had requested School Committee approval to use remaining funds from the FY09 capital request to make security improvements at the Middle School. However, the initial estimates came back higher than the remaining balance. Therefore, he would like to submit a Capital Improvement Plan for FY15 for these improvements and return the FY09 capital balance to the Town.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve the capital request for \$65,000 for Middle School security improvements as described in the Capital Improvement Plan.

- (c) Discussion of FY15 Operating Budget Needs:  
Paul Stein informed the School Committee of some of the challenges that are present in the budget process. He also reviewed some of the additional costs that are anticipated, such as the anticipation of a new bus contract, textbooks for ELL Mandarin, payment of some of the high school software charges, and the athletic budget. Paul anticipates big increases in the entire Special Education budget, including ELL. In preparing the budget, Paul hopes to find savings in other areas, realizing that dramatic cuts are possible.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 18, 2013

Barb noted that she asked the FinCom for direction in approaching the budget, in light of these additional costs.

The School Committee discussed the total additional costs that do not include contractual increases, as the personnel numbers were not available.

Paul also reminded the Committee that the high school principal search has begun and publicly invited all parents to attend the meeting on Friday morning.

Marlene Dodyk announced that she is applying for a grant – The Community Innovation Challenge. She is still working out the logistics, as it must be submitted by Friday. Marlene reached out to Lincoln-Sudbury to seek their interest in partnering for this grant, but they declined, and she has also been touch with the State and the grant coordinator. She asked the School Committee to authorize a member to sign off on the grant by Friday.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to authorize Barb Fletcher to follow up with Marlene Dodyk regarding the above mentioned grant on Friday of this week.

(d) Continued Discussion re: Cost Allocation Proposal for Student Parking Fees:

The School Committee continued their discussion regarding student parking fees in an effort to clarify the student costs vs. 100% of the costs of the high school parking lot, Paul Stein provided the annual estimated costs for the high school parking lot maintenance. Paul explained the ways in which the fees were computed based on the ratio of spaces in the two student lots to the total number of spaces in all four lots. Upon request, this information was provided by John Moynihan.

A discussion followed regarding the cost of maintaining the parking lot areas, as well as setting costs for snow removal, keeping in mind that snow removal expenses are budgeted in the DPW budget. Direct cost allocation and the legitimacy of the costs were also discussed.

Donna made a motion that the students are charged this year for only custodial services and the parking lot supervisor as originally charged based on 52% of parking lot spaces, reducing the fee to \$71 from \$220. There was no second to the motion.

Paul was asked to follow up with John Moynihan and Don Ouellette to confirm their information regarding the maintenance of the parking lots, including how they arrived at the associated costs.

Ellen asked that the meeting move on from this agenda item, as there are more important topics to address, such as the budget.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted (2-2-1; Malcolm and Beth in favor; Ellen and Donna opposed and Barb abstained) to approve the cost allocation proposal based on 68% of the parking lot fee at \$220. The motion did not pass.

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted (3-1-1; Malcolm, Beth and Ellen in favor; Donna opposed, and Barb abstained) to approve the cost allocation proposal based on 68% of parking lot spaces contingent upon information from the DPW Director and Public Buildings Director. Barb abstained to avoid any potential conflict of interest.

5. **Procedural/Administrative Matters**

(a) Discuss School Committee Objective re: Meeting Management

In keeping with the School Committee's goal regarding meeting management, Barb referred to a spreadsheet that she drafted, which included eight different strategic activities. The Committee would decide how the activities would be measured and would apply a timeline to each. The School Committee reviewed each activity. Moving forward, Barb suggested that the Committee briefly summarize the discussion that occurred for each agenda topic, as well as clearly note the vote and the action items related to each topic. Beth suggested that this strategy could help in the drafting of the minutes.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 18, 2013

As part of this objective, WHS student Sarah Maietta will be attending School Committee meetings and she will present a brief report after the Superintendent.

Barb also referred to a Protocols Worksheet, which she drafted from information from other districts, and suggested that the Committee review the protocols at a future meeting in order to reach consensus for the purpose of establishing a better working relationship. Also suggested was an end-of-the-year Committee self-assessment for which Barb provided a self-evaluation tool (Rubric). Depending on what is done by the Committee, some School Committee policies may need to be changed.

(b) Receive Update re: MUNIS Security Improvements:

Donna Bouchard updated the Committee on the MUNIS security improvements based on Brian Keveny's presentation to the Board of Selectmen. All of the log-in codes have been changed, and they may be changed every six months to one year. Only three people have super-user privileges and will eventually re-define the roles within the School Department. A forensic review will be done, and the auditor will make his recommendations based on his review. A policy may be created to address the issue of what happens when an employee leaves and a new replacement is hired. A risk policy may also be developed.

Geoff MacDonald suggested that employees should have more training in order to use MUNIS to its fullest capabilities. The 9.1 system that is currently in place is retired, and the 9.4 system has replaced it.

(c) Review of Potential Follow-up Items:

Barb is prioritizing the spreadsheet based on suggestions from the Committee. Barb noted that the deadline to decide the Committee's intent of renegotiating (or not) Paul Stein's contract is December 31. Barb will distribute the current contract for the Committee's review before the next meeting.

The School Committee's objectives will be revisited going forward. Malcolm suggested an additional December meeting to catch up on the objectives; a poll was taken amongst the members. As she did at a previous meeting, Donna suggested a Budget Advisory Committee be formed to help with the budget process.

6. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Payroll warrant, dated 11/14/2013, in the amount of \$1,269,996.86
- Wayland Public Schools Accounts Payables warrant, dated 11/18/2013, in the amount of \$351,953.71
- Wayland Public Schools Accounts Payables warrant (Student Activity Accounts), dated 11/18,2013, in the amount of \$41,553.48
- Wayland Public Schools Accounts Payables warrant (High School Building Project), dated 11/25/2013, in the amount of \$274,361.50

(b) Approval of Minutes:

- Regular Session of October 21, 2013

(c) Approval of WHS New York Spanish Trip

(d) Acceptance of Gifts

- Donation to the Middle School Tripships Account

(e) Declassification of Executive Session Minutes:

- January 14, 2008
- January 22, 2008
- March 10, 2008
- March 24, 2008 - #1
- March 24, 2008 - #2
- March 31, 2008
- April 28, 2008
- May 12, 2008
- May 19, 2008

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 18, 2013

- June 2, 2008
- July 7, 2008 - #1
- July 7, 2008 - #2
- July 28, 2008 - #1
- July 28, 2008 - #2
- August 25, 2008 - #1
- August 25, 2008 - #2
- August 29, 2008
- September 15, 2008 - #1
- September 15, 2008 - #2
- September 22, 2008
- October 6, 2008
- October 20, 2008
- November 3, 2008
- November 18, 2008 - #1
- November 18, 2008 - #2
- December 1, 2008
- December 18, 2008

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda, including the October 21, 2013 minutes as amended.

7. **Comments from the Public:**

There were no public comments.

8. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the Committee voted unanimously (5-0) to enter Executive Session at 10:10 p.m., as permitted under M.G.L. Chapter 30A, Section 21(a)(3) to discuss strategy with respect to Collective Bargaining for school unions (WTA, WESA, Custodial and Food Service, as such a discussion in open meeting may have a detrimental effect on the bargaining position of the School Committee and Executive Session is necessary to protect the bargaining position of the School Committee. They will reconvene in Regular Session to conduct one more regular matter as noted on the agenda, and to enter into Executive Session under M.G.L. Chapter 30A, Section 21(a) (1) to discuss the Open Meeting Law complaint filed by George Harris on October 29, 2013 regarding Executive Session minutes and to review Executive Session minutes of October 21, 2013 and to discuss declassification of Executive Session minutes as listed on agenda, pursuant to M.G.L. Chapter 30(a) Section 22. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Ellen Grieco	X	
Donna Bouchard	X	

9. **Vote to Approve Memorandum of Understanding with WTA for July 1, 2014 through June 30, 2017:**

Tabled.

10. **Adjournment:**

Upon a motion duly made by Donna Bouchard, seconded by Beth Butler, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 10:42 p.m.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – November 18, 2013

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Maryann Borkowski, Wayland

Corresponding Documentation:

1. Goals re: Superintendent's Evaluation
2. 2013-2014 Staff Deployment Report
3. 2013-2014 Enrollment Report
4. Memo from Paul Stein re: Parking Fees
5. FY15 Budget Timeline
6. FY15 CIP for Middle School Security Improvements
7. Memos re: Gossels Fund for Academic Excellence Requests
8. Memo from Paul Stein re: China Funds Transfer
9. School Committee Protocols Worksheet
10. School Committee Rubric
11. Accounts Payables and Payroll Warrants
12. Regular Minutes of October 21, 2013
13. Overnight Travel Information/Form re: Spanish New York Trip
14. Information re: Middle School Gift
15. Executive Session Minutes for Approval of Declassification (listed in these minutes)